

Policy title	Policy Bursaries	Year	2017
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Policy sign-off date	October 2016		
Policy signed off by	Academic Director: Linda Halliday		
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1. PURPOSE OF THE BURSARY POLICY

This policy provides the rules and guidelines relating to the awarding of bursaries. Because bursaries form part of our social responsibility policy this represents **eta's** commitment to social responsibility. Our organisation has grown over the past 15 years and it seeks to give back to communities by offering bursaries to deserving candidates. Social responsibility is also a component of our broad based black economic empowerment (BBBEE) policy.

eta College has a bursary policy that makes provision for two differing student types:

- Bursaries for black applicants, from historically disadvantaged backgrounds who can show that they are unable to afford their fees.
- Bursaries for applicants who have a high profile or represent an important sporting code or club.

2. BURSARY CATEGORIES

2.1 Bursaries awarded to individuals from group 1:

Group 1 candidates are historically-disadvantaged black applicants who will be given a higher consideration than sport of fitness or high profile applicants (group 2 below). Group 1 candidates are also required to complete a certain amount of their workplace hours on campus, contributing to marketing and operational activities while learning "on the job".

2.2 Bursaries awarded to individuals from group 2:

Group 2 candidates represent the importance of partnering with influential individuals and organisations and using this relationship to generate valuable publicity and exposure for the **eta** College brand. These candidates will be required to make at least four appearances during their year of study. These could be, for example, photo-shoots, graduation ceremonies, guest lectures or other promotional happenings. **eta** also reserves the right to publicise these individuals as graduates of **eta** College and to use an agreed photograph to publicise this.

3. APPLYING FOR BURSARY

For first level screening, applications are submitted to the **eta** region where the applicant wishes to study. Recommendations are then submitted to the Bursary Committee at **eta** National Office by the regional Campus Manager. The National Bursary Executive

Committee is responsible for final screening and selection. All regional bursary applications must be submitted to the National Operations Manager before the final screening deadline each year.

The Bursary Committee makes a final decision on the best candidates per region and final applicants are signed off by CEO, Dr S. Harris.

Procedure: Refer to the Bursary procedure for applications

4. OPENING AND CLOSING DATES

4.1 The closing date for bursary applications is 1st October each year.

4.2 Bursary applications open on 1st March each year for the following year of study.

5. AWARDING BURSARIES

Final screening deadline is 31st October each year. Once the final screening has occurred and all applications have been considered for the following year of study, the list of successful candidates is sent to the Campus Manager. The Campus Manager informs each candidate and their school of their successful application. Unsuccessful applicants are also informed.

In the event that the bursary is for distance learning, the distance learning manager informs the applicant.

6. ADMISSION AND ADMINISTRATION CRITERIA FOR BURSARY APPLICANTS

- Previously disadvantaged black applicants.
- Grade 12 completed and meets **eta** programme admission criteria, per qualification
- English language competency as per qualification's admission criteria
- Completed bursary application form
- Last school report
- Reference from school principal
- Character reference from a person of standing in the community
- Letter of motivation from bursary applicant

7. OBLIGATIONS OF BURSARY STUDENT

- Pay for their academic pack (unless decided otherwise by Regional / Campus Manager).
- Pay for any additional costs, e.g. additional short courses or costs arising from purchase of, for example, additional manuals, t-shirts.
- Bursary students are expected to support their **eta** region with marketing, enrolment and community outreach activities as specified by the Regional / Campus Manager and in line with **eta** policy and procedures. Such hours contribute to their workplace experience.
- Hours must be logged by the **eta** Regional / Campus Manager.
- High profile bursary students are required to attend selected **eta** events at least four times per academic year.
- Bursary students are expected to attend classes where applicable and to complete the qualification successfully. They are also expected to complete their studies according to the academic and assessment deadlines. Should it transpire that a bursary student has not complied to the **eta** criteria for attendance (with campus-based programmes), with hand-in, exam deadlines or remediation where indicated, and they do not achieve the required marks to pass each year of study, they will not be able to continue their studies.