STUDENT BURSARY SCHEME

1. Introduction

1.1. A bursary is an award made in recognition of a student's efforts to study. It may be based on a variety of factors, including a need for financial assistance, academic performance, or reward for previous academic excellence.

1.2. The purpose of the scheme is to assist selected candidates who meet our predetermined criteria by facilitating access to a higher education programme with a bursary that covers a portion of the costs up to a defined maximum for a particular academic year.

1.3. Students who apply for and meet the requirements for a bursary will be added to a short-list of eligible applicants which will be presented to the Student Bursary Committee for consideration.

1.4. The Student Bursary Committee will determine the recipients of the bursary awards. Being eligible for a bursary does not guarantee that the applicant will be awarded a bursary. The criteria for selecting candidates from the list of eligible applicants can be found in point **4. Selecting Candidates**.

1.5. The Student Bursary Committee is made up of the following:

- Chair - Registrar
- Heads of Schools
- Chief Academic Officer
- Chief Executive Officer
- Chief Financial Officer

1.6. Bursaries or financial support may cover registration costs or a part thereof towards an accredited qualification up to a maximum of 50%. However, higher awards than 50% are possible, as circumstances require. Higher awards are made at the discretion of the Bursary Committee.

1.7. Bursary recipients will be required to cover any remaining costs, as well as any additional administrative/sundry fees that occur as a normal part of the students' studies, e.g. deferral fees, etc.

1.8. A bursary is valid for the current academic year only. Students will be required to reapply for each academic year of their studies. No guarantees relating to funding will be provided and all funding is subject to the availability of funds.

1.9. Under special circumstances, a bursary may be awarded to settle outstanding student debt owed to Milpark Education.

1.10. Submitting an application is no guarantee that any form of bursary will be provided.

1.11. Students are encouraged to also apply at external agencies, companies or other funding bodies for assistance.

1.12. Applications will be considered before registration closes provided these were received by the official deadline for application.

1.13. In summary, the bursary programme is aimed at appropriate candidates who are unable to finance all the costs of a higher education qualification.

2. Qualifying criteria for candidates

Candidates must meet the following requirements in order to be eligible for consideration by the Bursary Committee:

a) Candidates must be South African citizens / permanent residents in possession of a valid South African identity document.

b) Any person who does not have the means to pay for all of the study fees may apply. (Proof of financial status will be requested.)

c) Applications from persons with disabilities will receive priority.

d) Applicants must meet but preferably exceed the minimum entry requirements for the qualification for which they wish to register. Demonstrated academic excellence will be rewarded.

e) Candidates may not be younger than 18, unless in exceptional cases.

f) Preference in the allocation of bursaries is given to unemployed students. However, in exceptional cases, funding may be awarded to employed students.

g) Candidates must be financially unable to undertake studies with us ("financially unable" means that the immediate family of the candidate is not in a position to pay the fees directly for the candidate or to raise finance i.e. cannot stand surety for a student loan for the full value of the studies).

h) Candidates may be called to an interview to determine suitability for the bursary / proposed plan of study.

i) All normal entry/admission documents will also be required as well as a signed contract by the candidate, giving effect to the provisions contained in this policy.

3. Minimum requirements

Once a bursary is granted, the successful applicant has to meet the following requirements:

a) Perform academically to the satisfaction of the Bursary Committee (performance is reviewed annually);

b) Meet all requirements per module and satisfy any curriculum planning or curriculum amendments as advised by the Bursary Committee, in consultation with the relevant academic staff;

c) Sign an undertaking that if they take up employment during a particular academic year, they have to notify Milpark.

d) Failure to meet the above requirements will automatically disqualify a student from receiving assistance in future.

4. Selecting candidates

a) Candidates will be invited to apply on the website prior to a pre-determined closing date. The usual student application and registration process continues in parallel to this process.
b) Only full and complete applications will be considered. Re-submissions will not be permitted.
c) Each application will be checked for completeness and accuracy. Once this process has been done, a shortlist will be drawn up by the Committee.
d) Shortlisted candidates may be called to an interview with the Committee / Committee representatives.
e) The Bursary Committee decides on the awards and reaches a final decision about the awards to be granted.
f) Applicants will be advised in writing of the decision reached in respect of their application.
g) No decisions will be given telephonically. No correspondence or appeals in this regard will be entered into.