

W&RSETA BURSARY GUIDELINE FOR 2017 ACADEMIC YEAR

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) is one of the 21 SETAs that were established in 2000 in terms of the Skills Development Act (as amended). The W&RSETA aims to facilitate the skills development needs of the Wholesale and Retail (W&R) sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Strategy (NSDS).

The W&RSETA has therefore identified as one of its strategic objectives the need to support undergraduate students that are or will enroll in disciplines that are related to Scarce and Critical Skills in the Wholesale and Retail Sector in a form of bursaries.

The purpose of the document is to provide a set of guidelines for the provision of bursaries to interested students that are accepted or registered in any one of the approved fields of study listed under section 2 below.

1. QUALIFYING CRITERIA

The selection of candidates is based on the following criteria:

- Application must be completed and submitted on the prescribed application form
- All required supporting documents must be attached to the application
- Applicant must either be accepted or registered at a South African public university or TVET Colleges
- Applicant must be registered for any one of the programmes listed on the advert
- Applicant must be a South African citizen
- Priority will be afforded to financially needy students and students who excel academically or demonstrate academic potential

2. FIELD OF STUDY

Below is a list of programmes that are related to scarce and critical skills

HETI (University) Degree/Diploma

- Retail Business Management
- Purchasing Management
- Supply Chain Management
- Logistics Management
- Sales and Marketing Management
- Accounting
- Financial Management
- Information Technology / Computer Science
- Food Technology / Nutrition

National Accredited Technical Education Diploma (NATED) PROGRAMMES (TVET) – N4 TO N6

- Business Management
- Financial Management
- Marketing Management
- Human Resource Management
- Management Assistant
- Hospitality and Catering Services

National Certificate Vocational (NCV) PROGRAMMES (TVET) – LEVEL 2 TO LEVEL 4

- Finance, Economics & Accounting
- Marketing
- Information Technology & Computer Science
- Office Administration
- Hospitality
- Transport and Logistics

3. BURSARY CONDITIONS

Successful applicants will be required to sign a bursary agreement with W&RSETA and adhere to the conditions stated below:

- The bursary is awarded for one academic year at a time. On proof of academic success, the bursary may be renewed each year for the official duration of the qualification. The bursary holder will be required to re-apply for bursary for the following academic year
- Bursary holder will not be funded for longer than the stipulated duration of the qualification
- Subjects failed must be repeated at student's own cost
- The bursary holder is not allowed to change the area of specialisation on which basis the bursary was awarded
- Applicants that were previously funded by the W&RSETA and have failed do not qualify
- Bursary holders with other sources of funding do not qualify
- Emails and or SMS will be used as a form of communication with bursary holders. Bursary holders are therefore expected to have a valid cell phone number and or and e-mail address
- The bursary holder is expected to give the Institution or TVET College permission to provide the sponsor with statement of fees and academic records upon request
- The bursary covers the following:
 - Registration Fee
 - Tuition Fee
 - Meal Allowance
 - Book Allowance

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Administrator: Mathealira Pascalis Mokupo

- University or TVET College residence Or Accommodation that is accredited / approved by the TVET College or University

4. APPLICATION, EVALUATION AND NOTIFICATION OF APPLICANTS

- The application form must be completed in full and signed by the applicant
- The application form must be accompanied by the following documents:
 - Certified Copy of South African ID
 - Statement of results/ academic record
 - Proof of acceptance or registration at University or TVET College
 - Statement of fees
 - Proof of accommodation if stating in residence
 - Proof of parent or Guardian's Income
- Application must reach the W&RSETA on or before the closing date – 17th February 2017
- Applications will be adjudicated by panel of evaluators appointed by the W&RSETA
- If the applicant has not received correspondence from the W&RSETA within 30 days from the closing date, the applicant should consider their application to be unsuccessful.
- Successful applicants will be notified via email or sms within 30 days from the closing date (please ensure that you provide a valid and accurate cellphone number and or email address on the application form)
- Successful applicants will complete and sign a bursary agreement form and return it to the W&RSETA. (The email address will be provided)
- There is no online application for the 2017 bursary

5. BURSARY ADMINISTRATION

- The bursary will be administered by the W&RSETA.
- The following conditions must be met before funds can be disbursed to the Institutions and TVET Colleges:
 - Signed bursary agreement between bursary holder and W&RSETA (bursary agreement will be sent to the successful applicant to complete, sign and return it to W&RSETA)
 - Signed Contract between W&RSETA and the Institution or TVET College
 - Verification Report (W&RSETA representative will verify the bursary holders at various institutions and TVET Colleges. Bursary holders will be expected to bring along their ID copies on the day of the verification. Bursary holders, Institution and TVET Colleges will be notified about the venue, date and time of the verification)
- Funds will be disbursed to the Institution or TVET Colleges on behalf of the students.

- The Financial Aid Offices and Bursary Offices at the Institutions will allocate the funds accordingly

6. BURSARY COSTS AND REFUNDS

- The bursary covers up to a maximum of R65000 for HET and R45000 for TVET Colleges
- Registration and Tuition Fees must be as reflected on the Institution's statement of fees
- Where registration fee was paid up front to secure registration it will be refunded to the student.
- Where part of the fees was paid up front, it must be refunded to the student.
- The book allowance covers text books and stationery
- Other items such as Tablets, Laptops and Cellphone are not covered.
- Students residing in residences that offer full catering will not be eligible for Meal Allowance
- Students residing in Self catering residences must have their meal allowances paid in installments to allow for coverage for the whole academic year.
- Students residing at home must have their meal allowances paid in installments to allow for coverage for the whole academic year.
- The meal allowances for students must be processed according to the various University processes to enable the student to have a steady cash flow throughout the year.
- Accommodation is only payable for students that are staying in residences and accredited student accommodation.
- Students staying at home are not eligible for accommodation allowance
- Where accommodation is payable it must be for the following:
 - Official University/College residences
 - Private accommodation that is accredited by the University/College
 - Leased Student Accommodation that is approved by the University/College

7. BURSARY ACADEMIC PERFORMANCE AND PROGRESSION TO THE NEXT ACADEMIC YEAR

- Students are expected to maintain good academic record that will enable them to progress to the next academic year
- Students should meet one of the following rules in order to be considered for continuation of funding
 - Student is allowed by the University or TVET College to progress to the next academic year or level

- Student should pass at least 50% of the modules or subjects
- Students will still be expected to apply for funding for next academic year.

Please take note of the following:

- W&RSETA will notify approved applications of the outcome of the application by the 10th of March 2017 the latest.
- Incomplete and late applications will not be considered for assessment and evaluation
- Incorrect applications will not be considered
- W&RSETA will not take responsibility for late delivery or undelivered application form
- W&RSETA reserves the right not to make any awards and right to determine the total number of bursary allocation for the academic year based on the total budget available.