

STUDY GRANT POLICY

Policy: STUDY GRANT	Effective Date:
Approved:	Review Date: 31 March 2020

Notwithstanding the review date herein. This policy shall remain effective until such time approved otherwise by Council and may be reviewed on an earlier date if necessary.

1. SCOPE

1.1 The policy is applicable to all employees of NLM and their dependents.

2. OBJECTIVE

The Council set study bursaries available to all employees and their dependents for further studying after matriculation to encourage career development.

3. POLICY

3.1. The study field should be Local Government related.

3.2 Dependents are not restricted to Local Government related study.

4. APPLICANT

4. A contract must be drawn between the applicant and the municipality with the following conditions:

- 4.1.1 The employee should serve the council for the period equal to the years of study after completing the study. Should the employee resign after completion of the course he/she must repay the Council on a pro-rata basis the amount he/she owes the council at the time of resignation.
- 4.1.2 In case of dismissal clause 4.1.1. will apply.
- 4.1.3 In case the employment contract of an employee is not renewed, clause 4.1.1. will not apply.
- 4.1.4 An employee should serve a council for a year before he/she can qualify for a study grant.
- 4.1.5 When a fixed – term employment contract is renewed, clause 4.1.4 will not apply.
- 4.1.6 Only one application will be considered per family.

5. BURSARIES

- 5.1 Bursaries will only be granted on a year to year basis subject to satisfactory results from the concerned University, College or University of Technology or TVET, the behaviour, class attendance and the academic progress of the bursary holder. In case of a dissatisfactory report, the Council can discontinue the grant of the bursary. All modules registered for need to be passed.
- 5.2 If the study grant is withdrawn by Council, the employee may continue his/her studies at his/her own costs with the understanding that if the employee successfully completes the failed module, Council may grant the employee another bursary.

5.3 Bursaries will only be granted to children and dependants of the employees of Nketoana Local Municipality, provided that the bursary money will be discontinued when the parent or dependant of the bursary holder, leaves the service of the Council, other than retirement or death in service of the Council.

5.4 Bursary will be granted to employees to study and complete one qualification either a degree, diploma, certificates or national diploma so that all employees can benefit from the grant.

6. PAY BACK

6.1 The bursary is not repayable, but in case a student to whom the bursary was granted, dismiss himself/herself or is suspended from the University, College or University of Technology, TVET or the bursary is discontinued in terms of clause 5.1, the bursary holder must pay back the full amount to Council.

6.2 In the event that the Council withdraws the study grant or the employee terminate his/her own studies the following is applicable:

- all money paid by Council is repayable by the employee;
- Interest will be calculated on the money repayable to Council by the employee at the prevailing prime rate + 1%.

7. AMOUNT

7.1 The bursary amount is determined on prescribed registration and tuition fees of the relevant institutions. This amount will be paid directly into the bank account of the institution or with a cheque in the name of the relevant institution, to be paid by the student at registration.

7.2 The priorities of bursaries granted will be as follows:

7.3 Employees of NLM at an amount equal to the registration and tuition fee

7.4 Children and dependants of employees of NLM at an amount of 50% of the tuition fee.

- 7.5 Section 57 employees at an amount equal to 50% to the registration fee.
- 7.6 Bursary will exclude payment of accommodation, meal and traveling cost, employees will have to arrange their own transport.

8. ANNUAL CONSIDERATION

8.1 The granting of such study bursary and money for this purpose is annually considered by Council.

8.2 The Council reserves the right to grant or refuse the bursary.

9. APPLICATION

9.1 Applications must be in writing on the prescribed application form available at the Human Resource section of the Municipality.

9.2 The application form must contain the following:

- Details of the course, subjects and modules
- Prescribed registration and tuition fee
- Institution and Banking details
- Certified copy of the ID

10. The applications should reach the Department Corporate Services of the municipality on or before the 31st of October each year.

11. Application for semester courses must be submitted on or before 30 April for academic year starting in July each year.

12. THE GRANTING OF BURSARIES TO COUNCILLORS OF NLM AND THEIR CHILDREN OR DEPENDENTS.

- **Section 219 1(b),2**
An Act of Parliament must establish a framework for determining –

a) The upper limits of salaries, allowances or benefits of members of provincial legislatures, members of Executive Councils and members of Municipal Councils of the different categories.

Section 2

National legislation must establish an independent commission to make recommendations concerning the salaries, allowances and benefits referred to in subsection (1)

RENUMERATION OF PUBLIC OFFICE – BEARERS ACT, 1998 (ACT 20 OF 1988)

Section 6, 10, 11

Section 6

b) Traveling allowance

Not more than 25% of annual total remuneration package

c) Housing allowance

A councilor may structure their total remuneration package to include a housing allowance.

d) Out of pocket expenses:

In addition to the total remuneration package, a counselor must be reimbursed for actual out of pocket expenses incurred during the execution of official and ceremonial duties.

Section 10

In addition to the annual total remuneration packages provided for in items 5 and 8 respectively, a counselor may obtain a fixed allowance of not more than the following amounts in respect of cell phones:

Section 11

e) The upper limit of the contribution to be made by a municipal council to the pension fund, of which a councilor of that council is a member, is 15% of the basic salary of such councilor as provided in item 5 and 8.

f) The upper limit of the contribution to be made by a municipal council to the medical aid scheme of which a councilor of that council is a member is 2/3 of the membership fee to maximum of R 1 014.00 per month, provided that a part-time councilor is not a member of a medical scheme by virtue of his or her employment in a capacity other than a counselor.

13.MUNICIPAL FINANCE MANAGEMENT ACT, 2003 (ACT 56 OF 2003)

Section 167 (2)

2. Any remuneration paid or given in cash or kind to person as a political office bearer or as a member of a political structure of a municipality other than in accordance with subsection (1),including any bonus, bursary, loan, advance or other benefit, is an irregular expenditure, and the municipality-

- a) Must, and has the right to, recover that remuneration from the political office-bearer or member , and
- b) May not write off any expenditure incurred by the municipality in paying or giving that remuneration.

14. Seen in the light of the information above, it is very clear that it is not permissible to include counselors and their dependents in the policy of study bursaries and grants of the municipality.

15.It is recommended that Council adhere to legislation.

16.AUTHORITY

Formulation Policy : Director Corporate Services

Authorization Policy : Council

Maintenance Manager : Manager Human Resource