



BURSARY POLICY

1. Purpose

The Council for the Built Environment (CBE) wishes to support the development, availability and the retention of skilled human capital directly involved in Built Environment activities, by offering bursaries to support its objectives of broadening its scope of responsibility.

The primary purpose of the envisaged bursary scheme is to target previously disadvantaged individuals and to promote balance and diversity in the BE Sector, thus enabling and encouraging previously disadvantaged individuals to seek financial assistance to reach their individual goals.

However, it is also to build greater capacity, commitment, accountability and responsiveness in the BE Sector. The career advancement of the individual applicant, while an important outcome of the BE Sector process, is secondary to the overriding goal of strengthening and encouraging individuals to follow a career in the BE Sector because of the lack or scarcity of skills in the sector.

The CBE is prepared to invest considerable resources in its potential bursars and the individual support it offers its applicants in order to meet the goals, as set out above.

The CBE will therefore advertise for deserving applicants to apply for these bursaries on an annual basis, especially those pursuing careers that will specialize and benefit the BE Sector.

2. Eligibility

Bursaries will be made available to applicants who comply with identified skills with the emphasis being on scarce and critical skills within the BE Sector. In order for an applicant to be eligible for a bursary he/she will be evaluated on the following criteria

- Be in possession of an appropriate senior certificate / matric / grade 12 school leaving certificate for first year applicants;
- Have successfully completed one or more years of study in the BE Sector at a recognized / accredited South African tertiary institution;
- Be a South African citizen;
- Have confirmation or be able to obtain proof of registration at a recognized / accredited South African tertiary institution.

3. Selection Criteria

Selection will be based on the following criteria:

- Have an academic pass in the senior certificate / matric / grade 12 school leaving certificates, with a minimum of a 60% aggregate in English, Mathematics and Physical Science or Alternatively, applicants must comply with the entrance requirements of the South African Comprehensive Universities or the various University of Technology's BE Faculty.
- Have a particular financial need status.
- All future applications will be for the following university calendar year.
- Passing a standard aptitude test, if deemed necessary by CBE.
- All applicants meeting the minimum academic course criteria or requirements will be eligible however preference will be given to the previously disadvantaged individuals (pdi's).
- The course of study being relevant to the BE Sector.
- A medical declaration / questionnaire by the applicant.
- Proof of registration / acceptance at a South African tertiary institution that has been registered and accredited by the Council for Higher Education (CHE).

4. Administration of the Bursary Fund

4.1. CBE Council

The Council will:

1. Be accountable for appointing a Bursary Committee.
2. Allocate a budget annually to support the achievement of its set mandate / objectives.
3. Promote ways to achieve the generation of external funding to support the bursary scheme.

4.2. The Bursary Committee

The Committee will:

1. Provide guidelines for the selection of the applicants.
2. Receive, interview and recommend / select the eligible applicants.
3. Determine the amount of the bursary funding for the various types of tertiary institutions.
4. Determine the extent of financial coverage of each individual applicant.
5. Recommend successful applicants to the CBE Council for ratification.
6. Advise both successful and unsuccessful applicants of their bursary application status.
7. Provide counselling and monitoring academic performance of all successful applicants on a regular basis.
8. Present regular academic progress reports to the CEO / Council / Bursary Committee.
9. Ensuring that all successful applicants sign adherence to the provisions of the bursary contract / agreement.
10. Ensuring that all the successful applicants timeously complete, sign and return the bursary contract/agreement with the appropriate attachments by the specific due date.
11. Advise the Finance Section of the various payments of fees to the specific institution/beneficiaries/service providers.

4.3. **The Applicants**

The applicants will be expected to:

1. Complete and sign the application form fully and completely.
2. Avail themselves for interviews and assessment, if deemed necessary by the Bursary Committee.
3. Provide copies of all relevant academic certificates, testimonials and progress reports.
4. Arranging payment for fees to the varying tertiary institutions.
5. Not to change fields of study without approval of the Bursary Committee.
6. Submit all semester examination results, timeously.
7. Advise the Bursary Committee timeously of all necessary changes to their contact details i.e. if phone numbers and physical address should change.
8. Arrange to timeously sign and countersign the Bursary Contract / Agreement and by returning the fully completed document and attachments to CBE Offices by an advised closing date.

5. **Value of Bursary**

- The bursary will cover the full annual tuition fees and the annually set figure for prescribed books and course material.
- The annual University approved residence / accommodation costs will be covered in full, if deemed necessary and subject to certain conditions, where applicable.
- The continuation of bursaries for subsequent years of study will be subject to satisfactory academic progress of the applicant and the availability of funds.
- An applicant who repeats a year of study and/or fails some subjects/modules will do so at his/her own expense. However, the applicant may re-apply for the re-installation of the bursary the following year or when he/she has successfully completed the failed subjects/modules, with funding assistance not guaranteed.
- The applicant's tuition, course material or book allowance and residence/ accommodation fees will be paid directly to the tertiary institutions by CBE on behalf of the applicants and will under no circumstances be paid directly to the applicant.

6. Contractual Obligations

- The applicant, upon successful completion of his/her studies will be expected and be assisted to work for a South African based BE Company for an amount of time equal to the number of years for which he/she received assistance / funding from CBE. Applicant's is obliged to supply CBE with confirmation of employment on an annual basis.
- Wherever possible an Adopting Company and CBE will jointly arrange for experiential learning for the applicant.
- Should the applicant fail to meet the terms and conditions of the proposed bursary award or withdraw from the course of BE approved study or obtain financial assistance from somewhere else without notifying CBE, the bursary will be cancelled and the applicant will have to reimburse CBE all monies spent on him/her at that point of withdrawal.
- In the event of the applicant not being offered employment by an Adoptive Company or within the BE Sector, after the successful completion of his/her studies and within 2 years of completion of his/her studies, the applicant will be released from his financial obligations to the CBE.

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Dated: _____

Dated: _____

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Dated: _____