

# **External Bursary Scheme Policies and Procedures 2006**

**Revised  
June 2008**

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**Directorate Education, Training and Extension Services**

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**agriculture**

Department:  
Agriculture  
REPUBLIC OF SOUTH AFRICA

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## DEFINITIONS

- **Department:** Department of Agriculture.
- **Previously disadvantaged groups/designated groups:** shall mean african, coloured and Asian people, women and people with disabilities.
- **Bursar:** shall mean any person to whom a study bursary/aid is granted.
- **Institution:** shall mean any SAQA recognised university, technikon, college or secondary school inside the boundaries of South Africa.
- **Study course:** shall mean any Department approved degree or diploma at an Institution with a bearing on agriculture's core business.
- **Agricultural Bursary Scheme:** shall mean a bursary, study loan/aid as granted to a bursar by the Department of Agriculture.
- **Contract:** shall mean a contract and/or agreement regarding education, training and development entered into by the Department of Agriculture and the bursar.
- **Specialised short-term training:** shall mean such training programmes specially arranged for small-scale farmers.

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# Department of Agriculture's financial aid for the acquisition of agricultural skills

## CONTEXT

### 1. Vision and mission of the Department

The vision of the Department of Agriculture is to strive for a united and prosperous agricultural sector. The mission is ensuring access to sufficient food, eliminating skewed participation and inequity in the sector, maximising growth, employment and income in agriculture, enhancing the sustainable management of natural agricultural resources and ecological systems, ensuring efficient and effective governance, ensuring knowledge and information management.

### 2. Strategic objectives

The strategic goals of the Department which must be achieved within the guidelines and provisions of the Constitution which appropriate skills will help achieve are:

- Accelerate equitable access and sustained remunerative participation.
- Maximize agricultural growth and development.
- Maintenance and sustainable use of agricultural, natural and ecological systems.
- Good and effective governance.
- Improving knowledge and information management.

### 3. Strategic plan for South African agriculture

The above goals inform and are addressed substantially in the strategic plan for the South African agriculture.

### 4. Human Resource Development Strategy for South Africa

At the heart of the proposed HRD strategy is the belief that enhancing the general and specific abilities of all citizens is a necessary response to our current situation, which should be embedded within the overall economic, employment and social development programmes of the State.

To realise their potential, citizens need knowledge, skills and democratic values as well as opportunities in which to apply them.

The Department has embarked on a national project to develop a national education and training strategy for agriculture and rural development in sync with the National HRD Strategy. Skills prioritised, will be partly financed through the bursary scheme.

### 5. The Skills Development Act, No. 97 of 1998 and the Skills Development Levies Act, Act No. 9 of 1999

The Government's commitment to promote active labour market policies is well demonstrated in the two abovementioned Acts. These two pieces of legislations introduce new institutions, programmes and funding policies designed to increase investment in skills development.

There are two over-riding priorities which this legislation seeks to address. The first is the ever-present reality of the global economy and the imperative to increase skills within the country to improve

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productivity and the competitiveness of its industry, business, commerce and services. The second is to address the challenges of an unequal society, to make this more inclusive and to encourage greater cohesion.

## 6. The National Skills Development Strategy: VHUTSILA

The context of the national skills development strategy is that throughout the world a number of factors influence the ways in which industry, commerce and services are organised, and all aspects of the world of work are subject to increasing rates of change. South Africa is not isolated from these and among the most important influences for change are:

- **Globalisation:** the recognition that no single national economy is immune from the pressures of competition and the opportunities to function in a worldwide market. Currently, South Africa has a poor record in terms of its international competitiveness. In the World Competitiveness Yearbook, it is ranked at the bottom of a league of 47 countries for economic literacy, its education system, unemployment, skilled labour and the availability of information technology skills.
- **The demand for higher skills:** technological developments and dramatic changes in the accessibility of information have led to a demand for higher skills. Between 1970 and 1998, high-skilled jobs have increased by 20 % in South Africa.
- **Organisation of industry and business:** the demand for efficiency and effectiveness has resulted in changes in business organisation with flatter and more adding end of the production spectrum. The challenge is to assist these enterprises to climb the value chain and this will require skills.
- The public service at national, provincial and local government levels needs the skills to implement the policies and programmes that have been introduced to improve living standards and reduce levels of poverty.
- While many employers have provided skills development opportunities for their staff, a commitment to training has not characterised the South African labour market.

An ILO country profile of South Africa reported that although 87 % of a sample of manufacturing companies claimed to provide skills development opportunities, 70 % in practice offered only induction and initial training. The same report suggested that 40 % of employers provide no training at all.

## SKILLS DEVELOPMENT FINANCING

Two broad categories for financing are considered by the Department:

- The development of skills of people already in the employment of agriculture where the benefit becomes immediate because such skills are a requirement and the risk is low. Included in this category are learnerships, mentorships and the in-service training.
- The Academic Training where financing as such is not a must in the case of the Department. This is because the investment is risky. There are no guarantees of benefit and because there are other stakeholders who also provide the financial aid. The further risk posed by this category is that unemployment may be perpetuated.

Further disadvantages of this category are:

- Unrealistic expectations
- Robs other disciplines of the potential
- Leads to frustrated but learned group—potential for crime
- Leaves impressions of broken promises
- Wastes scarce resources.

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## **Proven skills requirements through public—private partnership**

Proven skills requirements can be known only in the context of public-private partnership. The Department shall pursue effective partnering with the agricultural commodity groups, for example, SAMIC, Wine Producers of South Africa,

Winter Cereal Trust and others. Furthermore, the relevant institution shall also be part of the relationship. It is believed that it is the industry only which can tell at any point in time which skills are required where in the sector.

## **Appropriateness of skills**

The Department approach for financing here shall be premised on the truth that there are many unemployed graduates. The reasons for this unemployment are inappropriate skills and lack of jobs. Retraining and reorientation shall therefore be a pivot around which skills financing shall be done.

## **Training to produce specialists**

In the pursuit of its strategic goals, the Department shall discourage generalist agricultural degrees such as B.Agric. Instead, specialist degrees required such as Veterinary, Agricultural Engineering and the like shall be encouraged and enhanced. Even here, minimal financial resources shall be utilised.

## **Spatial consideration**

Those who possess appropriate skills shall be encouraged to use them at the remote rural parts of the country. Such encouragement shall be in the form of the provision of facilities, a stipend or the Department could consider developing an incentive package for these Training Entrepreneurs.

## **Agricultural studies before matric**

The Department shall make strategic in-roads into both the agricultural high schools and agricultural technikons (vocational). The criteria for financing shall be a combination of the subject curricula Mathematics, Physical Science and Biology. Preliminary steps to avoid chances for generalist degrees in agriculture shall be ensured as early as at this level.

## **The bursary scheme**

Because of the history of disparities in the Institutions and finances available to students of agriculture who are of designated groups, and in recognition of the restricted access to information and communication facilities by those most likely to respond to Department offers of sponsorship, the Minister shall decide on the utilisation of any of these instruments:

- bursary
- loans and
- grants

to achieve the objectives of this policy.

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# Agricultural Bursary Scheme—Local

## FULL-TIME STUDY

### 1. Purpose of the Scheme

The prime function of the Agricultural Bursary Scheme is to contribute towards human resource development in the agricultural sector, in line with the following strategic objectives:

#### 1.1 *New entrants*

To mobilise learners at pre-tertiary level in order to identify and nurture potential at an early stage and to have more agricultural scientists at the highest level, relevant to the present and future market needs of the sector and the economy.

#### 1.2 *Access*

To increase the number of agricultural scientists in designated groups, and, consequently, to increase the number of farmers from designated groups at commercial level.

#### 1.3 *Competitiveness*

To contribute towards making the agricultural sector more competitive and representative of South Africa's demographics by providing learning opportunities to those previously marginalised.

**NOTE: The Agricultural Bursary Scheme is the major part of a more comprehensive youth development programme undertaken by the Department of Agriculture**

#### 1.4 *Departmental programmes*

To contribute through acquisition of appropriate skills towards effective implementation of Departmental programmes as articulated in the Strategic Plan for the Department of Agriculture. The programmes are as follows:

##### **PROGRAMME 1: GOVERNANCE AND ADMINISTRATION**

The objective of the Governance and Administration Programme is to provide strategic leadership, overall management and corporate services through the activities of the Minister, Deputy Minister and Senior Management. Through the development and maintenance of worldclass and streamlined administrative and support systems this programme intends to enhance delivery on the constitutional and legislative mandate of the Department with special attention given to people-centred governance and effective administration of all activities performed by the Department.

##### **PROGRAMME 2: FARMER SUPPORT AND DEVELOPMENT**

The objective of the Farmer Support and Development Programme focuses on the development of policy, norms and standards for farmer settlement, food security and rural development, agricultural finance,

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co-operatives development and agricultural risk management. Though these sub-programmes, it is also intended that in an incremental manner, the Department, in collaboration with the provinces, will provide comprehensive support products to ensure the restructuring of the agricultural sector in a manner that promotes profitability, growth, representativeness, competitiveness, diversification and sustainability.

### **PROGRAMME 3: AGRICULTURAL TRADE AND BUSINESS DEVELOPMENT**

The objective of the Agricultural Trade and Business Development Programme focuses on the promotion of BEE and SMMEs in agriculture within the context of specific subsector long-term strategies. In addition, the programme provides for policy and strategic development to facilitate market access nationally and internationally, the development of measures to sustain the domestic market economy, the development of partnerships with the agricultural industry and international trade promotion. Through this programme the work of the National Agricultural Marketing Council is supported.

### **PROGRAMME 4: AGRICULTURAL ECONOMICS AND STATISTICS**

The objective of the Agricultural Economics and Statistics Programme is to render agricultural economic services in support of economic development and an equitable agricultural sector. The programme monitors and evaluates the economic state and performance of the sector and generates national agricultural statistics, as well as sector trends and forecasts. It also renders advice on agricultural economic issues, promotes national skills capacity in economic monitoring and evaluation and coordinates strategic agricultural activities. The Agricultural Economics and Statistics programme is responsible for the establishment and management of a national agricultural database, the analysis of and advice on agricultural sector economics and the planning and coordination of strategic agricultural programmes, so as to enable the Department to fulfil its leadership and coordination roles in the sector.

### **PROGRAMME 5: AGRICULTURAL PRODUCTION**

The objective of Agricultural Production is a new programme established in order to develop policies to enhance sustainable agricultural production. The programme will utilise capacity currently within the Department and will also develop new capacity. The old structure of the programme included health and production and attention was only given to health at the expense of production. The programme intends to provide a framework for sustainable production practices in plant, animal and aqua production systems. Baseline data will need to be established in the course of the next two years.

### **PROGRAMME 6: SUSTAINABLE RESOURCES MANAGEMENT AND USE**

The objective of the Sustainable Resources Management and Use Programme focuses on enhancing farmers' capacity and willingness to use resources in a sustainable manner and to ensure prudent use and management of natural resources.

### **PROGRAMME 7: NATIONAL REGULATORY SERVICES**

The objective of the National Regulatory Services Programme focuses on providing integrated national regulatory system to support agricultural production. It focuses on managing risks associated with animal and plant diseases, food security and the use of genetically modified organisms.

### **PROGRAMME 8: AGRICULTURAL COMMUNICATION PLANNING, MONITORING AND EVALUATION**

The objective of Agricultural Communication Planning, Monitoring and Evaluation consolidates the coordination and implementation of national programmes, reports on national programmes and provides

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the capacity to undertake impact assessments of policies and projects. Apart from the management function, it consists of six subprogrammes focusing on monitoring and evaluation, agricultural information services, international relations, agricultural education and training. The programme also facilitates the role of the Department of overseeing Grootfontein Agricultural Development Institute.

## **2. Governing structure**

### *2.1 The Ministry of Agriculture*

The Ministry will be responsible for the formulation of strategic vision, allocation of budgets and quality reviews, as well as ratifying the appointment of the National Committee.

### *2.2 National Committee*

The Agricultural Bursary Scheme shall be overseen by a National Committee consisting of 10 to 12 members made up of representatives from:

- Nine Provincial Departments of Agriculture—1 representative each
- Land Bank—1 representative
- Agricultural Research Council—1 representative

The committee shall be chaired by the Senior Manager: Education and Training within the department. The functions of the National Committee shall be:

- The formulation of policies, procedures and budgets for the effective implementation of strategic vision
- Fundraising
- Overseeing the implementation of policies, procedures and budgets
- Ensuring compliance with statutory/departmental rules and regulations
- To participate in the selection of bursary applicants
- Approve business plans and budgets
- Appoint implementing agencies in conformance with statutory/departmental procurement rules
- Make changes to operating plans and budgets when this is regarded as necessary
- Approve the final list of bursary recipients.

The committee shall be appointed for a year from the date of its first meeting, after which its composition, role and responsibilities shall be reviewed. The committee shall be accountable to the Minister and shall meet quarterly and as and when necessary.

The office of the Senior Manager: Education, Training and Extension Services shall act as the secretariat of the committee, responsible for all matters relating to the committee, e.g. legal, keeping of minutes, communication, arranging meetings and other administrative logistics, as well as coordinating the selection process.

### *2.3 The Directorate Education, Training and Extension*

The Directorate Education, Training and Extension Services shall be responsible for the overall management and administration of the scheme. Funds for the scheme shall be administered by the Agency. The Agency shall provide the DoA with audited financial statements each year. A National Bursary Committee (NBC) chaired by the Senior Manager: Education, Training and Extension Services shall be responsible for the awarding of bursaries guided by the fourteen point system. Implementation, monitoring and evaluation of the scheme shall reside with the sub-directorate Sector Skill Training.

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### 3. Recipients, fields of study, institutions, selection criteria

#### 3.1 *Bursary recipients*

- High/Secondary school learners (grades 10, 11 and 12)
- Learners at specialised agricultural high schools
- Students who have already made progress towards obtaining a recognised and approved qualification
- Graduate students for postgraduate studies
- Students who have completed an approved and recognised theoretical training course but still require in-service training in order to be accredited
- Students who first have to complete a bridging course (applications will only be considered if a bridging course is necessary/ recommended by a tertiary institution).

#### 3.2 *Fields of study*

Fields of study relative to the agricultural sector (Annexure I).

#### 3.3 *Qualifying Institutions*

Recognised high schools and tertiary institutions (colleges of agriculture, universities).

#### 3.4 *Criteria for selection*

Selection criteria shall include:

- Academic potential/performance as proven by the latest academical reports
- Field of study and demand for a particular discipline
- Financial circumstances
- Representation (female, rural, disabled, race)
- Evidence of admission to high schools and tertiary institutions (prerequisite)
- Demonstrated abilities/potential
- South African citizenship.

### 4. Operating framework

#### 4.1 *Selection process*

- **Advertising**

Advertising shall be on a national scale, as and when necessary and will include advertising:

- In national mass circulation newspapers
- In regionally based newspapers
- At schools and tertiary institutions
- At CBOs and NGOs.

- **Applications**

Application forms (Annexure A) shall be lodged with tertiary institutions as well as supplied to applicants on demand.

- **Screening**

Application forms shall be screened and potential bursars shortlisted for interviewing.

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- **Interviewing**

Shortlisted candidates shall be interviewed by the regional selection panels and rated. Same set of questions will be used to all applicants in their different regions (Annexure B) and a rating form shall be used for this purpose (Annexure C). Recommendations shall then be forwarded to the National Committee. Because of the inherent benefits attached thereto, students shall be encouraged during the interview, to reside on campus, if this is possible.

- **Final selections**

The National Committee shall make the final selection based on the number of bursaries available for the year. The committee shall also identify a number of standby candidates in case a selected student does not/cannot take up the offer of an award.

#### 4.2 *Award letters*

An award letter shall be forwarded to the successful candidates who are then requested to confirm their acceptance of the award, as well as furnish letters of acceptance of the students by the respective tertiary institutions. After confirmation by the students of the acceptance of the award, institutions shall be notified of the sponsorship.

#### 4.3 *Award contracts*

On confirmation of acceptance by the Institutions, and the students' acceptance of the award, an award contract (Annexure D) shall be forwarded to students for signature. The contract sets out the terms and conditions of the award.

#### 4.4 *Value of wards*

The award shall be a full award and will cover:

- Registration
- Tuition
- Accommodation
- Books
- Meals
- Allowance
- Incidentals (at the discretion of the implementing agency), e.g. levies, notes, travel for excursions.

**NOTE: Where computer access is required, computer facilities at the tertiary institutions will be used. Only in special circumstances will meal and residence costs incurred during vacation be considered. These will be paid for at the discretion of the implementing agency.**

#### 4.5 *The award does not cover the following*

- Pay TV
- Fines for university property damaged by students
- Fines for late return of library materials
- Personal insurance, loans and advances

- 
- Interest on outstanding amounts due to institutions
  - Medical expenses
  - SRC Union fees.

#### 4.6 *Failures*

The nature of South African society and its inherent complex dynamics require a flexible policy with regard to the question of failures. Failures can be categorised as follows:

- Outright failure, drop-outs
- Where such instances result in a cancellation of registration, continued funding will be terminated
- Partial failure.

The failure of essential courses which results in the student having to repeat the year. In these circumstances continued funding will depend on whether the field of study is a priority field, overall progress and performance, the amount of funds already invested in the student, year of study as well as personal circumstances. Funding may then be partial, e.g. tuition only.

#### 4.7 *Repayments of awards in the event of failure/dropouts*

Financial assistance is granted to financially needy candidates as one of the qualifying criteria, therefore, the chances of refunding the Department the costs of the failed course, as well as paying for re-registration of the failed courses, is minimal.

In the event of outright failures or dropouts and therefore noncontinuance at the Institution, the chances of the disqualified students receiving employment which would put him/her in a position to refund the Department is minimal.

However, the principle of repayment shall be upheld albeit with serious consideration of the circumstances surrounding the learner.

#### 4.8 *Other bursaries*

The department reserves the right to terminate the award if in its opinion the conditions for holding two bursaries are not being met.

#### 4.9 *Disbursements*

Payments will be made in terms of the rules and regulations of the Department, and generally accepted auditing standards (Annexure E). Payments will not be made directly to students. All payments will be channelled through the Institutions. Where possible payments will be made on a semester basis. To minimise risk, allowances due to students will be made on a semester basis. Institutions will be advised to release funds to students in small tranches. Students are required to sign "A payment to students" form as proof of receipt (Annexure F).

#### 4.10 *Refunds*

Refunds for discontinuing a course or for dropping out will be returned to the Agency directly by the institutions and the DoA shall be notified in writing of such refunds.

**NOTE: Institutions will be advised in writing, on an annual basis, regarding what the award covers, and what the payment and refund procedures are (Annexure G).**

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#### 4.11 *Monitoring process—tools*

The detailed monitoring process and tools will be determined by the national committee. However, the following will apply:

- **Disbursements and refunds**

The ongoing interaction with students and institutions regarding payments and refunds shall serve as the basis for ongoing monitoring of progress, e.g. analysis and reconciliation of students statements of accounts are indicative of student activity regarding courses registered for, as well as courses dropped, changes in residence, etc. These changes form the catalyst for discussions regarding academic activity.

- **Visits to residences**

As a result of the inherent benefits of residing on campus, students shall be encouraged to choose this option. Where this is not possible and students are residing at private residences, onsite inspections shall be undertaken to determine the suitability of the premises for study purposes. If the premises are found to be unsuitable then students are urged to find more suitable premises.

- **Academic performance**

First semester results shall be analysed to assess academic performance and poor performers identified. Students who performed poorly and whose continued funding is conditional upon improved academic performance shall be terminated and advised accordingly.

- **Counselling**

Counselling shall take place on an ongoing basis either telephonically for students at a distance and personally for students in close proximity. Counselling sessions shall include issues relating to health, personal circumstances, financial problems, family matters and academic progress.

After the first semester results are obtained and analysed students shall be visited on campus for a counselling session, where the greater emphasis shall be on academic performance. Students who shall have performed poorly will be alerted to impending cancellation of funding if the poor performance continues. Reasons for poor performance shall be identified and corrective action agreed on. A consultation report on each student visited shall be compiled. This then forms the basis for further monitoring of academic progress.

- **Academic year-end assessments**

Year-end academic results shall be collected and analysed. Recommendations shall be made to the National Committee for continued funding with or without conditions. (An example of conditional funding may be that funding is provided for the first semester only, depending on performance funding may be terminated or continued.) Recommendations shall also be made for termination of funding.

- **Continued funding**

All departmental bursary holders shall reapply for funding annually, by completing the necessary forms (Annexure H). Students who shall have met the criteria for continued funding are advised accordingly. Unsuccessful students shall be informed of the termination of the award and the reasons therefore. This completes the cycle for the year.

#### 4.12 *Completion of qualification/training*

The Department is not obliged to offer employment or experiential training after completion of qualifications.

## Bursary application form —Full-time postgraduate studies— Department of Agriculture

- ❖ Closing date for bursary application:
- ❖ Use block letters to complete the form
- ❖ Give concise answers and where applicable, mark with X
- ❖ This form is only for use by persons who are not staff members of the department
- ❖ Attach a recent passport-size photo, ID, academic records and copies of qualification/certificates
- ❖ Incomplete or late applications will not be considered
- ❖ Forward application to:
  - The Senior Manager
  - Education, Training and Extension Services
  - Department of Agriculture
  - Private Bag X250
  - PRETORIA
  - 0001

Photo

How did you know about Department of Agriculture bursaries?

Newspaper	University staff	Friend	Internet	Career awareness	Other, specify .....
-----------	------------------	--------	----------	------------------	-------------------------

### A. PARTICULARS OF APPLICANT

Title ..... Surname .....

First names .....

Male	Female
------	--------

Identity number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

African	Asian	Coloured	Indian	White
---------	-------	----------	--------	-------

Nationality .....

Province .....

Disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Marital status .....	Home language .....	
Postal address .....	Residential address .....	
.....	.....	
.....	.....	
.....	.....	
Postcode <input type="text"/>	Postcode <input type="text"/>	
Cellphone no.: .....		
Tel. no.: (h) .....	Code .....	
Tel. no.: (w) .....	Code .....	
Fax no.: .....	Code .....	
E-mail: .....		

**B. PARTICULARS OF POSTGRADUATE FOR WHICH YOU WISH TO RECEIVE THE BURSARY**

HONOURS STUDY	MASTERS STUDY	DOCTORAL STUDY		
Student number .....				
At which university/institution are you/do you intend studying .....				
Degree, e.g. B.Sc.Agric.(Hons) .....				
Main subjects .....				
Mark the academic year of study for which you are applying	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
Short description or title of proposed research project				

Details of the research proposal. Indicate the problem statement and the importance of your study (research) to society

**C. EDUCATIONAL QUALIFICATIONS**

List all the degrees/diplomas obtained, including the present degree

Degree/diploma	First registration (year)	Year obtained	Full time/ part time	Name of institution
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

**NB: Full certified copies of academic records must be attached for each degree/diploma obtained**

If you are not currently enrolled at an educational institution, please indicate what you are doing at present

## D. OTHER BURSARIES OR SPONSORS

Do you presently study with a bursary?  Yes  No

If yes, name of the bursary .....

Annual value of the bursary .....

Father's occupation: .....

Mother's occupation: .....

Guardian's occupation: .....

Mark your father's monthly income group (R):

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

Mark your mother's monthly income (R):

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

Mark your guardian's monthly income (R):

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

**Attach a proof of income  
or  
a sworn affidavit**

How many other dependants are still at home?

No. of dependants at tertiary institution .....

No. of dependants still at school .....

Do you have or have you received a study loan?  Yes  No

If yes, name of the loan .....

For what purpose? .....

When did you get it? .....

## E. RESEARCH EXPERIENCE AND OUTPUT

List all scientific articles/papers you have published and/or presented and the name of the journal or conference where the article was published or was presented.

Article title .....

Authors .....

Journal name/Conference name ..... Date published/presented .....

Article title .....

Authors .....

Journal name/Conference name ..... Date published/presented .....

## F. DETAILS ABOUT PARENTS/GUARDIAN/NEXT OF KIN

Title ..... Surname .....

Initials .....

Identity number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Relationship 

Mother	Father	Other, specify
--------	--------	----------------

Postal address

Residential address

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

Postcode 

--	--	--	--

Postcode 

--	--	--	--

Cellphone no.: .....

Tel. no.: (h) .....

Code .....

Tel. no.: (w) .....

Code .....

Fax no.: .....

Code .....

E-mail: .....

## G. DOCUMENTATION

**Please attach certified copies of the following:**

- ❖ Identity document
- ❖ Certificates of qualifications
- ❖ Academic records
- ❖ Family income or an affidavit if parents are unemployed
- ❖ Admission letter
- ❖ Research proposals

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## H. DECLARATION

I certify that the information supplied in this application is correct and that, if I am awarded a bursary, I will abide by the regulation applicable.

Signature of applicant

.....

Date .....

If still a minor, signature of parent/guardian

.....

Date .....

## Bursary application form —Undergraduate studies— Department of Agriculture

- ❖ Closing date for bursary application:
- ❖ Use block letters to complete the form
- ❖ Give concise answers and where applicable, mark with X
- ❖ This form is only for use by persons who are not staff members of the department
- ❖ Attach a recent passport-size photo, ID, academic records and copies of qualification/certificates
- ❖ Incomplete or late applications will not be considered
- ❖ Forward application to:
  - The Senior Manager
  - Education, Training and Extension Services
  - Department of Agriculture
  - Private Bag X250
  - PRETORIA
  - 0001

Photo

How did you know about Department of Agriculture bursaries?

Newspaper	University staff	Friend	Internet	Career awareness	Other, specify .....
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### A. PARTICULARS OF APPLICANT

Title ..... Surname .....

First names .....

Male	Female
------	--------

Identity number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

African	Asian	Coloured	Indian	White
---------	-------	----------	--------	-------

Nationality .....

Province .....

Disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Marital status .....	Home language .....	
Postal address	Residential address	
.....	.....	
.....	.....	
.....	.....	
Postcode <input type="text"/>	Postcode <input type="text"/>	
Cellphone no.: .....		
Tel. no.: (h) .....	Code .....	
Tel. no.: (w) .....	Code .....	
Fax no.: .....	Code .....	
E-mail: .....		

**B. PARTICULARS OF DEGREE/DIPLOMA FOR WHICH YOU WISH TO RECEIVE THE BURSARY**

Student number (if available) .....

At which university/institution are you/do you intend studying .....

Degree, e.g. B.Sc.Agric.(Hons) .....

Main subjects .....

Mark the academic year of study for which you are applying

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	2	3	4

### C. OTHER BURSARIES OR SPONSORS

Do you presently study with a bursary? 

Yes	No
-----	----

If yes, name of the bursary .....

Annual value of the bursary .....

Father's occupation: .....

Mother's occupation: .....

Guardian's occupation: .....

Mark your father's monthly income group (R):

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

Mark your mother's monthly income (R):

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

Mark your guardian's monthly income (R):

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

**Attach a proof of income  
or  
a sworn affidavit**

How many other dependants are still at home?

No. of dependants at tertiary institution .....

No. of dependants still at school .....

Do you have or have you received a study loan? 

Yes	No
-----	----

If yes, name of the loan .....

For what purpose?.....

When did you get it?.....

If you are not currently enrolled at an educational institution, please indicate what you are doing at present

## D. DETAILS ABOUT PARENTS/GUARDIAN/NEXT OF KIN

Title ..... Surname .....

Initials .....

Identity number

Relationship 

Mother	Father	Other, specify
--------	--------	----------------

Postal address

Residential address

.....  
.....  
.....  
.....

.....  
.....  
.....  
.....

Postcode

Postcode

Cellphone no.: .....

Tel. no.: (h) .....

Code .....

Tel. no.: (w) .....

Code .....

Fax no.: .....

Code .....

E-mail: .....

## E. DOCUMENTATION

**Please attach certified copies of the following:**

- ❖ Identity document
- ❖ Certificates of qualifications
- ❖ Academic records
- ❖ Family income or an affidavit if parents are unemployed
- ❖ Admission letter

---

## F. DECLARATION

I certify that the information supplied in this application is correct and that, if I am awarded a bursary, I will abide by the regulation applicable.

Signature of applicant

.....

Date .....

If still a minor, signature of parent/guardian

.....

Date .....

# Bursary application form —Full-time highschool studies— Department of Agriculture

- ❖ Closing date for bursary application:
- ❖ Use block letters to complete the form
- ❖ Give concise answers and where applicable, mark with X
- ❖ This form is only for use by persons who are not staff members of the department
- ❖ Attach a recent passport-size photo, ID, academic records and copies of qualification/certificates
- ❖ Incomplete or late applications will not be considered
- ❖ Forward application to:
  - The Senior Manager
  - Education, Training and Extension Services
  - Department of Agriculture
  - Private Bag X250
  - PRETORIA
  - 0001

Photo

How did you know about Department of Agriculture bursaries?

Newspaper	University staff	Friend	Internet	Career awareness	Other, specify .....
-----------	------------------	--------	----------	------------------	-------------------------

## A. PARTICULARS OF APPLICANT

Title ..... Surname .....

First names .....

Male	Female
------	--------

Identity number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

African	Asian	Coloured	Indian	White
---------	-------	----------	--------	-------

Nationality .....

Province .....

Disability	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Marital status .....	Home language .....	
Postal address .....	Residential address .....	
.....	.....	
.....	.....	
.....	.....	
Postcode <input type="text"/>	Postcode <input type="text"/>	
Cellphone no.: .....		
Tel. no.: (h) .....	Code .....	
Tel. no.: (w) .....	Code .....	
Fax no.: .....	Code .....	
E-mail: .....		

**B. HIGH SCHOOL ATTENDED**

Grade:.....

Name of your school: .....

School address: .....

.....

Years attended: From ..... to .....

Subjects (List them)	HG/SG	Marks/symbol
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

### C. OTHER BURSARIES OR SPONSORS

Do you presently study with a bursary? 

Yes	No
-----	----

If yes, name of the bursary .....

Annual value of the bursary .....

Father's occupation: .....

Mother's occupation: .....

Guardian's occupation: .....

Mark your father's monthly income group (R):

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

Mark your mother's monthly income (R):

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

Mark your guardian's monthly income (R):

< 2 500	2 501–5 000	> 5 000
---------	-------------	---------

**Attach a proof of income  
or  
a sworn affidavit**

How many other dependants are still at home?

No. of dependants at tertiary institution .....

No. of dependants still at school .....

Do you have or have you received a study loan? 

Yes	No
-----	----

If yes, name of the loan .....

For what purpose?.....

When did you get it?.....

If you are not currently enrolled at an educational institution, please indicate what you are doing at present

**D. DETAILS ABOUT PARENTS/GUARDIAN/NEXT OF KIN**

Title ..... Surname .....

Initials .....

Identity number 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Relationship 

Mother	Father	Other, specify
--------	--------	----------------

Postal address ..... Residential address .....

.....

.....

.....

.....

Postcode 

--	--	--	--

 Postcode 

--	--	--	--

Cellphone no.: .....

Tel. no.: (h) ..... Code .....

Tel. no.: (w) ..... Code .....

Fax no.: ..... Code .....

E-mail: .....

**E. DOCUMENTATION**

- Please attach certified copies of the following:**
- ❖ Identity document
  - ❖ Certificates of qualifications
  - ❖ Academic records
  - ❖ Family income or an affidavit if parents are unemployed
  - ❖ Admission letter

---

## F. DECLARATION

I certify that the information supplied in this application is correct and that, if I am awarded a bursary, I will abide by the regulation applicable.

Signature of applicant

.....

Date .....

If still a minor, signature of parent/guardian

.....

Date .....

## Bursary interview questions

### A. HIGH SCHOOL STUDENTS AND UNDERGRADUATE TERTIARY STUDENTS

1. Can you briefly tell us about yourself, i.e.
  - ❖ What you are doing presently?
  - ❖ What you like and dislike?
  - ❖ How do you spend your free time?
  - ❖ What kind of work do you want to do when you complete your studies?
2. What do you understand about agriculture, or what is agriculture?
3. Do you like agriculture, why?
4. Do you think studying agriculture is important to you and the society, why?
5. In which field of agriculture are you interested, why?
6. What is it that you like or dislike about agricultural status in your area and how do you think the situation can be improved?

### B. POSTGRADUATE STUDENTS

1. Can you briefly tell us about yourself?
2. Why are you studying agriculture?
3. Do you think agriculture is important in the economy of the country and how?
4. In which field of agriculture do you intend furthering your studies and why?
5. Give a short description of your proposed research project, or how long do you think it will take you to complete your study/research?
6. In what ways do you think your study or research will contribute to agricultural development and economic growth?
7. What is your opinion about scientific publication of articles?

# Rating form

Male

Female

Name: ..... Age: .....

Interview site: ..... Date: ..... Time: .....

Academic background: .....

.....

Work experience: .....

.....

Interest in: UG ..... G ..... Degree ..... Field .....

Career goals: .....

.....

	Outstanding	Above average	Average	Below average
English ability	1	2	3	4
Academic preparation	1	2	3	4
Academic potential	1	2	3	4
Adaptability	1	2	3	4
Motivation	1	2	3	4
Feasibility of study plan	1	2	3	4
Overall impression	1	2	3	4

**Remarks:** (e.g. has applicant met full potential, if not, why? Will applicant overcome any academic shortcomings: evidence?)

.....

.....

REC: Probability of success ..... Degree ..... Field .....

Signed ..... Title .....

# Bursary award agreement

## Entered into by and between

the Government through Department of Agriculture herein represented by

..... duly authorised thereto  
(hereinafter referred to as “the department”)

and

.....  
(full names and surname of the bursar)

Identity number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

\* for the agreement to be valid, please attach an ID copy

(hereinafter referred to as “the bursar”)

## 1. PREAMBLE

**WHEREAS** the department undertakes to grant the bursar a bursary award in order to allow him/her to obtain a degree/diploma/school pass (delete that which is not applicable) in .....  
..... (name of study field) subject to the terms and conditions contained in this Agreement.

**AND WHEREAS** the bursar indicated an intention to engage in studies to obtain a degree/diploma/school pass (delete that which is not applicable) in ..... (name of study field) subject to the terms and conditions contained in this Agreement.

**NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:**

## 2. OBLIGATIONS OF THE DEPARTMENT OF AGRICULTURE

2.1 The department grants the bursars the bursary in terms of this Agreement for the specific purpose of obtaining a ..... (degree/diploma/school pass) in the Study Course at ..... (state institution) for the year (state year of study, e.g. 1<sup>st</sup>, 2<sup>nd</sup>, etc).

- 
- 2.2 The bursary award shall consist of an amount, determined by the department, equivalent to the registration, class and examination fees of the ..... (state institution) in respect of the study course, as well as reasonable costs in respect of tuition, accommodation, meals and study books for the academic year of hereinafter collectively referred to as “allowances”.
  - 2.3 The allowances are subject to review at the discretion of the department and at all times subject to the availability of funds of the department set aside for the purposes of awarding bursary awards.
  - 2.4 The allowances shall be paid out to and/or on behalf of the bursar as regarded as suitable and arranged by the department.
  - 2.5 The bursary award shall be granted for a period of 1 (one) academic year and can subsequently be renewed at the discretion of the department. Each renewal shall be subject, *inter alia*, to receipt by the department of satisfactory reports from the relevant institution concerning the bursar’s academic progress and conduct.
  - 2.6 Nothing contained in this Agreement will oblige the department or place any liability upon the department to provide or secure employment to the bursar during the course of this Agreement or subsequent to the bursar having obtained the prerequisite qualifications in terms of the study course, nor to provide experiential training to the bursar.
  - 2.7 If the department should at any time after the coming into effect of this Agreement grant the bursar any concession of whatever nature in respect of the observance of the bursar’s obligations in terms of this Agreement, such concession shall in no way be construed as a waiver by the department of any of its rights in terms of this Agreement and such concession shall, at all times, be subject to the department’s right to cancel the bursary.

### **3. OBLIGATIONS OF THE BURSAR**

- 3.1 The bursar shall not, without first having obtained written permission from the department, be entitled to deviate from the study course mentioned or to change from institution.
- 3.2 The bursar shall provide the Department of Agriculture with the statement of account from the institution, the postal address at the institutions and any change in his/her contact numbers.
- 3.3 In the event of the bursar residing in a private residence during his/her studies at the institution that is not the home of any direct relatives of the bursar, the bursar must submit proof of his/her residence contract to the department.
- 3.4 The bursar will be required by the institution to sign a form/document when receiving/acknowledging any payment/allowance due to him/her, e.g. Schedule of Particulars.
- 3.5 After the successful attainment of the relevant qualification, he/she will submit a copy of his/her qualification to the department.
- 3.6 The bursars agrees, if the department so desires, to serve the Department of Agriculture or its public entities (provincial departments of agriculture, Agricultural Research Council and Land Bank) in any capacity for which the department regards him/her as suitable, for a period of one (1) year for each year’s participation in the External Bursary Scheme.
- 3.7 The bursar agrees that the Department of Agriculture or its public entities mentioned will be given first preference in appointing him/her, after successful completion of his/her studies, provided that he/she meets the minimum requirements for a specific post. Permanent employment will be determined by the availability of funds, and future needs regarding personnel composition, provided that appropriate vacancies exist.
- 3.8 If there is no vacancy within the Department of Agriculture or its public entities, nothing in this Agreement shall be construed as to impose an obligation on the department to employ the candidate after completion of the programme.

- 
- 3.9 In the event of the bursar refusing an offer of permanent employment in the Department of Agriculture, or the bursar terminating his/her services prior to the expiry of this contract, the bursar will be liable to reimburse the department for all costs relating to bursary awarded to him/her by the department.
  - 3.10 Unless otherwise agreed in writing between the department and the bursar, the bursar shall travel to and from his/her place of residence to the institution at his/her own expense.
  - 3.11 Any costs associated with aegrotat exams or supplementary exams will not be paid for by the department but will be for the account of the bursar.
  - 3.12 Under no circumstances will the allowances cover costs or fees not normally associated with academic progress in the study course, such as fines, interest or penalties.
  - 3.13 All claims of the bursar in respect of unpaid parts of the allowances must be received by not later than 30 November of each year. Any claims received after this date will not be considered for payment by the department.
  - 3.14 The bursar agrees to the jurisdiction of the Magistrate's Court in terms of Section 45 of Act No. 32 of 1944 (as amended) to the effect that the department can institute any legal proceedings in respect of this Agreement in the Magistrate's Court of any district which has jurisdiction over the bursar according to the Act mentioned.
  - 3.15 The bursar agrees to pay legal costs on the attorney and own client scale as well as collection commission on the then outstanding amount, should any legal steps be taken by the department in accordance with this Agreement.

#### **4. ADDITIONAL SPONSOR/BURSARY**

- 4.1 The bursar will not be allowed to have any additional sponsor/bursary that will impose an obligation on him/her to serve at the end of the study programme.
- 4.2 In the event of the bursar being granted an additional sponsor without contractual obligations, the bursar must inform the department about the value of the other sponsor/bursary. The department will determine the amount it will contribute to the bursar depending on the level of study.
- 4.3 The bursar cannot have both the provincial and national Department of Agriculture bursaries at the same time or switch sponsors from the provincial to national Department of Agriculture (sponsors) because the fees are from the same source.

#### **5. SUSPENSION OF THE BURSARY**

- 5.1 In the event of the bursar not being successful in the field of study, the department shall have the right to suspend the bursary award. Reinstatement of the bursary award shall then only be considered when the level of study in question has been completed successfully by the bursar at his/her own expense. Nothing contained in this clause shall prevent the department from waiving its right to invoke the provisions contained in this clause in circumstances regarded as appropriate by the department.

#### **6. TERMINATION OF THE BURSARY CONTRACT**

- 6.1 The Department of Agriculture may terminate the bursary anytime should the bursar:
  - 6.1.1 Fail to observe any one or more of the terms and conditions of this Agreement; or
  - 6.1.2 Be guilty of misconduct in terms of the rules of the institution or not be making satisfactory progress in his/her studies; or
  - 6.1.3 Discontinue his/her studies for the study course or another course embarked on without the prior written consent of the department as stated.

---

6.2 The department will be entitled to cancel this Agreement forthwith, even during the course of an academic year. After the date of such cancellation, the department shall make no further payments whatsoever to or on behalf of the bursar. The department will also have the right to recover any monies paid plus interest at the rate determined by the Minister of Finance in terms of section 80(1)b of the Public Finance Act,1999 (Act No. 1 of 1999) from time to time, from the date of breach of contract.

**7. NOTICES AND *DOMICILIA CITANDI ET EXECUTANDI***

7.1 Any notice, request, consent, or other communication made between the parties pursuant to the Agreement shall be in writing and shall be regarded as to have been made when delivered in person to an authorised representative of the party to whom the communication is addressed, or when sent by registered post, telex, telegram or facsimile to such party at the address specified in clause 7.3.

7.2 A party may change its address for receipt of communications by giving the other party 5 (five) days advance notice of such changes.

7.3 The parties select as their respective *domicilia citandi et executandi* the following physical addresses, and for the purposes of giving or sending any notice provided for or required in terms of this Agreement, the following:

7.3.1 The Department of Agriculture

**Physical:** Agriculture Place  
20 Beatrix Street  
Arcadia  
PRETORIA  
0001

**Postal:** Private Bag X250  
PRETORIA  
0001

7.3.2 The bursar

**Physical:** .....  
.....  
.....  
.....

**Postal:** .....  
.....  
.....

7.4 Any notice addressed to a party at its physical or postal address shall be sent by prepaid registered post, or delivered by hand, or sent by facsimile.

7.5 Any notice shall be regarded to have been given if –

7.5.1 posted by prepaid registered post, 14 (fourteen) days after the date of posting thereof,

7.5.2 hand delivered, on the day of delivery, and

7.5.3 sent by facsimile, on the date and time of sending of such facsimile, as evidenced by a fax confirmation printout.

---

Signed by the bursar at ..... on this .....day of  
..... 20 ..... in the presence of the undersigned witnesses.

As witnesses:

1. ....

2. ....

.....

**Bursar**

Duly assisted by me as the parent/guardian of the bursar.

.....

**Parent/guardian**

.....

Initials and surname of parent/guardian  
in blockletters

Address of parent/guardian

.....  
.....  
.....  
.....

Signed on behalf of the department at ..... on this .....day of  
..... 20 ..... in the presence of the undersigned witnesses.

As witnesses:

1. ....

2. ....

.....

**Department**

# Financial policy guidelines for award

## 1. VALUE OF AWARD

The award is a full award and will cover:

- ❖ Tuition
- ❖ Accommodation
- ❖ Study books
- ❖ Meals
- ❖ Allowance
- ❖ Incidentals (at the discretion of Department of Agriculture) e.g. levies, notes.

## 2. PAYMENTS

The Agency shall do the payments to institutions. Any monies due to students in respect of refunds, books, meals and accommodation allowance will be paid to students upon request from the bursary office of the institution. Allowance payments will be subject to set maximums and will be made as often as is necessary so as to avoid penalties and inconvenience to students.

### 2.1 Tuition fees

Payments will cover the cost of fees as reflected on statements. This includes notes charged by institutions, excursion fees and other costs regarded as reasonable by the Bursary section of the Department of Agriculture.

### 2.2 Accommodation

#### ❖ Universities and other institutions

The award will cover the cost of accommodation as reflected by statements.

#### ❖ Private accommodation

In circumstances where students cannot be accommodated at institutions' residences and require private accommodation, an accommodation allowance will be paid. In fixing the allowance the cost of residing at either technikon or university will be used as a guideline. Payments will be made on a semester basis indicating the maximum amount payable.

Students residing in a private residence will be required to complete the necessary forms, giving details of the accommodation. (See attachments.) These details must be verified by the landlord on a separate form. The External Bursary section of the department will under take its own verification process, if this is regarded as necessary.

#### ❖ Living at home

Students living at home with parents/spouse or guardian qualify for a subsistence/travel allowance of R4 000 for the year. This allowance will only be paid for on application.

---

### 2.3 Book allowances

The different institutions of learning will advise the department of Agriculture on book allowance required by their students for a particular field of study and for a particular academic year. The amount of allowance is dependent on field of study and whether the student is attending university or other institution. The book allowance will vary depending on recommendation by various universities or other institutions on the total cost.

### 2.4 Meal allowance

❖ **University/other institutions full catering residence**

The institution will provide an estimation of the amount required to cover meals for the year. The full amount or installments thereof shall be paid to the institution.”

❖ **University/other institution/self-catering/private residence**

Meal allowances for this category of student will be paid over in tranches and will be based on predetermined maximums, comparable to institutions of learning with full catering residences. The maximum amount will be indicated.

## 3. SPECIAL REQUESTS FOR PAYMENTS

❖ **Vacation allowance**

Only in special circumstances will meal and residence costs incurred during vacation be considered. Such payments will be authorised by the Department of Agriculture.

❖ **Supplementary examinations**

The department of Agriculture will not pay for supplementary examination costs.

❖ **Aegrotat examinations**

The costs incurred for aegrotat examinations will only be considered if motivated by the students. Such payments will be authorized by the Department of Agriculture.

❖ **Outstanding fees**

If a student is awarded a bursary and has an outstanding fees of less than R10 000 including interest, the department will pay the outstanding fees. However if it is above R10 000 including interest rate and the bursar can't settle it. The Department of Agriculture will withdraw the bursary on the basis that the student won't get his qualification when he completes his studies.

## Payment to student form

### PERSONAL DETAILS

Name: .....	Student no.: .....
	Institution: .....
Home address:	Address of institution:
.....	.....
.....	.....
.....	.....
Tel. no.: .....	Tel. no.: .....
Code .....	Code .....

### ACKNOWLEDGEMENT OF RECEIPT

I, ....., acknowledge receipt of amount of R ..... from my bursary through the Department of Agriculture which has been credited to my fees account.

This amount has been requested for the following:

	Amount (R)		
Book allowance	.....		
Meal allowance	.....		
Private accommodation	.....		
Student refund	.....		
<b>Total</b>	<table border="1" style="display: inline-table;"> <tr> <td style="text-align: center;">R</td> <td style="width: 50px;"></td> </tr> </table>	R	
R			

Student signature: .....

Date: .....

University/institution stamp

## Operating procedure

The following procedure will be operative during year ..... for students funded by the Department of Agriculture:

1. Payment will only be made upon receipt of original statements and confirmation of registration.
2. Lump-sum payments, i.e. covering the cost for all Department of Agriculture students, if there are more than one, will be made directly into the institution's bank accounts. Correspondence detailing how the lump sum must be allocated as well as a copy of the deposit slip will be faxed after the deposit has been made.
3. Where allowances for study books, meals and accommodation have to be paid to students, correspondence detailing who should be paid and the amount to be paid will be forwarded.
4. The institution must ensure that students complete the Agency schedule of particulars for all funds paid to students. These schedules of particulars must be forwarded to the Department of Agriculture
5. Payments to students for allowances should be done by the institution.
6. The bursary does not cover fines, interest and penalties. Incidental expenses are payable at the discretion of the Department of Agriculture.
7. In order to satisfactorily conclude the year's activities, students will be advised to submit claims for amounts due under the award scheme by 30 November. No claims from students and institutions irrespective of year of study will be considered after this date.
8. Institutions must submit final statements before the December recess.
9. The contact visits with students and institutions during the year will focus on the individual student's academic progress and reviewing of fees payment with relevant personnel at your institution.

**To all departmental  
students**

**—end of year evaluation—**

**APPLICATION FOR CONTINUED FUNDING**

Please complete the enclosed form and return it no  
later than 8 January ..... to the  
address below.

The Senior Manager  
Education, Training and Extension Services  
Department of Agriculture  
Private bag X250  
Pretoria  
0001

---

## CONDITIONS FOR CONTINUED FUNDING UNDER THE PROGRAMME

The general purpose and conditions under which your original award was granted, as described in your **Award Contract** apply to this renewal. This award has been calculated in accordance with information you gave to the Department of Agriculture. If you receive additional funds from any source, you must advise the department immediately.

Early completion of this programme and/or termination may necessitate adjustment of your award.

### Instructions

1. You are required to keep the department informed of the address you are currently using so that you can be reached at all times.
2. A transcript of your examination results must be sent directly to the department of Agriculture at the end of the academic year .....
3. Please complete the enclosed form and return it to the department of Agriculture not later than 8 January .....
4. Failure to submit the evaluation form in time will delay the processing of your application and the confirmation of your award.
5. Completed form to be returned to:

The Senior Manager  
Education, Training and Extension Services  
Department of Agriculture  
Private bag X250  
Pretoria  
0001

## EVALUATION OF FUNDING

Surname: .....	University/other institution: .....
Full name: .....	.....
Date of birth: .....	ID no.: .....
Student no.: .....	
University/institution address:	Home address:
.....	.....
.....	.....
.....	.....
.....	.....
Tel. no.: .....	Tel. no.: .....
Field of study: .....	Level of study in: .....
Number of years left for completion of degree/diploma: .....	
How long have you been sponsored by the Department of Agriculture? .....	
Name other bursaries acquired:	Amount (R):
.....	.....
.....	.....
.....	.....

## ADDITIONAL PERSONAL DETAILS (FOR USE IN EMERGENCIES)

Next of kin: .....	
Relationship: .....	
His/her address: .....	
.....	
Tel. no. (W): .....	Tel. no. (H): .....
Code: .....	Code: .....

## STUDENT'S SELF-EVALUATION

Name of student: .....

Degree/Diploma: .....

Tick the appropriate word

1(a)  Passed

2(a)  Promoted

1(b)  Failed

2(b)  Not promoted

**Give a *detailed* evaluation of your academic record for this year, stating reasons for your success or poor performance in some areas. Two lines will not be sufficient.**

1. Successes

2. Poor performance

# ACADEMIC PERFORMANCE FORM

**Courses registered for**

Please list all courses registered for since you started your current programme. This includes courses passed/failed/cancelled

Course name	Marks/grades	Passed/failed/cancelled
First year ..... (e.g. 1999)		
1 .....	.....	.....
2 .....	.....	.....
3 .....	.....	.....
4 .....	.....	.....
5 .....	.....	.....
6 .....	.....	.....
7 .....	.....	.....
8 .....	.....	.....
Second year .....		
1 .....	.....	.....
2 .....	.....	.....
3 .....	.....	.....
4 .....	.....	.....
5 .....	.....	.....
6 .....	.....	.....
7 .....	.....	.....
8 .....	.....	.....
Third year .....		
1 .....	.....	.....
2 .....	.....	.....
3 .....	.....	.....
4 .....	.....	.....
5 .....	.....	.....
6 .....	.....	.....
7 .....	.....	.....
8 .....	.....	.....
Signature of student .....	Date .....	

---

## TO BE FILLED IN BY COMPLETING STUDENTS ONLY

Surname: .....

Full name: .....

Institution: .....

Student number: .....

Degree/diploma/other: .....

Forwarding address: .....

.....

.....

.....

Tel. no (h): .....

**It is imperative that you complete and return this form together with the following items to the department of Agriculture:**

1. Transcript of complete academic record
2. Certified copy of Certificate/Diploma
3. First page of ID book with ID number and photo

## Possible fields of study—students

B.Sc. B.Inst. Agrar. B.Agric.	B.TECH.	ND
❖ Veterinary sciences	❖ Animal production	❖ Animal production
❖ Agricultural economics	❖ Animal health	❖ Animal health
❖ Agricultural engineering	❖ Plant production	❖ Plant production
❖ Agricultural statistics	❖ Crop production	❖ Nature conservation
❖ Viticulture	❖ Nature conservation	❖ Extension
❖ Virology	❖ Food science and technology	
❖ Agronomy		
❖ Horticulture		
❖ Plant pathology		
❖ Entomology		
❖ Pasture science		
❖ Crop science		
❖ Remote sensing		
❖ Microbiology		
❖ Genetics		
❖ GIS		
❖ Biochemistry		
❖ Rural development and finance		
❖ Agribusiness		
❖ Agritourism		
❖ Agroforestry		
❖ Oenology		
❖ Post-graduate study		
❖ Natural resource management		
❖ Animal husbandry		
❖ Animal nutrition		

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## **Nonformal fields of study—farmers**

- ❖ Farmer Mentorship programme
- ❖ Life-long learning
- ❖ Specialised short courses
- ❖ Financial/Farm management
- ❖ Small-scale farmer's training

# Private residence details—student

(To be completed by student)

Student name: .....

Year of study: .....

Field of study: .....

Institution: .....

Home address: .....

.....

Home telephone no.: ..... Code: .....

Student telephone no.: ..... Code: .....

Name of parent/guardian: .....

Do you reside in a:

Residence of a relative?  Yes  No

If so, what is the relationship? e.g. uncle, etc. ....

Boarding/guesthouse?  Yes  No

If so, give number of people living in guesthouse .....

Private student residence?  Yes  No

Residential address: .....

.....

Name of landlord: .....

Telephone no. of landlord: .....

Date of occupation: .....

Rent to be paid monthly: .....

Do you have meals at the residence?  Yes  No

If so, at what monthly cost: .....

Have you occupied this residence since the beginning of the academic year?

Yes	No
-----	----

If no, have you resided in a:

Residence of a relative?

Yes	No
-----	----

If so, what is the relationship? .....

Boarding/Guesthouse?

Yes	No
-----	----

Private students' residence?

Yes	No
-----	----

Residential address: .....

.....

.....

.....

..... Code: .....

Name of landlord: .....

Date of occupation: .....

Rent paid monthly: .....

Did you have meals at the residence? If so, at what monthly cost? .....

The above information is to, the best of my knowledge, true and correct.

.....	.....	.....	.....
Signature of student	Date	Witness	Date

.....	.....	.....
Name in full	Witness	Date

**NOTE: In the event of you knowingly providing incorrect or misleading information, your bursary may be terminated. You may be required to refund any payments already made.**

**If you change residences please advise the Implementing Agency immediately in writing.**

# Private residence details—landlord

(To be completed by landlord)

Name of student: .....

Residential address: .....

.....

.....

.....

Name of landlord: .....

Tel. no. of landlord: ..... Code:.....

Date of occupation: .....

Monthly rental: .....

Monthly cost of meals (if any): .....

Signature of landlord: ..... Date:.....

