



APPLICATION FOR BURSARY - 2012

FOR OFFICE USE:

Name: _____
Campus: _____
Date Received: _____
Signature: _____

NOTES AND INSTRUCTIONS (Read these notes carefully before you complete the application form).

1. Make sure that you read every section and that the information you provide is accurate.
2. **INCOMPLETE APPLICATION FORMS WILL NOT BE CONSIDERED.**
3. Submit a **one page motivational letter** stating your reason to request for a Bursary.
4. **Your application will not be considered if you do not furnish proof of the following documents:**
 - 4.1 **Certified copy of valid NSC certificate** (if you have completed Grade 12).
 - 4.2 **Certified copy of valid and latest results on official School letterhead** (if currently in Grade 12).
 - 4.3 **Certified copy of the latest academic results and full details of academic record.** Results for the academic year should accompany this application and must not be submitted separately (if registered at University or College).
 - 4.4 **Certified copy of valid South African Identity Document.**
 - 4.5 **Proof of income of Learner/Parent/Guardian** or an **affidavit if Parent/Guardian is unemployed.**
5. **Do not send original documents.** Attach required certified copies at the back of the application form.
6. Completed application forms including all the required certified documents stated above must be hand delivered to the respective Campus Manager **OR** posted to:
The Bursary Department
The Bursary Officer
PC Training & Business College (Pty) Ltd
Private Bag X23, Umhlanga Rocks, 4320
7. Original Application forms must be submitted. Forms submitted via fax and/or electronic media will not be accepted.
8. Prospective applicants who do not receive correspondence relating to this Application by the 31st March of the year of Application can consider their Application to be unsuccessful.
9. Bursary Application Forms are available at all PC Training & Business College campuses throughout South Africa.

PART 1 – APPLICATION DETAILS

State the career you wish to follow: _____

Name the qualification you intend to study: _____	
Are you currently registered for this course? _____	
What is the year of study for the registered course? (e.g. first, second) _____	
Have you applied for a Bursary with PC Training & Business College before?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES to the above, state which qualification and when: _____	
Have you applied to any other organisation/s for a Bursary?	<input type="checkbox"/> YES <input type="checkbox"/> NO
State the name of the organisation/s: _____	

PART 2 – PERSONAL DETAILS

Surname: _____ First Name/s: _____

Gender: Male Female

Date of Birth: _____ I.D. Number: _____

Nationality: RSA Other If Other, please specify: _____

Do you have a permanent residence permit? _____

If so, please state the permanent residence permit number: _____

Tel No: _____ Cell No: _____

Marital Status: Married Single

Do you have a disability/any disabilities?

Name and complete address of your current/last School or Tertiary Institution	Applicants Home Address	Current Postal Address (if different from Home Address)
Postal Code:	Postal Code:	Postal Code:
Tel No:	Tel No:	Tel No:

Details of Person that we can contact in the case of an emergency:

Name: _____ Tel No: _____

Details of Parents/Guardian:

Name of Parent/Guardian: _____
Relationship: _____

Tel No of Parent/Guardian: _____

Contact/Work Address: _____

Please indicate if either you or your parent/s have been or are employed by PC Training & Business College:

Name	Relationship (Mother/Father)	Department	Occupation	Year	
				From	To

PART 3 – EDUCATION DETAILS (IF APPLICABLE)

Details of Secondary School you attended or are attending:

Name of School	Year		Grade Completed
	From	To	

Kindly request your school to verify the above with their official stamp.

Have you written your final Grade 12 exams?	Yes	No
---	-----	----

If YES, complete the following: Year of examination: _____

SCHOOL STAMP

PART 4 – POST MATRIC QUALIFICATION (IF APPLICABLE)

Full Name of Qualification			
Nature of Qualification	Degree <input type="checkbox"/>	Diploma <input type="checkbox"/>	Certificate <input type="checkbox"/>
Name of Institution			
Address of Institution			
Telephone Number			

PART 5 – DECLARATION

1. I hereby, confirm that the information contained in this Bursary Application is, to the best of my knowledge, correct and truthful. If, after being admitted to the Bursary scheme, any falsehoods or omissions are discovered in my Application, I understand that my Bursary may be terminated.
2. I understand that an investigation of me might include reference checks from my School / Tertiary Institutions/Previous Employer/s. I authorize my School/Tertiary Institutions/Previous Employer/s, to provide PC Training & Business College with relevant information and opinions that may be useful in

making a decision, and release such persons and organizations from legal liability in making such statements. (Please specify **referees** that you would like us to contact.)

3. I hereby understand that an **Enrolment Form** is to be fully completed and signed by myself as an extension of this Bursary Application (to be attached to this Bursary Application).

4. I hereby agree to abide by the **rules and regulations and code of conduct** as stipulated on the Enrolment Form.

5. I hereby understand that, in terms of the Financial Aid Policy, a performance review will be conducted and the Community Engagement Committee reserves the right to cancel the Bursary for any of the following reasons:

- Poor performance
- Non – attendance
- Misconduct in terms of the Learner Code of Conduct

6. Depending on the severity of the review process, I will be given counseling with a period of 2 months to improve my performance. Should I transgress within the given time, the cancellation of the Bursary will be effective immediately.

Signature of Applicant: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

PART 6 – FOR OFFICE USE ONLY

Approval by:	Signature	Date
First Approval: SSOD Cluster Director		
Second Approval: CE Com Member		
Comments:		

I, _____, in my capacity as _____, hereby confirms that (Name of Learner) _____ with Learner Number _____ was awarded an HET/FET/SKILLS Bursary to the value of R_____, for the year _____.

All applications to be forwarded to the National Institutional Support, Marketing and Community Engagement Manager, by no later than the 31st March 2012.