



A Better Place for All

Main Street
Creighton, 3263

P.O Box 62

Creighton 3263

Phone: +27 39 833 1038

Fax: +27 39 833 1179

Email: mailbox@ndz.gov.za

www.ndz.gov.za

DR NKOSAZANA DLAMINI ZUMA LOCAL MUNICIPALITY

EXTERNAL BURSARY: POLICY

Date Approved:	28 May 2026
Effective Date:	2026-2027

1. PURPOSE

The purpose of this policy is to establish a fair, transparent, and consistent procedure for awarding bursaries to top-performing learners residing within the Dr Nkosazana Dlamini Zuma Local Municipality (NDZLM).

2. POLICY OBJECTIVES

- To provide financial assistance to the top performing learners residing within NDZLM.
- To encourage healthy academic competition among local schools.
- To ensure fairness, transparency, and accountability in the selection and administration of the bursary scheme.

3. DEFINITIONS

- a) **"Act"** : Refers to the Local Government : Municipal Systems Act,2000 (Act No.32 of 2000) , the Municipal Finance Management Act (Act No.56 of 2003) and any other applicable legislation regulating Municipal Financial Management and Human Resource Development.
- b) **"Bursary Agreement"**: A financial award granted by the Dr Nkosazana Dlamini Zuma Local Municipality to qualifying learners to support the cost of tertiary education.
- c) **"Council"** : The Municipal Council of Dr Nkosazana Dlamini Zuma Local Municipality

- d) **“Designated”**: The Official appointed by the Municipal Manager or Corporate Services Department to administer and oversee the bursary programme
- e) **“Full Bursary”** : A bursary that covers tuition, registration, prescribed books, and accommodation , renewable annually based on academic performance.
- f) **“Selection Committee”**: The Committee appointed by the Municipal Manager to oversee the selection and recommendation of bursary recipients in accordance with this policy
- g) **“Tertiary Institution”** : A public university ,university of Technology ,or Technical and Vocational Education and Training (TVET) college, accredited by the Department of Higher Education and Training (DHET)
- h)**“Top Performing Learner”** : A learner who achieves one of the highest overall scores in the National Senior Certificates results among all learners residing within the NDZ Municipality as determined by the Department of education.
- h) **“Youth Development Programme”**: A Municipal initiative aimed at empowering young people through education ,training and skills development.

4. STATUTORY AUTHORISATION

- The Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996)
- Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)
- Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)
- Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) – MFMA
- Skills Development Act, 1998 (Act No. 97 of 1998)
- Skills Development Levies Act, 1999 (Act No. 9 of 1999)
- National Youth Policy (2020–2030)
- Employment Equity Act, 1998 (Act No. 55 of 1998)
- Municipal Regulations on Minimum Competency Levels (Government Notice No. 493 of 2007)
- Batho Pele Principles (White Paper on Transforming Public Service Delivery, 1997)

5. AWARD CATEGORIES AND STRUCTURE

The bursary awards shall be granted annually based on academic performance as follows:

RANKING	NUMBER OF LEARNERS	AWARD TYPE	DESCRIPTION
Top 3	3	Full Bursary	Covers tuition, registration, accommodation (where applicable), and prescribed books. Renewable annually based on satisfactory academic progress.
4th–10th	7	Partial Bursary	Once-off contribution toward registration fees and/or tuition, school related essentials

7. ELIGIBILITY CRITERIA

To qualify for consideration, applicants must:

- Be a South African citizen residing within the NDZ Municipality.
- Have completed Grade 12 in the year preceding the award.
- Have achieved outstanding academic performance, ranking among the top learners in the municipality based on final NSC results.
- Have obtained admission to a recognised tertiary institution (university, university of technology, or TVET college).
- Provide proof of residence verified by the local ward councillor or municipal office.

8. SELECTION PROCESS

- The Municipality shall utilise the **official list of top learners** received from the Department of Education as the basis for selection.
- The Department of Education shall select top learners by considering results for their first six best performed subjects
- No individual applications shall be entertained from learners
- All learner information shall be verified prior to final approval of bursary awards.

9.DURATION AND RENEWAL

- Full bursaries (Top 3 learners) are awarded for one academic year, renewable annually for the minimum duration of the qualification, provided that:
 - The student passes at least 100% of modules each year.
 - The student submits annual academic progress reports to the municipality.
- Partial bursaries (Ranks 4–10) are once-off awards and not renewable.

10.OBLIGATIONS OF RECIPIENTS

Bursary recipients must:

- Sign a Bursary Agreement with the municipality.
- Submit proof of registration and academic transcripts each academic year.
- Participate in municipal youth development programmes, career fairs, or community outreach activities.

11.TERMINATION OR WITHDRAWAL

The municipality reserves the right to terminate the bursary if:

- The student fails to maintain satisfactory academic performance.
- The student provides false information or misrepresents their residence.
- The student changes their field of study.
- The student fails to write their examination/attend classes with no reasonable explanation and supporting documentation

12.FUNDING AND ADMINISTRATION

- The bursary scheme shall be funded from the annual municipal budget allocated for Human Resource Development .
- The Corporate Services Department shall be responsible for administration, monitoring, and reporting on the scheme.
- A dedicated external bursary vote shall be maintained for all disbursements.

13.MONITORING AND REPORTING

- The HRD Unit shall submit quarterly reports to the Skills Development Committee and Corporate Services Portfolio on:
 - Academic performance of bursary holders.
 - Financial expenditure against the allocated budget.

14. AWARD CEREMONY

Bursary vouchers shall be formally handed over during an official Municipal Awards Ceremony.

EXTERNAL BURSARY VOUCHERS

15. ADMINISTRATION AND RESPONSIBILITIES

15.1 Community Services Department

- Shall be the custodian and implementing department of the External Bursary Programme
- Shall oversee planning, coordination, and implementation of the programme
- Shall liaise with relevant stakeholders, including the Department of Education

15.2 Skills Development Practitioner (SDP)

- Shall assist the Community Services Department with administration and coordination
- Shall support verification, record-keeping, and reporting requirements
- Shall assist with monitoring and evaluation of the programme

16. NATURE, VALUE AND UTILISATION OF BURSARY SUPPORT

16.1 Bursary support shall be provided **in the form of vouchers only** and shall not be paid out in cash.

16.2 Vouchers shall be utilised exclusively for the procurement of education-related essentials required to assist learners in getting started with their studies at universities or other accredited institutions of higher learning.

16.3 The value of vouchers shall be allocated based on academic performance ranking, as certified by the Department of Education, as follows:

- **Top three (3) learners:** Vouchers to the value of **R50 000** per learner
- **Learners ranked four (4) to ten (10):** Vouchers to the value of **R30 000** per learner
- **Learners ranked eleven (11) to fifty (40):** Vouchers to the value of **R20 000** per learner

16.4 The total number of beneficiaries shall be limited to **fourty (40) learners**, subject to the availability of funds.

17. MONITORING, REPORTING AND ACCOUNTABILITY

17.1 The Youth Office , with assistance from the Skills Development Practitioner, shall maintain a register of all bursary beneficiaries.

17.2 Quarterly Reports shall be submitted to Municipal Management and Council in line with reporting requirements.

17.3 All expenditure related to this Policy shall comply with the Municipal Finance Management Act and applicable financial controls.

18.REVIEW OF POLICY

This policy shall be reviewed on an annual basis or as required by changes in legislation or budget priorities.

19. EFFECTIVE DATE

This policy takes effect upon approval by the Municipal Council of Dr Nkosazana Dlamini Zuma Local Municipality.

20. APPROVAL

Approval of Policy by Council and Effective date: 01/07/26


.....
ACTING MUNICIPAL MANAGER

28/05/26
DATE

**Dr Nkosazana Dlamini Zuma Local Municipality
BURSARY AGREEMENT TEMPLATE**

1. PARTIES TO THE AGREEMENT

This Agreement is made and entered into on this ____ day of _____ 20__ between:

Dr Nkosazana Dlamini Zuma Local Municipality
(Hereinafter referred to as "the Municipality")
represented by the Municipal Manager / Accounting Officer,
and

Full Name of Student: _____

Identity Number: _____

Residential Address: _____

(Hereinafter referred to as "the Student")

2. PURPOSE OF THE AGREEMENT

The purpose of this Agreement is to define the terms and conditions under which the Municipality grants a bursary to the Student to pursue further studies at a recognised tertiary institution.

The bursary is awarded in recognition of the Student's academic excellence as one of the top 10 performing learners residing within the NDZ Municipality.

3. TYPE AND VALUE OF BURSARY

AWARD TYPE	DESCRIPTION
Full Bursary (Top 3 learners)	Covers tuition ,registration ,accommodation (if applicable), and prescribed books. Renewable based on satisfactory performance
Partial Bursary (ranked 4 th -10 th)	Once-off financial contribution towards registration, tuition fees or academic related essentials

Award Type Granted: _____

Total Value (R): _____

Academic Year: _____

Institution: _____

Field of Study: _____

4. CONDITIONS OF THE BURSARY

The bursary is subject to the following conditions:

1. The Student must be enrolled full-time at an accredited tertiary institution in South Africa.
2. The bursary funds shall be used solely for educational purposes as specified in this agreement.
3. The Student must maintain a minimum academic average of 70% for continued support (for full bursaries).
4. The Student must submit:
 - o Proof of registration at the start of each academic year.
 - o Academic progress reports or transcripts at the end of each semester.
5. The Student must participate in municipal youth or community development activities when requested by the Municipality.

The Student must notify the Municipality in writing of any changes to their contact details, field of study, or institution

6. The bursary is not transferable to another student or institution.

5. PAYMENT AND DISBURSEMENT

1. Payments will be made directly to the tertiary institution, unless otherwise approved.
No cash payments will be made to the Student
2. All disbursements are subject to the availability of municipal funds and budget approval.

6. DURATION OF THE AGREEMENT

- This Agreement is valid for the duration of the academic year stated above.
- For full bursary recipients, the Agreement may be renewed annually upon submission of satisfactory academic results and proof of registration.

7. BREACH OR TERMINATION

The Municipality reserves the right to withdraw or terminate the bursary if:

1. The Student fails to meet the minimum academic performance requirement.
2. The Student discontinues or changes their course.
3. False information or fraudulent documents are submitted.
4. The Student fails to comply with any provision of this Agreement.

In such cases, the Municipality may demand repayment of funds already disbursed.

8. POST-STUDY EXPECTATION (NON-BINDING CLAUSE)

The Municipality encourages bursary recipients to seek employment opportunities within the NDZ area or contribute to local development after completion of their studies. This is not a binding obligation, but an expectation aligned with the purpose of the bursary scheme to empower and uplift the community.

GENERAL PROVISIONS

1. This Agreement constitutes the entire understanding between the parties and supersedes any prior discussions.
2. Any amendment to this Agreement must be in writing and signed by both parties.
3. The Student acknowledges that they have read and understood the terms of this Agreement before signing.

• SIGNATURES

Signed at _____ on this ____ day of _____ 20____.

For and on behalf of Dr Nkosazana Dlamini Zuma Local Municipality:

Name: _____

Designation: _____

Signature: _____

Date: _____

As Witnesses:

1. _____ (Name & Signature)

2. _____ (Name & Signature)

Student:

I, the undersigned, hereby accept the bursary and agree to abide by the terms and conditions of this Agreement.

Name: _____

Signature: _____

Date: _____

As Witnesses:

1. _____ (Name & Signature)

2. _____ (Name & Signature)