

MINIMUM REQUIREMENTS FOR BURSARY APPLICATION

Applicants/Students who wish to apply for a bursary at Tshwane North TVET College need to **100%** meet the minimum requirements listed below.

NB:

- **Applicants/students must make sure that they comply with the minimum requirements listed below.**
- **Any bursary application form that fail to meet one of the below requirements will not be accepted at the bursary office.**

STUDENT ELIGIBILITY CRITERIA FOR THE TSHWANE NORTH COLLEGE BURSARY

1. In applying for the TVET college bursary, a student must meet the following eligibility criteria:
 - 1.1 Only South African citizens are eligible for this bursary scheme;
 - 1.2 A student must be registered or intending to register on an NC(V) or Report 191 programme at any of the SIX (6) campuses of Tshwane North colleges;
 - 1.3 In need of financial assistance (a Means Test will be administered to determine whether or not an applicant/student meets this criterion); and
 - 1.4 Able to demonstrate potential for academic success (have passed the previous grades/semester/ year of study)
2. To be deemed acceptable and **FOR YOUR FORM TO BE ACCEPTED AT THE BURSARY OFFICE FOR PROCESSING**, it is **COMPULSORY** that a student's bursary application form **MUST** have the following supporting documents:
 - 2.1 **Registration documents** (statement of results or academic record; printed proof of registration);
 - 2.2 **Identity Documents** (certified copy of the student Identity Document or certified copy of the birth certificate if NOT older than 18 years; certified copies of Identity Documents of both parents or guardian or spouse; certified copies of Identity Documents and/or certified copies of birth certificates of other members in the household; a certified copy of the death certificate if one or both of the parents is/are deceased; an affidavit if you do not know the whereabouts of one or both of your parents);
 - 2.3 **Employment documents** (Salary advice slips of the guardian or both parents and yourself if you are employed not older than three (3) months; a South African Social Security Agency (SASSA) letter or pension slip if the guardian or parents are pensioners; an affidavit if the guardian or parents are unemployed). In capturing data into the Means Test, please note that a pension and a child grant should NOT be regarded as a form of an income;
 - 2.4 **Marital status documents** (attach a certified copy of the marriage certificate, a certified copy of the divorce decree letter or a certified copy of the death certificate if divorced or widowed); and
 - 2.5 **Travel and OR Accommodation documents** (if applicable) attach affidavits; copies of lease agreement. **NB:** The bursary office will verify the authenticity of the documents submitted.

CHECKLIST FOR BURSARY APPLICATIONS

Please indicate Yes (if submitted), No (if not submitted) or N/A (if not applicable) in the Table below:

NB:

1. The bursary administrator(s) will check your bursary application for; if any of the mentioned documents below are applicable to you and you have not included the required document(s), your form will not be accepted at the Bursary office.
2. Applicants/students are required to take responsibility for their Bursary application.
3. Any form submitted after the closing date will not be accepted at the bursary office

Supporting Documents		Yes, No or N/A
1.	Bursary Application form completed in full	
2.	Certified copies of the student's Identity Document	
3.	Proof of marital status if married, divorced or widowed (if applicable)	
4.	Certified copies of Identity documents of both Parents/Guardians	
5.	Certified copies of Identity Documents of family members in a household	
6.	Certified copies of both Parents/Guardians/spouse/yourself salary advice slips not older than three months from date of application (if applicable)	
7.	Certified copies of both Parents/Guardian's pension payments not older than three months from date of application (if applicable)	
8.	If a parent/guardian is unemployed – she/he must make an affidavit at the Commissioner of oaths (if applicable)	
9.	If Parents/Guardians are Deceased - supply certified copy of Death Certificate (if applicable)	
10.	New students supply ORIGINAL Grade9/10/11/12 statement of results); Existing students supply academic history	
11.	Transport Allowance (if applicable provide supporting documents) NB: The bursary office will verify the authenticity of the documents submitted	
12.	Accommodation Allowance (if applicable provide supporting documents) NB: The bursary office will verify the authenticity of the documents submitted	
13.	Proof of registration reflecting the number of registered subjects. NB: It is the responsibility of students/applicants to make sure that they get the proof of registration from the academic office and attach it to the application form. Any bursary application form without proof of registration will not be accepted at the bursary administration office.	
14.	Printed proof of LATEST statement of results or academic record (applicable to returning students) NB: It is the responsibility of students/applicants to make sure that they get the Printed proof of LATEST statement of results or academic record from the academic office and attach it to the application form. Any bursary application form without Printed proof of LATEST statement of results or academic record will not be accepted at the bursary administration office.	

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