

Bursary Application 2020

Richfield Graduate Institute of Technology (Pty) Ltd, is registered with the Department of Higher Education & Training as a Private Higher Education Institution under the Higher Education Act, 1997, Registration Certificate No. 2000/HE07/008 & as a Private Education College under the Continuing Education & Training Act, 2006 (Act No. 16 of 2006), Registration Certificate No. 2008/FE07/050.

NOTES & INSTRUCTIONS:

(READ 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. Do not send original documents. Attach the required certified copies of documents at the back of the application form
4. Completed application forms, including all the required certified documents listed must be hand delivered to the Campus Manager at a Richfield campus OR emailed to bursary@richfield.ac.za
5. Prospective applicants who did not receive correspondence relating to their application by 28 February 2020, can consider their application to be unsuccessful.
6. Bursary application forms are available online at richfield.ac.za

DOCUMENTS REQUIRED TO SUPPORT YOUR APPLICATION:

DOCUMENTS REQUIRED	TICK
1. Completed Enrolment Form and completed Bursary Application Form	
2. Submit a one-page motivational letter stating your reason to request for a Bursary	
3. Your application will not be considered if you do not furnish proof of the following documents:	
3.1. Certified copy of valid NSC Certificate (if you have completed Grade 12)	
3.2. Certified copy of valid and latest results on Official School letterhead (if currently in Grade 12)	
3.3. 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)	
3.4. Certified copy of valid South African Identity Document	
3.5. Proof of income (3 months' payslip) of Learner/Parent/Guardian or an affidavit if Parent/Guardian is unemployed	
3.6. Three months' bank statement of Learner/Parent/Guardian	

PART 1 – APPLICATION DETAILS

Student Number: _____

State your choice of career: _____

Name the qualification you intend to study towards: _____

Are you currently registered for this course? _____

If yes, in what year of study are you in? _____

Have you applied for a bursary with Richfield before? YES NO

If Yes, state which qualification and when: _____

Have you applied to any other organisation/s for a bursary? YES NO

State the name of the organisation/s: _____

PART 2 – PERSONAL DETAILS

Surname: _____ First Name/s: _____

Gender: M F ID Number: _____

Date of Birth: If other, please specify: _____

Nationality: RSA Other

Do you have a permanent residence permit? YES NO N/A

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 to contact in the case of an emergency:

Full Name: _____

Contact No: _____

Details of Parents/Guardian:

Name of Parent/Guardian: _____

Relationship: _____

Contact Number of Parent/Guardian: _____

Name of Company Employed: _____

Work Address: _____

Please indicate if either you or your parent/guardian have been or are employed by Richfield Graduate

Institute of Technology: YES NO

Please indicate if either you or your parent/s have been or are employed by Richfield:

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 so, which year did you matriculate: _____



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 Richfield Graduate Institute of Technology 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 Student Code of Conduct
6. Depending on the severity of the review process, I will be given counseling with a period of 1 month to improve my performance. Should I transgress within the given time, the cancellation of the Bursary will be effective immediately.
7. I hereby agree to assist the Campus with their marketing initiative when required or requested to do so.

Signature of Applicant: _____

Date: _____

Signature Parent/Guardian: _____

PART 6 – FOR OFFICE USE ONLY

APPROVAL BY	SIGNATURE	DATE
<i>First Recommendation</i>	_____	
<i>Second Recommendation</i>	_____	

I hereby confirm that this student was awarded an HET/TVET Bursary to the value of _____

for the _____ academic year.

Chief Academic Registrar: _____

Date: _____