



APPLICATION FOR BURSARY - 2018

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 on 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. Attached required certified copies at the back of the application form
6. Complete application forms, including all the required certified documents listed above, must be hand delivered to the respective Campus Manager OR posted to:
The Bursary Department
The Bursary Officer
Richfield Graduate Institute of Technology (Pty) Ltd
Private Bag x23, Umhlanga Rocks, 4320
7. Only the original application form will be accepted. Forms submitted via fax and/or electronic media will not be accepted.
8. Prospective applicants who did not receive correspondence relating to the application by end of February, in the year of application can consider their application to be unsuccessful.
9. Bursary application forms are available online, www.rgit.co.za

PART 1 – APPLICATION DETAILS

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 Graduate Institute of Technology before?

YES		NO	
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If YES, state which qualification and when: _____

Have you applied to any other organisation/s for a Bursary?

YES		NO	
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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 Richfield Graduate Institute of Technology:

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
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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			Diploma		Certificate	
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 2 months 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 of Parent/Guardian: _____

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 Student) _____ with Student Number _____ was awarded an HET/TVET Bursary to the value of R _____, for the year _____.

All applications to be forwarded to the Marketing Support Manager, 15 Feb of the year of application.