



PLEASE READ THE INFORMATION AND INSTRUCTIONS CONTAINED IN THE FOLLOWING PAGES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM.

APPLICATION CHECK LIST
PLEASE TICK OFF (✓) THE APPROPRIATE BLOCKS

- A certified copy of your identity document.**
- Grade 11 results
- This year's June results (or your latest results if you are not studying this year)
- A certified copy of matric results (first year students only).
- A certified copy of your academic results/record.
- Certified copies of parents'/guardians' Identity Document.
- A recent pay slip (not older than three months) of your parents/guardian. A certified audited copy of the most recent certified financial statements-if owners of a business, three months bank statements for company and both parents). If parents are unemployed An affidavit from parent/guardian, e.g. grandparent, aunt, etc. regarding income if income is derived from informal trading.
- An affidavit from your parents if unemployed.
- If living with a guardian (e.g. grandparent, aunt, etc.), a proof of guardian's income, i.e. pension slip, child support grant, etc. Note: An affidavit should accompany the documents to confirm the whereabouts of parents.
- If any of your parents are deceased we need:
- (a) A certified copy of their marriage certificate and
- (b) Certified copy of death certificate(s) should one or both of them be deceased.
- A certified copy of divorce decree and annexures (if parents are divorced) and amount of maintenance received.
- An affidavit from your mother/father/guardian to explain the whereabouts of any parent not living at your home, and the amount that your absent parent contributes towards your care.
- Acceptance Letter from the Institution of Higher Learning

Please be reminded that the certification of all supporting documents must not be more than three months old.

ALSO CHECK THE FOLLOWING

- Have you signed the declaration on the last page of the financial aid application?
- If you are under 16 years – that your parents/guardian have also signed the declaration. Please ensure that your application is returned before the closing date (shown above).

NO LATE APPLICATIONS WILL NOT BE CONSIDERED.

Your application will only be finalised once all your supporting documents have been received. Incomplete forms will not be accepted. Please note that we do not accept faxed or scanned documents. **Closing Date: 12 March 2021**

COMPLETED APPLICATION FORMS CAN BE HAND DELIVERED

Gauteng Department of Human Settlements or Regional Offices at Reception areas or ground floors
11 Diagonal street, JHB, Dept of Housing (Blue glass building).
129 Fox Street, JHB, Gauteng Rental Housing Tribunal.

56 Corner Kruger & Burger Street, Krugersdorp.
50 Hamilton Street, Arcadia, Gauteng Dept of Human Settlement Tshwane.
68 Voortrekker Road, Navada Building, Alberton.
01 Loch Street, Dept of Human Settlement, Mayerton.



DEFINITIONS

| | |
|---------------------------|---|
| Bursary | A grant of money that is offered in aid of financially needy and deserving students. Candidates are usually chosen on the basis of financial need and satisfactory academic performance. |
| Merit Awards | Financial aid or other assistance, where a specific faculty or department nominates a student, usually on the grounds of his or her outstanding academic performance. |
| Financial Need | The calculated financial need of the applicant. It is the most important criterion for granting financial aid. The financial need of the applicant is determined via a means test. The following are taken into consideration: Gross family income |
| Academic Abilities | Satisfactory academic performance is a prerequisite for the granting of all financial aid. An applicant must comply with the minimum requirements as specified by GDHS. GDHS usually ask for the latest progress reports on academic performance and results. |
| Eligibility | In terms of the requirements (criteria) set by the donor, with which the student must comply in order to qualify for that specific grant. |

GENERAL

1. You may apply for financial assistance once you have registered as a full-time student at any institution of Higher Learning within Gauteng Province.
2. All properly applications will be considered and a selection will take place from February 2021. Successful applicants will be notified not later than 31 March 2021.
3. Financial assistance is available to students who satisfy the requirements, amongst others: namely: **Financial need**
4. Acceptable academic performance.
5. Only South African citizens are eligible for financial assistance.
6. Applicants must be South African citizens between the ages of 18 and 35.
7. Applicants must be residing in Gauteng.
8. The bursary is for undergraduate qualifications of no less than 360 NQF Credits.
9. GDHS has no obligation to employ the bursary holder on completion of the qualification.
10. Successful candidates will be required to enter into a Bursary Contract.
11. Full details of your family's financial situation must be disclosed.
12. An application for financial assistance may be refused if the SDEEC (Committee) is not satisfied that the information provided in the financial aid application is accurate and/or a complete and true statement of your and / or your family income.
13. After submission of the form, the SDEEC (Committee) must be informed of any change of marital status or any change of financial and/or academic circumstances.

BURSARY COVERS

Tuition and registration fees, student accommodation, prescribed books and/or study material for the 2021 academic year.

RENEWAL OF BURSARY

You must reapply for financial assistance each year/semester, before the stipulated deadline. Renewal of financial assistance is dependent on your continued financial need and acceptable academic performance.

PLEASE NOTE

- Financial aid is granted subject to the conditions stipulated by the Department of Human Settlement.
- Financial aid is granted on merit and financial need. Such aid is not automatically renewed each year. Students must therefore reapply annually for financial aid.
- The applicant should be of sound moral standing and show proof of academic progress.
- Students are allowed to apply for aid at their institution of choice within Gauteng.
- Only registered students may receive financial aid, and such funds will be paid directly into the student's fee account.
- The Department of Human Settlements are entitled to a full and detailed account of the administration of funding.
- The Department's SDEEC Committee is authorised to take special circumstances into consideration when allocating financial aid.
- Financial aid is granted to full-time students only. Students who enrol for short courses or part-time classes are excluded from consideration.



EVALUATION OF APPLICATIONS

All applications are evaluated according to specific criteria and the more deserving candidates are considered.

DECLARATION

Who should complete the declaration?

If the student is under 16 years of age, the declaration must be completed by the parent or legal guardian on whom the student is dependent for financial assistance. If over 16 years of age the declaration may be signed by the student and parent or legal guardian.

SKILLS DEVELOPMENT AND EMPLOYMENT EQUITY COMMITTEE EDUCATION

The Skills Development and Employment Equity Committee is responsible for granting and administering financial aid in terms of the general regulations of the Department of Human Settlements, and in accordance with the criteria as determined by the Department.

DOCUMENTS TO BE SUBMITTED

All members of the family (including the student) who are in receipt of an income (daily/weekly/monthly) and who must be included on the application form must submit either:

- A recent pay slip (not older than 3 months) if an employee, or
- A certified copy of the most recent financial statement if self-employed, including 3 months bank statements for both parents and company.
- A recent pension slip/letter (reflecting the gross amount) if in receipt of a pension, e.g. government pension, company pension or civil pension, or
- An affidavit if one of the parents is not employed.
- A certified copy of your academic results/record on official institutions' letterhead.
- Certified copies of minimum qualification(s) required for admission on your choice of study.
- A certified copy of your ID document.
- Letter of admission from the institution.
- Quotation of study fees for the chosen course of study.

COMPLETION OF THE APPLICATION FORM

PLEASE ANSWER ALL THE QUESTIONS ON THE APPLICATION FORM.

- USE BLACK INK ONLY. Please print and do not use any Tippex. Rather draw a line through and re-write above. Please sign against any cancellations.
- Remember that incorrect and/or incomplete forms will not be considered. The Department will not enter into correspondence or grant interviews if the application is incomplete or inaccurate.
- Please check with the Admissions Office that the student number you are using is your final and correct student number.
- Applicants currently in Grade 12 and applicants already in possession of a National Senior Certificate should have obtained at least 60% in all their subjects with a minimum of 70% in Mathematics (not Maths Literacy) and 70% in English
- Please note that **we do not fund for studying in Private** Institution of Higher Learning



PARTICULARS OF COURSE FOR WHICH FUNDING IS APPLIED

| | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Student Number | | | | | | | | | | | | | | | | | | | | |
| Course of Study (1st choice) | | | | | | | | | | | | | | | | | | | | |
| Institution | | | | | | | | | | | | | | | | | | | | |
| Level of Study (e.g. 1st /3rd year) | | | | | | | | | | | | | | | | | | | | |
| Year Commenced | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Major Subject | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Student Number | | | | | | | | | | | | | | | | | | | | |
| Course of Study (2nd choice) | | | | | | | | | | | | | | | | | | | | |
| Institution | | | | | | | | | | | | | | | | | | | | |
| Level of Study (e.g. 1st /3rd year) | | | | | | | | | | | | | | | | | | | | |
| Year Commenced | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| Major Subject | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

PARTICULARS OF APPLICANT

| | | | | | | | | | | | | | | | | | | | | |
|--------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Surname | | | | | | | | | | | | | | | | | | | | |
| First Names | | | | | | | | | | | | | | | | | | | | |
| Title (Mr/Mrs/Ms) | | | | | | | | | | | | | | | | | | | | |

Tick the appropriate box.

| | | | | | |
|---|--|---|---|---|--|
| Marital Status | <input type="checkbox"/> Single | <input type="checkbox"/> Married | <input type="checkbox"/> Divorced | <input type="checkbox"/> Widowed | <input type="checkbox"/> Other (Please Specify) |
| Home Address (attach proof of residence) | | | Address while studying (attach proof of residence) | | |
| | | | | | |
| | | | | | |



GAUTENG PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

EXTERNAL BURSARY APPLICATION FORM

| | | | |
|--|---|---|-----------------|
| Postal Code | | Postal Code | |
| Contact Number | Home | Date of Birth | Y Y Y Y M M D D |
| | Cell | | Gender |
| Alternative | | | |
| Identity Number | | | SA Citizenship |
| Passport No. | | | |
| Are you a person living with Disability | Yes | If yes, please specify nature of disability | |
| | No | | |
| Population Group (Please tick) | | | |
| Have you ever been found guilty of a criminal offence? | Yes: _____ No: _____ If yes, please specify nature of the offence and the date committed | | |

APPLICANT'S STUDY DETAILS

| | | | | |
|---|------------------------------|----------|--------------------------|------------|
| What are you doing this year? | Gap year | Grade 12 | Working | Unemployed |
| Highest Qualification Obtained (e.g. Grade 11 or NSC) | | | | |
| Name of the School you are currently attending or where you completed your Grade 12 | | | | |
| Have you matriculated? | Yes <input type="checkbox"/> | No | <input type="checkbox"/> | |
| If No, in which grade are in this year? | | | | |

School results: In the columns below please provide your school results, as applicable (e.g. if you are currently in Gr 12 and have not yet received your pre-lims results, leave that column open). Fill in the names of your other subjects in the blank spaces. If you do not complete at least the Final Grade 11 and the June Grade 12 or Final Grade 12 columns, your application will be regarded as incomplete and thus not considered any further.

| SUBJECTS | FINAL GRADE 11 | JUNE GRADE 12 | PRE – LIM GRADE 12 | FINAL GRADE 12 |
|--------------------------|----------------|---------------|--------------------|----------------|
| 1. English (HL) or (FAL) | | | | |
| 2. Mathematics | | | | |
| 3. Physical Science | | | | |
| 4. Life Science | | | | |



GAUTENG PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

EXTERNAL BURSARY APPLICATION FORM

| | | | | |
|---------------------------------|--|--|--|--|
| 5. Other Language (HL) or (FAL) | | | | |
| 6. | | | | |
| 7. | | | | |
| 8. | | | | |

(HL) – Home Language & (FAL) - First Additional Language

The aim for this section is to establish financial need. It is therefore essential that you provide the correct income information and the required supporting documentation. Applications without precise and reliable information will be regarded as incomplete and will not be considered

DETAILS OF PARENTS OR LEGAL GUARDIAN

MOTHER

| | | | |
|--------------|--|--|-------------|
| Surname | | | |
| First Names | | | |
| Home Address | | | Postal Code |
| | | | |

MARITAL STATUS: Never married / Married / Widowed / Divorced / Married, but living apart / Deceased

MOTHER'S EMPLOYMENT DETAILS

| | | | |
|----------|--|----------|--|
| Employer | | Position | |
|----------|--|----------|--|

MOTHER'S SPOUSE (If spouse is not your Father)

| | | | |
|------------------------|--|-----------------|--|
| Full Name(s) & Surname | | Identity Number | |
|------------------------|--|-----------------|--|

FATHER

| | | | |
|--------------|--|--|-------------|
| Surname | | | |
| First Names | | | |
| Home Address | | | Postal Code |
| | | | |

MARITAL STATUS: Never married / Married / Widowed / Divorced / Married, but living apart / Deceased

FATHER'S EMPLOYMENT DETAILS

| | | | |
|----------|--|----------|--|
| Employer | | Position | |
|----------|--|----------|--|

FATHER'S SPOUSE (If spouse is not your Mother)

| | | | |
|------------------------|--|-----------------|--|
| Full Name(s) & Surname | | Identity Number | |
|------------------------|--|-----------------|--|



GAUTENG PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

EXTERNAL BURSARY APPLICATION FORM

GUARDIAN/NEXT-OF-KIN

| | | | |
|--------------|--|--|-------------|
| Surname | | | |
| First Names | | | |
| Home Address | | | Postal Code |
| | | | |

MARITAL STATUS: Never married / Married / Widowed / Divorced / Married, but living apart / Deceased

EMPLOYMENT DETAILS

| | | | |
|----------|--|----------|--|
| Employer | | Position | |
|----------|--|----------|--|

SPOUSE

| | | | |
|------------------------|--|-----------------|--|
| Full Name(s) & Surname | | Identity Number | |
|------------------------|--|-----------------|--|

IF STUDENT IS MARRIED, PROVIDE DETAILS FOR SPOUSE

| | | | |
|-----------------|--|--|-------------|
| Surname | | | |
| First Names | | | |
| Identity Number | | | |
| Home Address | | | Postal Code |
| | | | |

MARITAL STATUS: Never married / Married / Widowed / Divorced / Married, but living apart / Deceased

EMPLOYMENT DETAILS

| | | | |
|----------|--|----------|--|
| Employer | | Position | |
|----------|--|----------|--|

SELF-SUPPORTIVE – STUDENT INCOME DETAILS

EMPLOYMENT DETAILS

| | | | |
|--------------------------------|--|----------|--|
| Employer | | Position | |
| NET Salary (Attach payslip) | | | |

Please provide proof of income or lack thereof by attaching relevant documentation consider your application unsuccessful



ESSAY ON YOUR LIFE (MOTIVATION)

- 1. Write this essay in your own hand and ensure that your essay comprehensively answers the below-mentioned questions:**

- 2. Tell us about your family, including your parents’ current circumstances.**
 - 2. 1 Tell us about yourself:
 - 2. 2 Describe yourself in three words
 - 2. 3 How would your friends describe you?
 - 2. 4 What is your greatest passion?
 - 2. 5 What are your major strengths?
 - 2. 6 What are your major weaknesses?
 - 2. 7 Give a short overview of your school (and post-Matric/ tertiary) achievements thus far.
 - 2. 8 What leadership position(s) have you served in and what impact has that had?
 - 2. 9 Mention the committees/ organisations you belong(ed) to and any community service projects you have been involved with.
 - 2. 10 Briefly tell us why you have chosen your field of study.
 - 2. 11 Tell us about your further study plans and ideals for the future.
 - 2. 12 If you have not been studying tell us how you have spent the time.
 - 2. 13 Mention any books you read that have impressed you.
 - 2. 14 Tell us about one event or person that influenced you deeply.
 - 2. 15 Describe the South Africa you want to see in the next 10 years.



GAUTENG PROVINCE

HUMAN SETTLEMENTS
REPUBLIC OF SOUTH AFRICA

EXTERNAL BURSARY APPLICATION FORM

AFFIDAVIT

PLEASE NOTE

The Gauteng Department of Human Settlements may take legal action in cases where information supplied is false or documents have been forged.

I hereby declare that:

1. The information on this form is true and correct;
2. Should any information stated be incorrect all financial assistance or monies already received shall be repaid by me immediately, and
3. Proof of all information reflected will be submitted, if required.

SIGNATURE OF

APPLICANT.....PARENT/LEGAL GUARDIAN.....

DATE.....DATE.....

FOR OFFICE USE ONLY

ACADEMIC FEES

| | |
|----------------------|--|
| TUITION | |
| BOOKS | |
| ACCOMODATION | |
| OTHER STUDY MATERIAL | |

FOR OFFICE USE ONLY

| | |
|--|----------------|
| RECEIVED BY Official Responsible for ETD DATE: | |
| APPROVED / NOT APPROVED CHAIRPERSON ETD Committee DATE: | |