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## GUIDELINES FOR FINANCIAL SUPPORT

### Motivation

The Centre for Creative Education (CCE) is passionate about the development of teacher education and therefore endeavours to assist eligible students financially by means of a financial aid programme. This programme seeks to assist students who have been accepted into the programme and can substantiate financial need. Candidates from previously disadvantaged backgrounds will be prioritised.

### Bursary Policy

A bursary awarded may vary between 10% and 50% of the academic fee for the year of study.

The percentage granted will depend on the assessed and verified financial need of the student. The bursary is non repayable provided the student successfully completes the year of study and meets all bursary terms. Should a student fail the academic year, discontinue the course of study at any time within the academic year, deregister, be deregistered, or fail to fulfil the terms of bursary (see below), then the bursary will be withdrawn, and the student will be required to reimburse CCE the full value of the bursary advanced.

CCE will attempt to recover the allocated bursary from donor organisations, which is a process that requires the student's full co-operation and participation, as well as the student's understanding that monies offered by such donor organisations are to cover the CCE's bursary allocation, rather than to be added to the allocated bursary.

### Eligibility Criteria for Bursary

For an application to be taken into consideration, applicants are required to provide the following:

1. Fully completed and signed form: "Application for Financial Support".
2. Proof of acceptance into one of CCE's programmes (ie. email confirming acceptance).
3. Reference letter confirming the applicant's abilities to commit oneself to and succeed with a programme of Higher Education.
4. A completed table of family income and expenses together with supporting documentation (salary slips x3, bank statements x6 months for both parents and the student in all bank accounts in each person's name eg. savings, investments, bond, cheque, money market).
5. Where applicable, if either parent or student is self-employed or gain profit from any form of business, audited financial statements must be provided.

An interview with the applicant may be part of the selection procedure and will then be conducted by CCE's Managing Director.

**Note: Applications missing information/supporting documentation will automatically be rejected.**

### Submission of Application

The complete set of documentation, with the application form on top, needs to be hand delivered, in an envelope marked with "Bursary Application" and the applicant's name to our office, or emailed to [admissions@centreforcreativeeducation.org.za](mailto:admissions@centreforcreativeeducation.org.za). CCE will correspond with the applicant by email, first acknowledging the receipt of the application, and later with the outcome of the decision.

## **Selection Criteria**

Bursary recipients will be selected based on their ability to meet applicable bursary criteria as well as the funds available to CCE for the year in question. The outcome of the application is communicated to the applicant by email. Once a student qualifies to receive the bursary, they may continue applying for a bursary annually for the remaining years of study. Bursaries applied for in the subsequent years are however not guaranteed.

## **Terms of Bursary**

To retain his/her bursary, recipients:

- Must maintain an 80% attendance record.
- Must maintain an average mark of 50% in all subjects.
- Must be financially incapable of affording the fees.
- Will be assessed by the relevant faculty, with regards to attendance, progress, and commitment to study at the end of each semester. The result of this assessment will be given to the bursary recipient by their faculty and a written report will be sent to the Managing Director annually.

## **The Bursary Recipient shall also be required to:**

- Commit themselves to CCE's efforts to fundraise by assisting with any reasonable task allocated by CCE, which may include but is not limited to the contacting of donors, completion of applications, meet and greet with donors/potential donors.
- To avail themselves, as an unpaid volunteer, for tasks allocated to them by CCE, which may include but is not limited to their assistance during any Open Days or career exhibitions, light maintenance, or administrative work.
- Should a student's account run into arrears the CCE's financial policy will be enforced.

**CCE reserves the right to withdraw all financial assistance should these criteria not be met.**

## **Contractual agreement:**

Upon the granting of a bursary, the bursary recipient will be required to complete a financial agreement prior to being registered for the relevant academic year. No funds will be released until the contract (including financial agreement) and registration documents are duly completed and signed by the required parties and has been received by CCE.

*Applicants can view a sample copy of the financial agreement, on request, at CCE's reception.*

## **Personal Information:**

CCE undertakes to treat personal information as confidential and shall use the information solely for the purposes that it was given or as provided and as more fully set out in CCE's Privacy Policy. Applicants hereby acknowledge and agree that CCE may use the personal information for the following purposes:

- To contact and request information from any persons, credit bureaus or businesses to obtain any information relevant to the applicant's credit assessment.
- Images of the applicant, which may include but is not limited to photos and videos in which they appear can be used for fundraising and marketing purposes.

## **Subsequent Bursary Applications:**

It is the responsibility of the student to ensure that bursary applications are submitted timeously. Applications must be submitted, in writing, to the Managing Director before the due date, which will be communicated, as per the guidelines issued for applications that year. If a student fails to apply on or before the date communicated, it will be assumed that they do not require further financial assistance.