

# UNIVERSITY OF PRETORIA

## INFORMATION FOR THE DONORS OF BURSARY FUNDS

The funds that the University of Pretoria receive for the awarding of bursaries to its students can be divided into two broad categories. The two categories are described in paragraphs 1 and 2 below. The University is not involved in the administration of those bursaries that are available directly from external organisations, as set out in paragraph 3.

### 1. FUNDS FOR UNIVERSITY OF PRETORIA SUPPORT BURSARIES

The University of Pretoria receives funds from various sources for the awarding of support bursaries, including individuals, corporate donors and deceased estates. Support bursaries are awarded to students on the basis of their financial need and/or academic performance.

These funds are under the permanent control of the University, i.e. once the funds have been donated to the University, they cannot be reclaimed. The University's Finance Department invests the funds at a competitive interest rate. A maximum of 80% of the annual interest yield is utilised for the awarding of bursaries. The remainder of the interest yield is added to the capital of the fund.

Each of the bursaries in this category is administered in accordance with a regulation that governs that specific bursary. Bursaries are therefore awarded in accordance with the donors' criteria, which are articulated in the various regulations.

Donors normally prescribe the appointment of a selection committee, which determines the value and the number of the bursaries to be awarded each year. In cases in which the donor did not specify the appointment of a selection committee, the Financial Aid Office of the University (in the Division for Study Finance) decides on the value and the number of bursaries to be awarded. The principle of utilising only 80% of the interest yield for bursary purposes applies in all cases.

#### **Procedure for applying for a support bursary**

- Details of the bursaries appear in the University's brochure on study finance in the section entitled Undergraduate Support Bursaries.

- Students apply for financial assistance on the standard UP application form. They select the option “UP Support Bursaries” in order to be considered for a bursary.
- The application form states that the closing date for applications for a bursary is 28 November of the year preceding the year in which the study concerned is to be undertaken.
- If required, the Division for Study Finance prepares a list of applicants who fulfil the minimum criteria and submits the list to the selection committee concerned.

The selection committee selects the successful candidates and notifies the University accordingly. The University then allocates the bursary amount to the student account of the successful candidates.

## **2. FUNDS FOR BURSARIES THAT ARE SPECIFIED BY DONORS (“UP Administered Bursaries)**

These funds comprise bursary amounts that donors make available for specified purposes each year. Should the funds not be fully utilised in a particular year, they would be refunded to the donor.

In the administration of a bursary fund of which the donor has specified the use, one of the following administrative procedures is applied:

- a) **Students submit an application to the donor.** The University receives from the donor a list of the candidates to whom the donor has allocated a bursary and the University abides by that decision. Upon receipt from the donor of the names of the recipients of a bursary and the funds for the bursaries awarded, the University transfers the bursary funds to the student account of each successful candidate.

OR

- b) **The University prepares a shortlist of the students who fulfil the criteria laid down by the donor.** (No application for bursary). The shortlist and the supporting documentation (i.e. academic results, financial need, etc) are submitted to the donor who has the sole discretion regarding the awarding of a bursary.

OR

- c) When the University is mandated to select the applicants for a bursary, it receives the funds from the donor and awards the bursary to the successful candidates without further consultation with the donor. Thereafter the University forwards to the donor a list of the students to whom the bursaries have been awarded. The University then transfers the funds to the student account of each successful candidate.

In all cases, the criteria that apply to the bursaries are determined by the donor and are articulated in a regulation. The donor also determines the value of the various bursaries and the number of the bursaries to be awarded each year.

#### **Procedure for applying for a donor-specified bursary (as per 2 (a))**

- The donor submits to the University an advertisement that contains the details of the bursary to be sponsored. The advertisement is displayed on the bulletin boards at the University's Client Service Centre and/or relevant faculties. The advertisement states where application forms can be obtained (i.e. at the UP's Client Service Centre or directly from the donor).
- Students apply for financial assistance on the donor's application form.
- The application form states the closing date for applications, which is determined by the donor.
- The application forms are submitted directly to the donor.
- The donor selects the successful candidates and notifies the University accordingly. The University then allocates the bursary amount to the student account of each successful candidate.

### **3. BURSARIES AVAILABLE FROM OTHER ORGANISATIONS**

The University publicises the availability of these bursaries in the section for external bursaries of its brochure on study finance. The University is not involved in the administration of applications for such bursaries or in the awarding of the bursaries.

#### **Procedure for applying for bursaries offered by other organisations**

- The donor of the bursary provides an application form and publicises the bursary in section two of the University's brochure on study finance, which is entitled Bursaries Offered by External Organisations.

- The advertisement states that students should submit their applications directly to the donor (and should attach their academic record, financial information, etc).
- The donor specifies the closing date for applications.
- The donor selects the successful candidates and provides the University with their details and the bursary funds or pays the bursary amount directly to the students concerned.

#### **4. STUDENTS WHO DO NOT QUALIFY FOR A BURSARY**

The University of Pretoria does not award bursaries to students who:

- Are not yet registered for study in the year in which the bursary is to be utilised.
- Are not promoted to the year of study in which the bursary is to be utilised.