

**Minutes of a meeting of the SRC Aid Fund Committee as held on
1 March 2012 in the Committee Room, Roosmaryn**

1. Opening and welcome

Mthokozisi Nkosi acted as chairperson – he welcomed everyone present and thanked them for attending the meeting at such short notice but the process to allocate funds should start urgently.

2. Attendance

2.1 Present

Ms Louise Botma	SRC Secretary
Dr W Jorissen	Acting Director Student Affairs
Kleinbooi Legoabe	TSC Secretary-General
Mthokozisi Nkosi	TSC Chairperson
Ms L Schuld	Department of Finance
Tebogo Twala	TSC Treasurer-General

2.2 Apologies

Charles Britz	TSC Constitutions
Carlo Cock	TSC Academic Affairs

3. Confirmation of the agenda

The agenda was confirmed

4. Matters to be discussed

4.1 Background of the Fund

The chairperson introduced the members of the Committee i.e.

- Ms L Schuld - Finance Department (this Committee will work closely with them to ensure the success of the Fund)
- Dr W Jorissen – Acting Director for Student Affairs
- Tebogo Twala – Treasurer-General of the TSC
- Kleinbooi Legoabe – Secretary-General of the TSC
- Ms L Botma – SRC Secretary

The chairperson explained that specific criteria do not exist and that any needy academic deserving student (also international students) can apply for assistance from the Fund.

Students must list the textbooks they need but funds will only be made available for core modules. They must then obtain a quotation for the books needed and attach it to the application form. An amount of R800 will be allocated per student. In 2011 BookMark provided text books but the matter was also discussed with Wise Books (who sell second hand books). The chairperson aims to meet with Wise Books to find out if they are still interested to assist the SRC with this project. The idea is that students will hand back the books bought with the money allocated to them so that it can be distributed to other students the following year.

According to the chairperson the Fund should be self-sufficient. Money should be available to buy books but these books must be handed back so that it is available for distribution the next year.

Ms Twala wanted to know whether the form indicates that students must hand back the books. According to the chairperson students will have to sign a contract saying that, if they loose the books, they will pay back the money allocated to them.

Dr Jorissen indicated that, during a meeting with all the role-players from Management, Prof Ogude indicated that the Fund has been approved by Management and that the Regulation for the SRC Aid Fund is now a working document. He also informed the meeting that students who applied for funds from NSFAS can contact Mr George Chauke at the Client Service Centre who will then release funds from NSFAS to them to enable them to buy the books they need. This is also applicable on NSFAS applicants who need accommodation (UP will pay in advance).

According to Ms Schuld, students who applied for NSFAS loans (Cap 1 students) should fill in an application form for an advance on their loans and hand it in at the CSC who will then assist them. Set allowances are allocated depending on family income and a means test.

The chairperson wanted to know which students qualify for this and Ms Schuld replied that students who applied for NSFAS loans qualify. They should contact the Loan Consultants at the CSC.

4.2 Progress of the fund thus far

The matter was discussed above.

4.3 Role of Committee Members

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The chairperson referred the meeting to the last page of the Regulation for the SRC Aid Fund. The following people will serve on the Committee as set out in this section:

1. The SRC member responsible for the Study Finance portfolio will act as chairperson of the meeting.
2. A staff member from the Department of Institutional Advancement is also a member of this Committee and this staff member should be requested to look for sponsors who are willing to donate money to the Fund.
3. The treasurer-general of the SRC must make sure that the proper procedures are followed in the allocation of the funds and that enough funds are available for the Fund to ensure it's functioning the following year.

Ms Twala wanted to know who will be the patron of the fund. The chairperson explained that, to ensure continuity, the SRC member for Study Finance in a given year should be the patron of the Fund or that he/she should be a member of the Committee. Ms Twala suggested that the SRC member for Study Finance in a given year should rather be invited to attend the first meeting of the Committee the following year to give feedback on what was done the previous year.

4. Two additional SRC members – It was suggested that these seats should be filled by the SRC member for Academic Affairs and the SRC member for Sponsorships. The reason for this is that the SRC member for Academic Affairs understands the problems encountered by students and it is the duty of the SRC member for Sponsorships to obtain sponsorships for the SRC and the SRC Aid Fund.

Ms Twala wanted to know whether students would only be able to apply for the payment of registration fees and the chairperson responded by saying that they will be able to apply for the payment of registration fees and the purchase of books.

5. Director of Student Affairs – He/she is a permanent staff member and also has signing powers for SRC expenses. Students usually go to him/her first before contacting the SRC.
6. A Post-graduate Student Representative. This poses a bit of a problem because it would be almost impossible to appoint a post-graduate student representative. According to the chairperson, there will certainly be post-graduate students amongst the ranks of the SRC and one of them should therefore be invited to serve on the Committee.

According to Ms Twala the Fund only caters for students up to honors level and that there is no need for such a representative. The chairperson

replied that honors students are post-graduate students whereas the majority of the SRC will be undergraduate students.

4.4 **Administrative issues**

The chairperson stated that the aim of the Fund is to find enough funds to sustain the Fund over the years. The big question is who will administer the Fund? It was suggested that the matter should be handled by the Tuks Toonbank after the completion of the necessary application form. Part of the SRC's budget must be allocated to the Fund.

According to Ms Schuld the Fund will be run by the SRC but the Department of Student Finance will have to validate the information. Mr Legoabe suggested that the SRC Treasurer-General, the SRC President and the Director of Student Affairs should have signing powers.

Ms Twala felt that this was a SRC initiative and therefore the Fund should stay with the SRC. The Tuks Toonbank should handle the funds through a separate cost centre. The Treasurer-General of the SRC will handle the SRC budget. Money from the Fund will only be allocated at the beginning of each semester.

According to the chairperson the Committee (and not the treasurer-general) should decide on what amount should be allocated to students (the treasurer-general must not have too much power). Ms Botma felt that the Committee will make the decisions but it will be the duty of the treasurer-general to make sure that these decisions are carried out.

4.6 **Future of the Fund**

According to Paragraph 3.1 of the Regulation for the SRC Aid Fund, 0,05% of the SRC's budget will be made available to the Fund each year but this amount may not be enough if demand increases and maybe this percentage must be increased in future. This will mean that 0,05% from the 2012 SRC's budget will go into the fund (the Fund already has ± R60 000,00).

The treasurer-general of the 2011 SRC was supposed to transfer R80 000,00 from the unused funds of the SRC to the Fund but she now refuses to do so (unused funds during a term is transferred to the SRC Reserve Fund and it is difficult to access these funds).

▶ **Dr Jorissen must sort out the issue Ms Mare.**

Ms Twala wanted to know whether the 0,05% as stated in Paragraph 3.2 of the Regulation means that 0,05% from the total budget of the SRC must be transferred or does it mean that this percentage must be deducted from the amount that is left over after the allocation of funds to the Service Providers was done. Ms Schuld wanted to know what is meant by Service Providers and Ms Botma explained that the Perdeby, Student Culture, Student Sport, Tuks Rag

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and Tuks FM are service providers of the SRC (Tuks Rag and Tuks FM generate their own funds and therefore they do not receive funds from the SRC).

- ▶ **After a short discussion, it was decided Ms Twala must address the issue.**

Ms Schuld wanted to know what the allocation of R3 500,00 per student will be used for. It will partly be used for books and partly for registration fees. According to her registration fees are increased annually. The chairperson referred everyone to Paragraph 3.4 of the Regulation – Ms Schuld suggested that the Regulation should be amended to address the annual increase in registration fees.

The matter of obtaining sponsors was discussed.

The chairperson suggested that the SRC should approach businesses in Hatfield Plaza because they should be proud to serve Tukkies students and they should plough something back in return. According to Ms Twala the SRC should work through the Department of Institutional Advancement (DIA) and they should not approach sponsors directly. According to Ms Schuld the DIA has a list of sponsors and they know what sponsors to approach. Some of them may have donated money already. Ms Schuld suggested that the SRC work through DIA because they have all the information. The chairperson also suggested that the SRC member for Sponsors should start raising sponsorships as soon as the SRC is in office.

The chairperson explained that the SRC also hosted a Textbook Campaign in an attempt to supplement the Fund. Students were requested to donate their textbooks and the response was overwhelming! If things continue along this line, the Fund will become very big.

Ms Schuld wanted to know how the Textbook Campaign was advertised and suggested that Tuks FM should be used in future to advertise the Campaign. The chairperson replied that the SRC had a whole campaign. According to Ms Twala an e-mail was sent out to students and the Campaign was also advertised on ClickUp.

The problem at the moment is that the SRC is running out of space to store the donated textbooks and they are looking for alternate space (maybe Facilities Management can make the house on the corner of Prospect and Roper Streets available for this). Ms Botma explained that the whole Student Support Division (currently housed in the Student Affairs building) has to move and it was suggested that the Perdeby should move into Op't Hoek (the house on the corner) and that the Disability Unit will then move into the Perdeby's offices.

According to the chairperson Proff Kilfoil and Ogude suggested that the SRC should approach the library for space but this will take the project away from the SRC. Ms Schuld thought this was a good idea as they can set up a database, organize and index the books because they know how it works (maybe a plaque

can be erected to say this is a project of the SRC). She also wanted to know if students will return the books once they are finished with it.

The chairperson felt that the project must remain with the SRC (maybe he can ask Prof Ogude for assistance).

- ▶ **Ms Twala must find out from Facilities Management whether they have space available that can be used for this.**

5. **General**

Ms Schuld wanted to clarify the role of the Study Finance Department i.e they can give input about the academic status and financial situation of applicants. There seems to be confusion because according to Paragraph 5.1.7 a list of selected applicants who receive money from the SRC Aid Fund will be handed over to the **Student Accounts Division** and funds will then be transferred internally via a journal from the Fund cost centre to the relevant student accounts. Bursaries/loans are actually handled by the **Study Finance Department**.

- ▶ **Ms Schuld will try to clear up the confusion.**

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Ms Schuld stated that, according to Paragraph 5.1.18 of the Regulation, students who received funds from the Fund, must pay back the funds to the SRC once their bursaries/loans have paid out. This may be problematic as a student's account may show that he/she did not receive his/her bursary/loan one day but the bursary/loan may be paid out the next day and it is not possible to have an updated list every day.

The chairperson asked Ms Schuld to explain the difference between the Study Finance Division and Student Accounts.

Ms Ms Schuld explained that:

1. The Study Finance Division deals with funds, bursaries, loans, NSFAS etc. Students fill in application forms and a list of the applicants is then provided to a donor for approval.
2. Student Accounts deal with external bursaries that have already been set up.

No other funding is available at the moment.

Ms Botma referred the meeting to Paragraph 5.1 that states that the Fund should be advertised in the Perdeby. The next edition of the Perdeby is on 5 March 2012 and the one after that will come out on 12 March 2012. The meeting decided that the Fund must be advertised in the issue of 12 March as it is too late to do so in the issue of 5 March.

She also referred the Committee to Paragraph 4.1(f) that states that students whose parents are employed by UP will only qualify for awards towards text-books and not settlement of outstanding fees. She reminded the meeting that they should keep in mind that students whose parents are employed by UP only pay a nominal fee per year (± R1 000) to study at the University whereas other students have to pay very large amounts.

6. Date of next meeting

The date of the next meeting will be communicated to everyone.

7. Closing

The meeting adjourned.

CHAIRPERSON:

SECRETARY:

DATE: