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2023

APPLICATION FOR A BURSARY AWARD

from **The Cape B.O.D. Bursary Foundation**

Reg No: IT43/2005 PBO Reg No: 930049925

1. The awards made by The Cape B.O.D. Bursary Foundation to Jewish beneficiaries in the Western Cape for tertiary education are administered and coordinated by the Cape South African Jewish Board of Deputies.
2. In terms of the conditions stipulated by various Jewish testators and founders of trusts, bursary awards were initiated for the benefit of young Jewish students' resident in the Western Cape who require financial assistance. These bursaries are administered by the BOD Bursary Committee (BODBC) according to established policies.
3. Applications are invited from Jewish undergraduate students who matriculated in the Western Cape having been permanently resident here for a period of not less than three years, and who wish to study at a university, technical college, or similar educational institution there. Applications from students outside of the Western Cape or for studies at tertiary institutions outside of that area, will not be considered. BODBC only considers assistance for one qualification/degree and not for any qualification/second degree.
4. The Committee makes every effort to make bursary awards to each qualifying applicant commensurate with their circumstances and needs. Since limited funds are available and due to the ever-increasing costs of education, the bursary awards are normally limited to a maximum of 50% of the annual fees per applicant. Consequently, applicants are encouraged to apply to other trusts / organisations / and / or universities in order to supplement a possible award from the BODBC. Refer Section C.
 - 4.1 **All applicants need note the "Moral Commitment to reimbursement & future financial support" included in the Affidavit in Section E. Witnessed signatures to this Affidavit are a prerequisite for consideration of this application.**
 - 4.2 **All applicants/students are required to keep the BODBC fully and promptly informed of any and all changes of address, other contact information and any changes in the student's academic or parents' financial situation.**
5. **BURSARY AWARDS**

Applications from Jewish students for a bursary may be considered provided that:

 - 5.1 Academic competence to meet the requirements of the nominated educational institution is properly substantiated.
 - 5.2 There is a genuine financial need that can be verified to the satisfaction of the BODBC. Applicants and their parents/guardians are required to submit reliable and authenticated information as to their financial status.
 - 5.3 All information & documentation required as set out in this Application form have been supplied to the satisfaction of the BODBC. All information provided will be treated in the strictest of confidence.
6. Completed Applications per email **MUST** reach the BODBC's office not later than **31 October 2022**. **Late entries cannot be considered under any circumstances** due to the strict assessment process.

7. Applications will ONLY be considered if this form is completed in full together with all necessary supporting documents. Incomplete applications may well be rejected. In the event that there may be special circumstances supporting this application, these should be included in a separate letter attached to the application.
8. Applicants/recipients are required to advise the BODBC of all other bursaries, grants, scholarships or any other financial assistance which have been or will be applied for or received. This includes any funding that which may have been or may be received from other any other source. Non-disclosure will be considered dishonest and a cause for rejection of the application.
9. Applicants need to register at the institutions reflected in their applications and are required to pursue the course of study indicated thereon. The BODBC must be advised immediately of any change in study courses or if studies are discontinued. Failure to do so will disqualify applicants from again receiving any award.
10. Successful applicants will be advised in writing of the amount conditionally awarded. Awards are made at the sole discretion of the BODBC on evaluation of the validity of the applicant, financial position of the applicant and his / her family, as well as other relevant factors and funds available for distribution. No reasons will be given regarding rejections or amount of the awards granted. The decisions of the BODBC are not subject to negotiation.
11. Payment of any Bursary Awards are subject to:
 - 11.1 receipt of an up-to-date statement of account from the relevant educational institution.
 - 11.2 confirmation of registration of the applicant/student for the forthcoming academic year;
 - 11.3 the statement reflecting the forthcoming year fees due for payment.
 - 11.4 the award ONLY being applicable to current year's fees and NOT for prior year/s fees and/or charges.
12. In the event the amount outstanding is less than the amount of the award now granted, the award granted will be reduced to such an amount. Neither the Cape B.O.D. Bursary Foundation nor the BODBC accept any responsibility or liability for any late payment penalties, fees or other charges by any institution.
13. **NOTIFICATION OF MID YEAR & YEAR END EXAMINATION RESULTS**

Mid-year: Students must submit a progress report reflecting their **mid-year examination results** together with any other relevant information, not later than 15 July in each year.

Year end: Students are expected to submit their **year-end results** as soon as these are known.

Graduation: The BODBC need be advised promptly in writing by a student upon graduation confirmation.
14. **DISCONTINUATION OF STUDIES**
 - 14.1 Students must advise the BODBC in writing of the relevant details if a decision is taken to discontinue studies together a full explanation of the reason/s therefore.
 - 14.2 In the event that a student withdraws from studies during any academic year, every such student is required **to refund** the bursary awarded and paid on their behalf.
15. **PAYMENT OF FEES**
 - 15.1 The student account fee number should be submitted as soon as possible to enable the BODBC to pay the awards directly to the institution/s concerned. Some bursaries are paid on a half-yearly basis and are only sent to the institution **after** receipt of the statement of account.
 - 15.2 The first half year of the year's bursary commitments are generally paid by the BODBC sometime towards the end of March or beginning of April. While every effort will be made to avoid late payment, the BODBC cannot and will not be held responsible for any late fee penalty which may be incurred prior to payment being received by the institution.
16. All applicants should retain a copy of their completed application for future reference, with specific reference to their commitments.

17. **PREPARATION & SUBMISSION OF APPLICATIONS**

- 17.1 We require the complete application to be printed and all signatures to be witnessed by a Commissioner of Oaths.
- 17.2 All forms and documents to be properly scanned in pdf format and supplied electronically. Photo format (jpg) of documents is not acceptable.

APPLICATION DEPENDENT ON SUPPLY OF RELEVANT DOCUMENTATION:

Please enclose herewith copies of the following documents or details requested:

1. The latest monthly salary / pension payslip/advice for both parents and applicant (wherever applicable).
2. Please submit a schedule of all gross and net earnings for the 12-month period prior to this application.
3. If informally employed or operating an informal business, even on an ad hoc basis, please include trading details and income earned over the last 12 months.
To be submitted by way of an affidavit, signing to be witnessed by a Commissioner of Oaths
4. Copy of Income Tax Return(s) (IT12) & your IRP5 for the last financial year.
5. Copy of Tax Assessment(s) (IT34) for the last tax year (**ESSENTIAL**).
6. Schedule of all outstanding creditors accounts (including HP's, leases, etc).
7. If parents are self-employed / shareholders / directors of a private company, copies of the latest Financial Statements (Balance Sheet and Income Statement) must be attached.
8. If any immediate family member has a beneficial interest in a Trust, the Trust Deed and latest Financial Statements must be furnished.
9. If you or your parents own property and it is mortgaged, a copy of the Bond Statement.
10. Schedule of Shares: JSE / private companies / other properties / timeshare / HP's / surrender values of Endowment and Life Policies.
11. Matric Certificate (if available)
12. Copy of Study Course with course codes (if applicable)
13. Copy of Marriage Document from Synagogue / Temple.
14. Copy of divorce agreement (if applicable) relating to the education of the child or children.
15. Copy statements, accounts & invoices as required on pages 8, 9 and 10 hereof.
16. Copy bank statements and credit card statements may be requested.

COMMUNAL PARTICIPATION

Applicants are expected to actively support communal organisations and be prepared to participate in communal leadership programs for that purpose.

Bursary assistance is made available through the generosity of individuals, families & trusts who value education and care for the community. Jewish teachings make the case for building a community where members give and receive with dignity and respect and are willing to serve. This is what belonging to a community means.