



## **UMVOTI MUNICIPALITY**

### **MUNICIPAL EXTERNAL STUDY ASSISTANCE**

In terms of Section 67 of the Local Government Municipal Finance Management Act, no 56 of 2003, read together with the External Study Assistance Policy of Umvoti Municipality applications for students who are studying at an accredited tertiary institution within the boundaries of South Africa are invited to apply for External Study Assistance as follows;

#### **Criteria**

1. That the applicant is a South African citizen registered at a public South African Higher Education Institution
2. Is a student living within the jurisdiction of Umvoti Municipality
3. Is an undergraduate student studying towards a first higher education qualification
4. Has been accepted by a tertiary institution or where studies have stopped due to financial constraints
5. Must prove that he or she is financially needy
6. Students who have received loans, bursaries or scholarships from other sources covering the full cost of study will not be eligible

#### **The following documents must accompany the application form:-**

1. Certified ID Copy of the Applicant
2. Certified ID Copy of Spouse (in the event applicant is married)
3. Certified ID Copies of Parent \ Guardian \ Caretaker
4. Proof on Income of the Applicant if employed
5. Proof of income of Spouse (if applicable)
6. Proof of Income of Parent \ Guardian \ Caretaker
7. Proof of Residence (All – where applicable)
8. Death Certificate of Parent\Guardian\Caretaker (where applicable)
9. Affidavit if Self Employed
10. Letter confirming unemployment from the Department of Labour (where applicable)
11. 3 Months Bank Statement (Applicant and Spouse\Parent\Guardian\Caretaker)

#### **Academic Requirements that must accompany the Application form:**

1. Proof of Registration and Acceptance into an Institute this document must have the applicants name, ID Number and Student Number
2. Statement of Account from Institute with Banking details
3. Academic record (school and returning students)
4. Letter of Request

Applications forms are available during normal office hours at the Corporate Services Department, 41 Bell Street, Greytown or can be downloaded from our website [www.umvoti.gov.za](http://www.umvoti.gov.za)

Completed application forms clearly marked "**External Study Assistance**" must be handed into the HR Department for the attention of Mr. Simphiwe Ndlela at 41 Bell Street Greytown, applications will be recorded upon delivery **OR** can be deposited at the Applications Box in the CRM Centre.

Closing date for applications is the **31<sup>st</sup> January 2018 at 12h00** where the applications will be opened and recorded.

No late\faxed\posted or emailed applications will be accepted.

Council reserves the right to select applicants according to its External Study Assistance Policy and is not bound by the applicant's academic record or field of study choice.

For any enquiries please contact the Human Resource Department on **0334139216** during office hours.



**MRS TN NGIBA**  
**ACTING MUNICIPAL MANAGER**

**PO BOX 71**  
**GREYTOWN, 3250**

**NOTICE NO: 4190**