



Postgraduate Centre and Funding Office  
UNIVERSITY OF CAPE TOWN  
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Rondebosch | 7700  
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[www.uct.ac.za/apply/funding/postgraduate/applications/](http://www.uct.ac.za/apply/funding/postgraduate/applications/)



## THE INTERNATIONAL STUDENT FACULTY BURSARIES

**Purpose:** In addition to standard tuition fees, all non-SADC international students pay an international term fee (ITF). Both are set annually. Faculties will budget to provide INTERNATIONAL STUDENT FACULTY BURSARIES to deserving international Master's and Doctoral students. Faculties will award these on academic merit and/or on financial need according to faculty strategy. Preference must be given to students who are nationals of countries on the African continent.

**Value and Tenure:** The value of awards is variable and set by each faculty (but will ordinarily not exceed the ITF). The bursary is tenable for **Master's** for 1 year, renewable for 1 further year. Renewal is contingent on satisfactory academic progress and availability of funds; and **Doctoral** for 1 year, renewable for two further years. Renewal is contingent on academic progress and availability of funds.

Faculties should ensure that students who are eligible for renewal apply.

*A faculty may renew an award for a 3<sup>rd</sup> year of Master's study or a 4<sup>th</sup> year of Doctoral study where this enables the student to complete in that year. Renewal for a 4<sup>th</sup> year of Master's study or a 5<sup>th</sup> year of Doctoral study will ordinarily not be granted.*

**Eligibility for the award of UCT International Students Faculty Bursary:** Master's and Doctoral students who are not South African nationals, permanent residents or SADC nationals may apply to their Faculty for the award of a INTERNATIONAL STUDENT FACULTY BURSARY if they:

- are/will be registered full-time for Master's or Doctoral study; and
- show evidence of academic merit or satisfactory progress; and
- demonstrate financial hardship. (Criteria for need will be determined by each faculty.)

### The following will not be eligible for UCT International Students Faculty Bursaries

- full-time members of UCT staff;
- applicants with an annual income (from all sources) of more than R170,000 and R220,000 for Master's and Doctoral students respectively;
- students in full-time employment;
- students who have worked in SA and have been paying taxes, and
- students enrolled for any programme other than a Master's or Doctoral degree.

**Selection:** Selection of successful candidates will be made by the Faculty's own structure (ie each Faculty should decide what structure to use). Awards will be subject to and must be within the budget determined by the Faculty's Dean for these awards for the year. Faculties are responsible for monitoring and reconciliation of these budgets.

### Payment of bursaries

The **UCT Claim Form No, PG019** must be completed and signed and then submitted to the Postgraduate Centre & Funding Office (PGC&FO). The Faculty Managers are required to liaise with the Faculty Finance Managers to ensure that the necessary funds to cover the bursaries are available in the designated fund, so that direct transfer can be made from this fund to the student's fee account.

- No payment will be made unless the Claim Form PG019 is completed and signed and notification is given to the PGC&FO that the necessary funds are available for the transfer of the award.
- Where an award is made by a Faculty the Postgraduate Centre & Funding Office will assume that the awardee meets the criteria and payment of award will be processed on this basis.

**The University of Cape Town reserves the right to effect changes to the *Conditions of Award* or to make no awards at all.**



# Faculty of Commerce

## Application & Claim Form PG019

### Faculty International Student Bursary

### 2019

This form must be completed and returned to the Commerce Faculty and should be accompanied by the **PG021 form** (Clearance for *pre-registration*) that has been completed by the student applying for the International Student Faculty Bursary.

SECTION A - PERSONAL INFORMATION																									
STUDENT NUMBER																									
TITLE (Mr, Ms)			Surname						First names																
SEX:		MALE		FEMALE		Country of origin																			
Personal e-mail address																									
Local Tel. No.																									
Cell number																									
SECTION B - FINANCIAL SUPPORT																									
List details of expected income from ALL sources in 2019 below (both local and international sources, e.g., bursaries, scholarships, and institutional, governmental or other agency funding). It is not necessary to give information on private or family income.																									
Name and nature or source of expected award or income for 2019										Year first obtained				Value of award or income in 2019											
Have you been awarded a <b>Faculty International Student Bursary</b> (or been granted an International Term Fee Waiver) in previous years?										YES				NO											
SECTION C - ACADEMIC INFORMATION																									
Have you been formally accepted for full-time study at UCT?										YES				NO				Department							
Degree for which you will register in 2019 (Masters or PhD)								Course code																	
Year of study towards above degree in 2019 (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , etc.)										Year of first registration for this degree															
Have you already registered towards the above degree?						YES				NO				DATE OF CURRENT REGISTRATION		Y	Y	Y	Y	/	M	M	/	D	D
SECTION D - STATEMENT BY APPLICANT																									
I certify that the information given in my application is, to the best of my knowledge, complete and accurate. I agree that submission of incorrect information, or withholding information, may result in cancellation of this application or the immediate repayment by me of any award that has been paid to me on the basis of such incorrect or absent information. I agree to advise the University of any changes that may occur with regard to the information as submitted.																									
Applicant's name (PRINT):						Signature						Date													

SECTION E - SUPPORT BY SUPERVISOR			
Funds for the support of international students are limited. Please help the Dean or his nominee to identify appropriate recipients by giving candid answers/comments under the following headings:			
With regard to NEW STUDENTS who will register with UCT in 2019, please complete E.1 – E.3			
E.1 Are you committed to accepting this student for the study proposed? (Please tick)	YES		NO
E.2 What support can the Department offer by the way of bursaries, demonstratorships/assistantships, etc., which are not already listed in Section B?			
E.3 Is the student a salaried employee in the department?			
E.4 Any general comment (that may assist with the ranking of the candidate)?			
With regard to RETURNING STUDENTS, please complete E.4			
E.5 Comment on the candidate's academic progress (progress report to be attached):			
Supervisor's name (PRINT)	Signature	Date	

SECTION F - SUPPORT BY HEAD			
Optional comment			
SUPPORTED / NOT SUPPORTED	HOD's name (PRINT)	Signature	Date

SECTION G - FACULTY DECISION			
G.1 On behalf of the Commerce Faculty, I Declare that funds for this bursary are available from the Commerce Faculty Fund as shown below;			
AMOUNT AWARDED	Dean's nominee (PRINT)	Signature	Date
R			

- Once completed by the student, supervisor and HOD, this form and its attachments should be submitted to the Faculty Postgraduate Office along with a Clearance for Registration **Form PG021**, completed by the student.
- These awards are governed by the General Conditions of Award for International Student Faculty Bursaries, which are attached to this application form ([above](#)).
- Recipients of these bursaries may not perform any work duties *en lieu* of these funds

For office use only: Commerce Faculty Fund: 231360, Cost Centre: COM1011



# Postgraduate Centre and Funding Office

## PG019 - UCT Faculty International Student Bursaries Claim Form- 2019

### 1. Recipient details and declaration (To be completed by the recipient)

Name of Recipient:	Student Number:
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**Declaration by Recipient:**

I confirm that I am registered for a Coursework Master's study in the Department:

Faculty:	Department:
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I declare that I am not in full-time employment. I accept this award and undertake to comply with the Conditions of Award and the University of Cape Town's Policies on Postgraduate Funding.

Signature of Recipient:	Date:
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**Please note:** Only the student's **original** signature will be accepted. No electronic, scanned or faxed signatures are acceptable.

### 2. Certification of recipient (To be completed by the Faculty Office)

I, (Name and Designation) \_\_\_\_\_ certify that  
(Student's Name) \_\_\_\_\_ is registered for the \_\_\_\_\_ Degree

**I further certify that:**

- (i) the student is not a salaried employee in this Department; and
- (ii) the Dean of Faculty has approved this award to the student named above.

Signature of authorised staff member :	Date:
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**Please note:** Only the staff member's **original** signature will be accepted. No electronic, scanned or faxed signatures are acceptable.

### 3. Certification of bursary transfer (To be completed by the Faculty Manager)

I (Name and Designation) \_\_\_\_\_ certify that:

- i) The bursary value of R \_\_\_\_\_ for the above-named student is available from fund number as indicated below

FACULTY	FUND NUMBER	COST CENTRE	GL	PLEASE TICK	PLEASE SIGN OR INITIAL
COMMERCE	231360	COM1011	GL1795		
EBE	231363	ENG1034	GL1795		
HEALTH SCI	231361	MED1054	GL1795		
HUMANITIES	231359	SSH1027	GL1795		
LAW	231358	LAW1024	GL1795		
SCIENCE	231362	SCI1007	GL1795		
GSB	231364	GSB1125	GL1795		

I UNDERSTAND AND DECLARE THAT THIS PAYMENT REPRESENTS A TRUE BURSARY AND THAT, IN LINE WITH SARS TAX REGULATIONS, THE STUDENT IS NOT PERFORMING ANY SERVICE IN RETURN FOR THE BURSARY.

Signature of Faculty Manager	Date:
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**Please note:** Only the staff member's **original** signature will be accepted. No electronic, scanned or faxed signatures are acceptable.

For use by the Postgraduate Centre and Funding Office: Payment of Award processed by:	Date:
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C:/formsandconditions/2012FacInterStuBursClaimFormPG019FINAL



## Postgraduate Centre and Funding Office

### PG021 - Clearance for registration – Postgraduate students

**Note:**

- In order that the student may be cleared for registration, this form **must** be completed by:
  - **students** who have been offered funding; and by
  - the **fund holder** offering such funding.
- It is important to note that this form provides **an indication** that funding as recorded below will be offered to the student by the fund holder. This funding is **not** guaranteed by the Postgraduate Centre and Funding Office (PGC&FO). The PGC&FO does **not** accept responsibility for non-payment of award(s) detailed below. The fund holder will be held accountable for the value of the award described below, and for submitting the Claim Form timeously to the PGC&FO for processing.

**1. Student details (To be completed by the student)**

Name:				Surname			
Student number:				Passport/Identity no.			
Registration details:	<input type="checkbox"/>	Doctoral	<input type="checkbox"/>	Masters	<input type="checkbox"/>	Honours	
Do you have an outstanding fee debt?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes	If <b>Yes</b> , state the outstanding amount:		R
Student signature:					Date		

**Note:** Only the student's **original** signature will be accepted. **No** electronic, scanned or faxed signatures are acceptable.

**2. Fund holder details (To be completed by the fund holder)**

Title (Ms./Mr./Dr./Prof.)			Name:			Surname:		
Department:								
Name of Fellowship/ Scholarship/ Bursary:								
Year of registration:			Value of Fellowship/ Scholarship/Bursary:				R	
<b>Please write out the amount of the award in full:</b>								
Fund holder signature:							Date:	

**Note:** Only the fund holder's **original** signature will be accepted. **No** electronic, scanned or faxed signatures are acceptable.

**Please return to:**

Sandra Dewberry  
 Postgraduate Centre and Funding Office  
 Otto Beit Building, 3<sup>rd</sup> Level  
 University Avenue  
 University of Cape Town