

**THE ONLY LIMITS ARE
THE LIMITS IN YOUR
MIND**



**SERVICES SETA
BURSARIES**



VISION

TO SERVE
TO DELIVER
FOR RENEWAL
FOR PROSPERITY

MISSION

FACILITATION OF QUALITY SKILLS DEVELOPMENT FOR EMPLOYMENT AND
ENTREPRENEURSHIP IN THE SERVICES SECTOR FOR NATIONAL ECONOMIC GROWTH

VALUES

ACCOUNTABILITY
INNOVATION
INTEGRITY
PROFESSIONALISM
RESPONSIVENESS



Services SETA

There are twenty-one SETA and each is classified according to an economic sector of the country. The SETA's main responsibility is to disburse the training levies payable by all employers. These levies are collected by the Services SETA via the Department of Higher Education and Training and are disbursed through a management systems motivated by skills requirement, assessment and monitoring.



MISSION

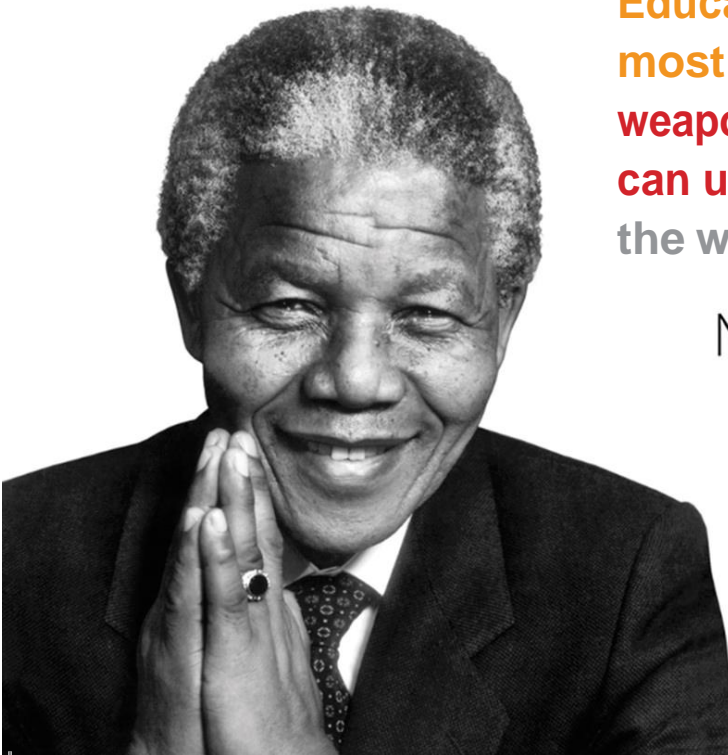
Facilitation of quality skills development and entrepreneurship in the services sector for national economic growth.

VISION

To serve, deliver for renewal and prosperity.

VALUES

Accountability; Innovation, Integrity, Professionalism; Responsiveness



**Education is the
most powerful
weapon which you
can use to change
the world.**

Nelson Mandela



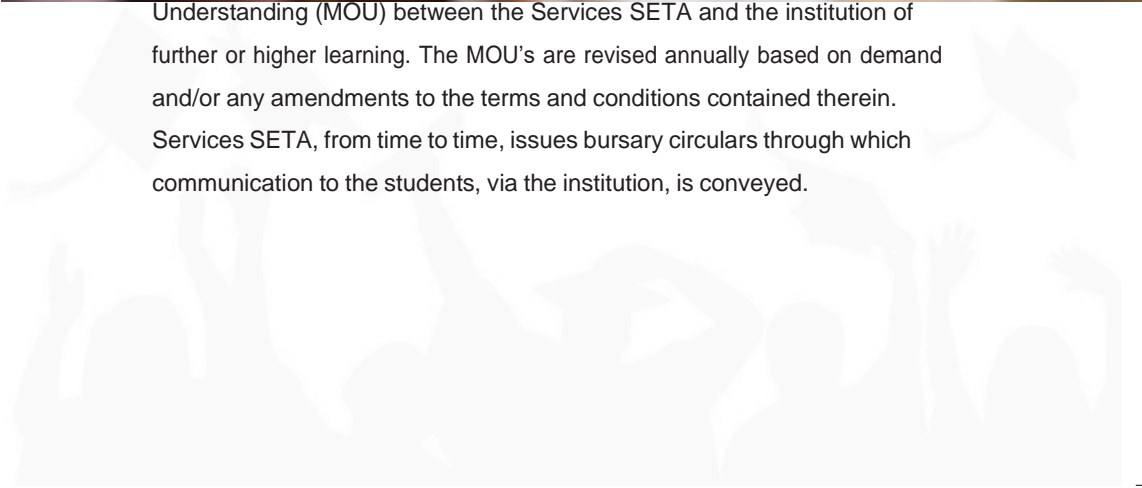
SERVICES SETA BURSARIES

The Services SETA ensures that the skills requirements of the services sector are identified and that adequate and appropriate skills are available. The Services SETA contributes to the improvement of sector skills through achieving a more favorable balance between demand and supply and ensures that education and training is of the sector required standard.

Bursaries are but one of the many learning pathways through which the Services SETA addresses scarce skills of the sector. The Services SETA bursary learning pathway offers basic financial assistance that assists a bursar to pay for basic needs during his or her studies. The bursary funds unemployed and employed South African citizens to study at a public institution in the Republic of South Africa.

The aim of the bursary funding is to ensure that a flow of quality skills into the labour market of the services sector is continuous and sustainable.

The bursary is administered and regulated through a Memorandum of Understanding (MOU) between the Services SETA and the institution of further or higher learning. The MOU's are revised annually based on demand and/or any amendments to the terms and conditions contained therein. Services SETA, from time to time, issues bursary circulars through which communication to the students, via the institution, is conveyed.





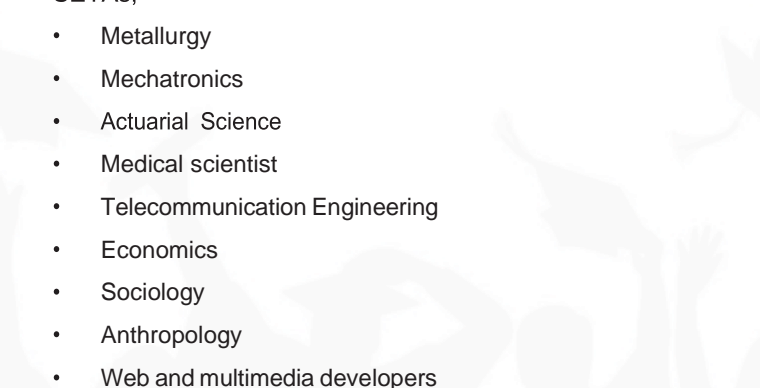
Field of study
funded?

IMPORTANT INFORMATION

1. FIELD OF STUDY FUNDED

The following fields of study will be funded:

- All qualifications in the services sector;
 - Human Resources
 - Marketing
 - Entrepreneurship and or SMME development
 - Media & Communications
 - Project Management
 - Waste Management Cleaning
 - Dermatology & related
 - Cosmetic developments
 - Real Estate & Property Development
 - Business Management /Administration
 - Economics
 - Social Sciences

 - Scarce and critical skills in other sectors and not direct with other SETAs;
 - Metallurgy
 - Mechatronics
 - Actuarial Science
 - Medical scientist
 - Telecommunication Engineering
 - Economics
 - Sociology
 - Anthropology
 - Web and multimedia developers
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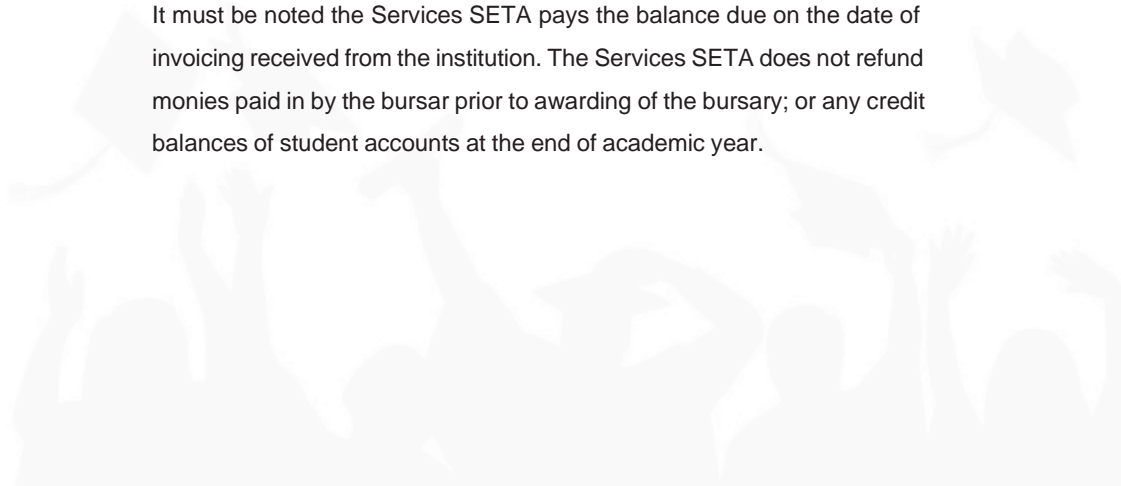


2. CAP AMOUNTS

CAP amount means the maximum amount Services SETA is willing to fund a bursar towards his or her studies for the current academic year. The CAP amount is not per unit cost due to the bursar but a maximum that can be paid towards actual cost of studies.

Level of Study	Employed	Unemployed
Undergraduate & BTech	R35 000	R86 000
Honours	R45 000	R50 000
Masters	R55 000	R70 000
PhD	R65 000	R60 000
TVET Colleges	R17 500	R35 000

It must be noted the Services SETA pays the balance due on the date of invoicing received from the institution. The Services SETA does not refund monies paid in by the bursar prior to awarding of the bursary; or any credit balances of student accounts at the end of academic year.



3. ALLOWANCES

The Services SETA bursary offers financial assistance towards basic allowances to cover one's needs during studying. In order of priority, the bursary pays for:

Allowances	Employed	Unemployed
1. Tuition & Registration	x	x
2. Prescribed Academic Books & or Once off Laptop	x	x
3. Accommodation (Campus residence & Accredited off campus residence)		x
4. Meals		x
5. Research & Travel Allowance	x Masters & Phd	x Masters & Phd

Services SETA pays 100% tuition and books in line with the approved amount. Thereafter, subject to remaining available funds, if any, all other listed allowances are paid based on their priority listing.

4. PRESCRIBED STUDY MATERIALS

A maximum of R6000 for books and or a Once off laptop has been allocated dependent on the availability of funds after payment of registration and tuition.

Services SETA appointed a panel of service providers to provide books including online stores. Three panel members includes Van Schaik, AskThuto and Libone Litho

a) Bursars are required to visit their nearest Van Schaik bookstore with the following documents:

- Proof of Registration
- Fee statement
- Faculty verified prescribed books list that corresponds with the Bursars registered modules (no books for repeat modules)
- Any form of identification (ID or Drivers license)

b) Laptops have a separate process and different providers which include Van Schaik, Sage Computers and Dido Digital. Only students with surplus after paying tuition qualifies for a laptop. Laptop allowance is included in the CAP amount.

b) The book allowance does not cover:

- Stationery
- Any other material

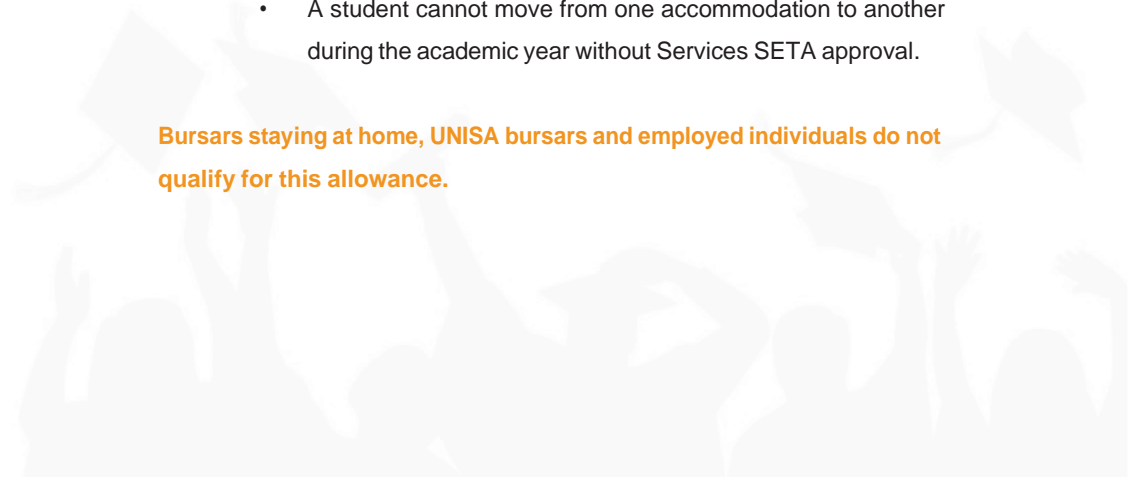
5. ACCOMODATION

Campus residence takes priority with an acknowledgement that accommodation scarcity at the higher learning institutions. Services SETA will only pay for private accommodation that is accredited by the institution.

Private accommodation rules;

- It must be student accommodation not a household dwelling with exception of institutions in rural areas where no private accommodation is accredited by the institutions.
- Services SETA will pay the monthly rental amount in a lump sum subject to availability of funds after paying tuition and books.
- Services SETA does not pay:
 - Deposit
 - Administration fee
 - Renewal fee
 - Levies & Parking fees
 - Any other additional charges levied by agents and private accommodation landlords
 - A student cannot move from one accommodation to another during the academic year without Services SETA approval.

Bursars staying at home, UNISA bursars and employed individuals do not qualify for this allowance.



6. MEALS

The meal allowance is capped at a maximum amount of R15 000 which equates to R1500 per month for 10 academic months. The allowance will be administered by the institution using their defined processes together with the NSFAS defined processes.

The meal allowance is fourth on the priority list, thus a bursar will only have access to this allowance subject to remaining available funds after payment of the top 3 allowances. Bursars staying at home qualify for the institution cafeteria meal allowance.

UNISA bursars and employed individuals do not qualify for this allowance.

7. PROGRESSION CRITERIA

Services SETA has its own progression rule for bursaries renewal. The bursars are expected to pass all modules to be able to progress into the next year with the bursary. Funding will be provided for the duration of studies at the discretion of the SETA progression criteria which includes the following conditions;

- Progression means upward continuation of studies i.e NQF 6 to 7, 8, 9 and 10.
- A bursar is required to pass all modules registered for the current academic year.
- A bursar must continue to study in the same stream
- Can not register for a qualification lower than what s/he was funded for.
- A bursar must adhere to the rules and procedures of the institution to ensure continuation of Services SETA support
- SSETA bursary do not pay for bridging courses

Masters and PhD students must submit Progress Reports from their supervisors at the end of academic year for review and confirmation of funding.

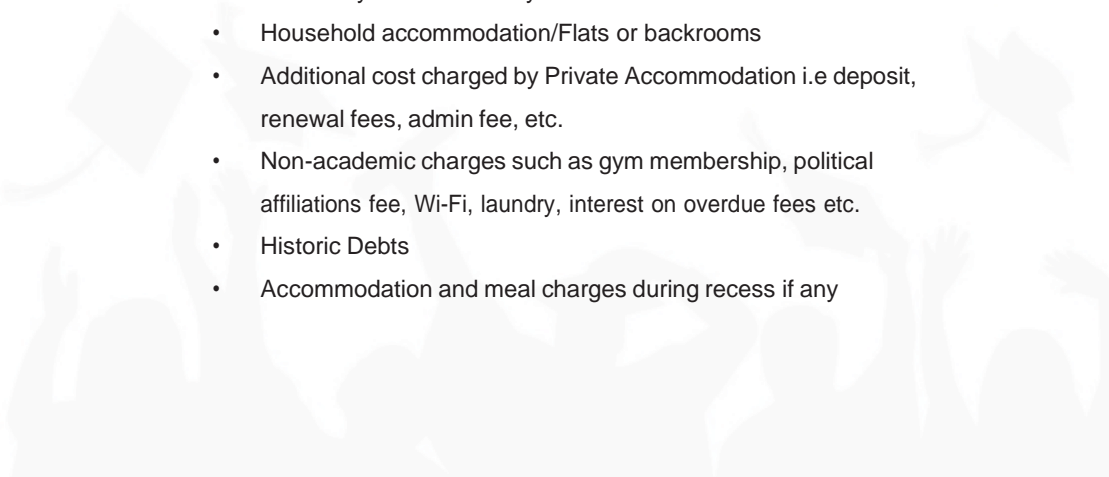
8. BURSARY PAYMENTS

All payments are channeled through the institution except for prescribed books. The institution invoices the Services SETA once bursars have signed bursary agreements. Invoice amounts include:

- Tuition;
- Accommodation (private accommodation must come with confirmation by the institution that it is accredited, or it is student accommodation);
- Meals;
- Travel allowance if applicable

Funds for all bursars of a specific institution will be paid in a lump sum to the institution, who will then, in turn, credit each individual student account accordingly. The institution is required to only invoice the amount owed by the bursar as at the time of invoicing.

9. SERVICES SETA FUNDED BURSARY EXCLUDES:

- Repeat Modules;
 - Supplementary exams expenses
 - Stationery and other study materials
 - Household accommodation/Flats or backrooms
 - Additional cost charged by Private Accommodation i.e deposit, renewal fees, admin fee, etc.
 - Non-academic charges such as gym membership, political affiliations fee, Wi-Fi, laundry, interest on overdue fees etc.
 - Historic Debts
 - Accommodation and meal charges during recess if any
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10. BURSARY TERMINATION

Services SETA reserves the right to terminate the bursary if:

- The bursar is found to have breached any terms and conditions of the bursary, as defined by the Services SETA in the bursary agreement
- The bursar is found to have defrauded the Services SETA in any way .i.e fraudulent lease agreement, purchasing books other than those prescribed
- The bursar fails to pass all registered modules
- Bursar changes a qualification, register a qualification despite what he/she funded for
- The bursar is found guilty of any misconduct or ill-discipline by the institution
- The bursar changes qualification or starts another qualification without completing the one they are funded for.
- Bursar, upon completion registers a qualification lower or same NQF level as the one funded for .
- The bursar is found to have failed to uphold and/or adhere to the requirements of the bursary agreement
- The bursar, for whatever reason, is disqualified or expelled by the institution
- The bursar is excluded due to poor performance, exceeding N2 rule
- The bursar fails to complete the qualification on record time

11. CREDIT BALANCES

- All credit balances for meals, books, accommodation and registration fees billed by institution wherein it was already paid by the bursar, will be due and payable to the Services SETA.
- Services SETA pays the balance of the student account at the time of invoicing, excluding interest of historic debt, gym fees, political affiliation fees and all non-academic charges.
- Bursars must not call or write to Services SETA to request refund letters.
- If bursars or parents pay any monies towards tuition, accommodation, books or any allowance supposed to be paid by the bursary, Services SETA will not refund such. Even if a loan was taken to settle any of these allowances, Services SETA will not refund such.

12. OTHER TERMS & CONDITIONS

- The bursar must inform the Services SETA of any circumstantial changes that may affect the bursar's academic performance in any way
- The bursar will enter into an agreement with the Services SETA, as per the terms determined by the Services SETA.
- The bursar understands that the Services SETA is under no obligation to approve future bursary funding to the bursar.
- The bursar understands that the Services SETA is under no obligation to secure employment for the bursar after the term of the bursary has ended.



FREQUENTLY ASKED QUESTIONS

Q: Can I Change a qualification?

A: No, unless it's in the same stream and modules already passed are fully credited

Q: Can I change institutions and still keep the bursary

A: only undergraduates can change and still keep the bursary if all modules passed are fully credited. Any other new qualification requires a new bursary application

Q: Can I increase my meal allowance amounts with the balance of the cap amount?

A: Meals are fixed at the maximum of R12 000 across the country & only students who qualify for the maximum will get R12 000.

Q: Do existing bursars re-apply when bursaries are advertised?

A: No, continuing funding is dependent on bursar's academic progress
You re-apply if you completed and wish to continue in a different institution and pursue a different qualification.

Q: If I am dropped due to poor performance, can I be re-admitted if my performance improves?

A: Yes, in the next window students can apply to be re-admitted; this is done at the Services SETA's discretion and subject to availability of funds.

Q: How long is the funding for?

A: duration of studies, record time completion

Q: Can I have Services SETA and other bursaries .i.e NSFAS

A: No, it's called "double-dipping". NSFAS and all 21 SETAs report to DHET and cannot fund the same student at the same time. Bursars are permitted to source private sector funding to settle historic debt or costs that exceed the CAP amount of the Services SETA.

CONTACT DETAILS

Please contact us at;

Bursaries@serviceseta.org.za for other queries

Administration queries: Bursaries Department

Tell: 011 276 9600(ext. 9644, 6163) or 011 694 8600

Please note that the Services SETA may, from time to time, issue policies and/or directions in relation to Bursaries, which will be applicable to the bursary and with which you are obligated to comply. Please further note that the terms and conditions as set out here below may be extended and/or amended at the sole discretion of the Services SETA and same should not be construed as closed or limited the above.



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