

**SOUTH AFRICAN MEDICAL
ASSOCIATION TRADE UNION**



SAMATU Study Grants Study Loans and Bursary Policy

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1. INTRODUCTION

The guidelines described in this document provide a framework in relation to SAMATU's efforts to the improvement of employees and members' education and skills in order to maximize the development of the body of knowledge in the medical fraternity and functioning of the Trade Union.

2. OBJECTIVE, PURPOSE, AND APPLICABILITY

- 2.1 This Policy applies to employees and/or members at all branches of the organisation, divisions and business units, its sub-groups.
- 2.2 The purpose of this Policy is to provide clear principles and guidelines in relation to study grants, study loans and bursaries.
- 2.3 The Policy details the application process, qualifying criteria, and conditions of each category of funding covered
- 2.4 The Policy aims to provide clarity on build and protect the image of SAMATU. It aims to assist the SAMATU in communicating the strategic direction and development of SAMATU and give insight to its future development and planning.
- 2.5 This Policy is related to and must be read in conjunction with several other organisation policies as well the constitution. In the event of a contradiction with regards to student funding between this policy and another organisation policy, this policy must be taken as authoritative.

3. TYPES OF FINANCIAL ASSISTANCE

- 3.1 **“Student Loan”** - a legally binding contract which is signed between the student and the donor/sponsor, in this instance, SAMATU. Money awarded under this contract must be repaid with interest.
- 3.2 **“Student grant”** - a form of financial aid that is not repaid. They cover a variety of education-related expenses, such as tuition and fees, room and board, and books and supplies.
- 3.3 **“Bursary”** a grant, especially one awarded to someone to enable them to study at university or college.

4. TERMS AND ELIGIBILITY CRITERIA

- 4.1 The eligibility criteria for terms of a student grants, loans and bursary allocation will be determined by a special committee to be formed looking after matters relating to student funding within SAMATU within the following parameters:
- 4.1.1 The student requesting the loan must be admitted or enrolled to study towards a medical related discipline at a South African Qualifications Authority accredited institution of higher learning; The application must be a medical or leadership/ trade union related courses..

- 4.1.2 The applicant shall be required to furnish SAMATU with official proof of acceptance / admission by the institution and official proof of fees payable;
- 4.1.3 For the loan, the student applying cannot have any unpaid or past due loans with any other institution;
- 4.1.4 Tuition fees covered by a student grant, student loan or a bursary may not be paid into the student's personal account but directly to the institution of higher learning offering the course to be funded.
- 4.1.5 Must not be in debt

5. APPLICATION PROCESSING

- 5.1 Individuals in need of student funding may apply to SAMATU for a student grant, student loan and bursary in a manner and during a time period to be determined and communicated by SAMATU every year.
- 5.2 SAMATU NOBs will review student loan applications and determine the standing of the student to decide concerning whether or not to approve the grant, loan, or bursary application.
- 5.3 SAMATU NOBs shall have the discretion to decide on who should be granted the financial assistance and in exercising the discretion, SAMATU NOBs shall be guided by its industry needs and budgetary limits.
- 5.4 Factors that can impact the approval of a grant, loan or bursary application include but are not limited to the following: the field and / or discipline of study, the most recent academic results, and particulars in

relation to the individual's ability to fund the course in question.

- 5.5 In the event that the SAMATU has determined the application status as approved or rejected, the relevant committee / staff member of SAMATU will communicate the outcome of the application with the student.

The outcome should be communicated within 1 month of closure of applications

6. AMOUNT OF FINANCIAL ASSISTANCE

6.1 In accordance with the terms and conditions applicable, SAMATU may pay for the following: full tuition, prescribed books, accommodation, meals.

6.2 The applicant shall be required to furnish SAMATU with official proof of acceptance / admission by the institution and official proof of fees payable.

6.3 SAMATU will determine the number of bursaries/ loans available depending on SAMATU's financial status

7. CONDITIONS

7.1 SAMATU may from time-to-time demand from the grant, loan, or bursary holder a progress report in respect to his / her studies.

7.2 SAMATU may require the grant, loan, or bursary holder to furnish the HR Manager with official examination results before payment of the next amount.

- 7.3 An applicant whose application for bursary is approved shall be required to work for SAMATU for a period not less than the academic years for which he/she received financial assistance. Failure to serve the years the bursary shall be converted to a loan.
- 7.4 In case the bursary holder fails to furnish SAMATU with such progress report and/or examination results, SAMATU may withdraw the financial assistance and require the grant, loan or bursary holder to repay the amount of the financial assistance already provided in terms of this policy.
- 7.5 If studies are terminated for whatever reason SAMATU shall have the right to terminate further assistance and require the loan holder to repay the money as contemplated in the contract.

CONTROLLED BY: COMPLIANCE OFFICER	APPROVED BY: GENERAL SECRETARY
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