

## **HOSPICE PALLIATIVE CARE ASSOCIATION OF SOUTH AFRICA**

### **STUDY BURSARY POLICY**

#### **1. OBJECTIVE**

The objective of the Study Bursary Policy is to provide an opportunity for employees to further their studies in the field of organizational development and to provide a service to their region.

#### **2. QUALIFYING REQUIREMENTS**

##### **2.1 FIELDS OF STUDY**

The courses / subjects selected shall be confined to those courses directly linked to the organizational development activities of a hospice and therefore in favour of HPCA.

The courses / subjects of study shall be confined to the Hospice working environment as well as the functional and career development activities of the specific employee.

Should the request for a study bursary not comply with the above-mentioned, the applicant will be requested to provide a motivation for a career change. All study bursary applications must be supported by the region.

The region must recommend the study bursary application as indication of their approval of the application in terms of the qualifying requirements and (if applicable) attendance of classes / courses during working hours. The individual hospice must also take into account the implication of study leave or leave on service delivery. Final approval of study bursary applications will be done by the Organisational development sub-committee of HPCA.

##### **2.2 INSTITUTIONS**

The term "approved educational institution" where it appears in this policy shall be taken to refer to one of the following:

- a) a Technikon
- b) a Technical College or a Technical institution
- c) A Correspondence college
- d) a South African University
- e) Any other appropriate institution as approved by the Organisational development sub-committee.

### **3. GUIDELINES FOR PRIORITISATION OF APPLICATIONS**

#### **STUDY BURSARY POLICY**

All applications will be assessed/prioritized according to the following criteria:

1. The priorities as identified in the field of organizational development by the region.
2. The studies must be undertaken at an approved educational institution and subject to the availability of funds.

### **4. PAYMENTS**

#### **4.1 STUDENT FEES**

The term “student fees” shall mean registration, tuition, examination and exemption fees, but shall not include any penalty levied by the educational institution concerned or membership of any student body or institution or interest on overdue accounts due to negligence on the part of the bursar.

Payments will only be made to:

- i) approved study bursary holders
- ii) study bursary holders who continue their studies and have submitted previous results.
- iii) Study bursary holders who have repaid the full amount i.r.o. failed subjects.

HPCA shall pay bursary, directly to the educational institution. The student must produce documentary proof (statement or invoice form the Institution) of the amount payable as well as the specific subjects he/she wants to enroll for. Where the student has paid the fees himself/herself, he/she may claim a refund upon producing proof of payment made to the institution. Such a payment can only be made in respect of approved study bursary holders.

Employees may only hold one study bursary at any one time

#### **4.2 BOOKS AND OTHER MATERIALS**

Prescribed book expenses shall be paid up to a maximum amount of R200 which will be revised annually by the Organisational development sub-committee. This amount will form part of the study bursary grant. This amount does not include stationery, traveling expenses and other materials.

If special equipment (such as drawing equipment, specific videos, and specific calculators) is needed for the course, “Book Expenses” may be used for buying this equipment, but will reduce the initial amount of money made available for books for the specific study bursary holders.

## 5. RENEWAL / APPLICATION OF STUDY BURSARY

Study bursary **WILL** be renewed annually for the duration of the course, subject to the following:

- a. Employees shall be required to submit their statements of results before receiving a study bursary renewal or new study bursary.
- b. A study bursary holder must pass at least 50% of the subjects he/she registered for in a specific year to renew his/her study bursary.
- c. If a study bursary holder fails or discontinues any subject(s)/module(s) in a specific year of study, he/she must first repay the full amount due i.r.o. the failed subject(s)/module(s) before the study bursary will be renewed for that specific subject(s)/module(s).
- d. The study bursary will not be renewed i.r.o. any subjects/modules that have been failed more than twice.
- e. Fields of study and subjects for which the study bursary was approved may not be changed through the course of an academic year, without prior approval from the Region in consultation with the Organisational development sub-committee.

## 6. STUDY LEAVE

Any absence from work to attend classes, courses or write examinations, which is not classified as special leave as provided for under the relevant Leave Regulations applicable to the employee, will be dealt with in one of two ways. The employee has the option of deciding whether the said absence from work will be classified as vacation leave (if sufficient leave is available) or study leave. This option will also be applicable to individuals studying at own cost on condition that prior approval is obtained at the commencement of the studies and that the field of study is applicable within HPCA.

- Proof of the requirements to attend class/courses/write examinations, must accompany the leave form
- An attendance register must be kept and signed by the supervisor.
- In applying for such leave, the Employer has to sign the leave form and give consent for attendance.

### 7.1 TIME IN HOSPICE'S SERVICE

An employee shall be required to serve the region for a period of time equal to the duration of the course studied. The service obligation will commence on the first day of the month following the month in which the exam results have been received by the region or the Organisational development sub-committee and shall be channeled through the chairperson of the region.

## **7.2 REPAYMENT OF STUDY BURSARY**

Study bursary will be repaid to HPCA if:

- a. The employee refuses to or does not remain in the service of Hospice for the specified time; or
- b. The employee's service is terminated due to misconduct; or
- c. The employee discontinues his or her study bursary out of his/her own free will; or
- d. The employee needs to discontinue his/her study bursary due to unsatisfactory academic achievement as described in clause 6 or as prescribed by the academic institution.
- e. Or employee fails to write an examination or forward progress reports for the year the study bursary was approved unless specific arrangements have been made.

The employee will be expected to repay the study bursary within 3 months after occurrence of such instance or after the termination of his/her services. The amount of repayment decreases for every full month of service rendered after final results have been received by the region or Organisational development sub-committee.

If the repayment is not done within 3 months, interest will be charged at the standard rate determined monthly in advance from the beginning of the 3 months till the full payment is received.

If an employee dies within the period of time mentioned in clause 7.2 or is permanently disabled for service in Hospice the obligation to repay the study bursary falls away.



**HOSPICE PALLIATIVE CARE ASSOCIATION OF SOUTH AFRICA****APPLICATION FOR STUDY BURSARY**

**CLOSING DATE 31<sup>ST</sup> OCTOBER: FOR NEXT ACADEMIC YEAR  
APPLICATION MUST BE ACCOMPANIED BY A ONE PAGE MOTIVATION BY THE APPLICANT  
AND REGIONAL CHAIRPERSON.**

Study bursaries are granted to employees in terms of Policy on Study bursaries. For further details contact the relevant regional association or HPCA Organisational development Sub-Committee.

Name: .....

Designation: ..... Region: .....

Hospice: .....

Tel No (W): ..... Home: .....

Highest/Tertiary Standard of Education: .....

Academic Year of Study: .....

Course and duration of study to be undertaken: .....

Will you require time off? Please specify: .....

Subjects of course of study to be undertaken and approximate cost:

<b>SUBJECT/MODULE</b>	<b>COST</b>	<b>SUBJECT/MODULE</b>	<b>COST</b>
1.		4.	
2.		5.	
3.		6.	

Registration Cost / Examination Fees R.....

Attach present Academic Year's Quote / Invoice .....

Educational Institute conducting course .....

APPLICANT'S Signature ..... DATE .....

EMPLOYER'S Signature ..... DATE .....

**STUDY BURSARY RECOMMENDED / NOT RECOMMENDED**

Regional Chairperson ..... SIGNATURE .....

PRINT NAME IN BLOCK LETTERS ..... DATE .....

**STUDY BURSARY APPROVED / NOT APPROVED**

Organisational Development Sub-committee  
Convenor ..... SIGNATURE .....

PRINT NAME BLOCK LETTERS ..... DATE .....

REMARKS: .....

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**APPLICATION FORMS WILL ONLY BE CONSIDERED IF THIS UNDERTAKING IS DULY COMPLETED AND SIGNED AND RETURNED TOGETHER WITH THE APPLICATION FORM.**

**UNDERTAKING**

I, the undersigned .....having been granted a study bursary by HPCA hereby irrevocably undertake:

1. Where applicable to provide documentary proof of payment within 30 days of any advance being made to me in terms hereof that such payment has been expended on my student fees at the approved academic institution for the academic year in question, failing which the payment shall be repaid to HPCA.
2. In the event that I fail to pass any subject(s) / module(s) written during the year in respect of which the payment was made, to repay to HPCA the amount paid in respect of the subjects not passed.
3. In the event that I leave the Hospice's service (except in the case of death), I will refund to HPCA in accordance with the relevant study bursary policy, any amount which have been expended by it under any heading of study bursary during the period of which I received a study bursary, immediately preceding the date of the termination of my service with the Hospice.
4. I understand that I shall be required to serve my region on completion of my study for a period equal to the duration of my study period. The service obligation will commence on the first day of the month following receipt of successful examination results. I understand this commitment will be negotiated / channelled through the regional director.

**Dated and signed at ..... on the ..... day of ..... 200....**

**AS WITNESS:**

1. .... **SIGNATURE** .....  
**(EMPLOYEE)**
2. ....



