# Mentor Bursary Application Form

The Mentor Bursary includes the following:

- 100% of the prescribed tuition fees, registration fees and exam fees for students studying towards the qualifications of the Chartered Secretaries Institute **ONLY**.

Note:

- Prescribed tuition fees, registration fees and examination fees are paid directly to the tuition provider and the Institute.
- Payments in respect of the above are made twice a year. The first payment is made at the beginning of the first semester and the second payment is made at the beginning of the second semester.
- Full details of the payment process and the requirements which must be met are communicated to successful applicants once a bursary has been awarded.
- Bursaries are awarded annually – if a student is awarded a bursary for one year, he/she will need to reapply for any subsequent years. Follow-up bursaries will only be awarded to candidates who have succeeded in the examinations previously registered for.
- All bursaries are awarded subject to the availability of funds in the Mentor Trust.
- Applications must be made by **30 January 2019**. No late applications will be considered.

## IMPORTANT NOTICE

**Approval will not be processed if forms are incomplete or required documents not attached.**

**The following documents must accompany your application form:**
**(Do not attach originals. Attach certified copies only)**

1. Proof of registration from the tuition provider.
2. A certified copy of any school report (e.g. Grade 10 school leaving certificate, Matric certificate, etc.)
3. An updated official transcript of any post-school academic record or a certified copy of such transcript (where applicable).
4. Copy of identity document.
5. Copies of parent/guardian ID's (if you are a minor)
6. Copies of parent(s)/guardian(s)/(your) salary advice or affidavit if they/you are unemployed.
7. Certified copies of the birth certificates of dependants (if applicable).
8. Certified copies of proof of loan debts if applicable such as Edu-loan statements, bank loan statements.
9. Certified copy of your Fees account from your tuition provider.
10. A head and shoulders photograph (ID/passport size)
11. Two written testimonials/references (e.g. from employer/ principal of school/ minister of religion)

**Additional Information**

Are you currently receiving or have you received another bursary or study loan? If yes, please state.

1. Name of institution that granted bursary/ study loan
2. Obligation/conditions

**Mail by registered mail to The Mentor Coordinator at P.O. Box 3146, HOUGHTON, 2041**

**PLEASE PRINT IN BLACK INK**

I hereby apply for financial assistance from MENTOR to study for the following course (Tick 1):

| Chartered Secretaries Southern Africa | | The Institute of Business Studies | |
|---|---|---|---|

## Section 1: Applicant Details for Mentor Bursary

### Personal Information

Title: ☐ Ms ☐ Mrs ☐ Miss ☐ Mr ☐ Dr ☐ Prof ☐ Rev ☐ Adv

Surname:

Full Names:

Initials:

Gender: M | F

Nationality:

*FOR STATISTICS PURPOSES ONLY*

Population Group: ☐ African ☐ Asian ☐ Coloured ☐ White

Home language:

Disability: ☐ Sight ☐ Hearing ☐ Communication ☐ Physical ☐ Intellectual ☐ Other ☐ Emotional

Proof of disability (e.g. medical certificate, psychologist's report) must be provided.

Identity Number:

Passport Number:
(if no ID number was completed)

Date of Birth: Y Y Y Y M M D D

Highest School Qualification:
Grade: ☐ Year Completed:

### Employment / Occupation

Are you currently employed? Yes | No

If yes, please supply the following details.

Employer

Position held:

Duration of employment:

Contact person:

Contact Tel No:

If you are not employed, how do you support yourself financially? Please explain below

Postal Address Line 1:

Postal Address Line 2:

Suburb:

City:

Province:

Postal Code:

Country:

Home Number:

Work Number:

Cell Number:

Fax Number:

Email:

Parents'/Guardian's Contact Details (if applicable)

Home Number:

Work Number:

Cell Number:

Fax Number:

Email:

| | | |
|---|---|---|
| Are you currently a CSSA student? | Yes | No |
| If yes, date of initial registration | | |
| Student number | | |
| Number of subjects passed | | |

Note: You must meet the entrance requirements as follows:

For CSSA entrance, Matric exemption or equivalent with a pass in English and Mathematics or Mathematics Literacy (with a 5 rating) or Accounting or Physical Science

References

| | |
|---|---|
| Name | |
| Contact No. | |
| Name | |
| Contact No. | |

Two written references are required.

| | | |
|---|---|---|
| Are you a new student? | Yes | No |

## Section 2: Financial Information for Mentor Bursary

| | | |
|---|---|---|
| Are you receiving any other form of financial assistance for your studies? | Yes | No |
| If yes, please furnish the following details | | |
| Name of sponsor (company/private person) | | |
| Name of contact person | | |
| Tel No | (Code) | Number |
| Fax No | (Code) | Number |
| Describe the method of assistance provided | | |

Please indicate in the appropriate box, your annual earnings or if you have no financial means and are dependent upon your parents or legal guardian or spouse (if married), indicate accordingly.

| Annual Earnings between | Applicant | Parents | Legal Guardian | Spouse |
|---|---|---|---|---|
| R0 and R20 000 | | | | |
| R21 000 and R40 000 | | | | |
| R41 000 and R60 000 | | | | |
| R61 000 and R80 000 | | | | |
| R81 000 and R100 000 | | | | |
| R101 000 and R120 000 | | | | |
| Over R120 000 | | | | |

## Section 3: Motivation

1. Write a motivational paragraph (of not more than 50 words) on "Why Mentor should assist you"

2. What is your short-term goal?

3. What is your long-term goal?

4. What do you want to achieve in the next five years?

### Declaration

**I, _____ IN MY CAPACITY AS APPLICANT/PARENT/GUARDIAN, DECLARE THAT THE ABOVE PARTICULARS ARE COMPLETE AND CORRECT**

SIGNATURE OF APPLICANT

DATE

SIGNATURE OF PARENT/ GUARDIAN
(IN CASE OF A MINOR)

DATE