

**Wes-Kaap Onderwysdepartement
Western Cape Education Department
iSebe leMfundo leNtshona Kolo**

Navras
Enquiries
Umbizo

C. PRINS

Verwysing
Reference
Umbekiso

13/2/8/12/B

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TO:

CHIEF DIRECTORS, DIRECTORS,
AREA- AND CIRCUIT MANAGERS,
HEADS OF ALL EDUCATIONAL
INSTITUTIONS WITH HOSTELS
(EXCLUDING COLLEGES OF
EDUCATION)

Kantoor van die
Office of the
i-Ofisi ye

Head of Education

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Datum/Date
Umbha

6 November 1998

CIRCULAR 0143/98

HOSTELS: GUIDELINES FOR THE ALLOCATION OF HOSTEL BURSARIES AND THE PROCEDURES FOR THE SUBMISSION OF APPLICATION FORMS AND QUARTERLY CLAIMS

1. A uniform system of hostel control for schools under the auspices of the Western Cape Education Department, known as the Economic Management System, will be implemented from 1 January 1999. The new system is based on the idea that the Governing Bodies of the relevant institutions to which hostels are connected, will have to accept full responsibility for the provision and preparation of food and the management of the hostel in its totality. This boils down to the fact that hostels will in future have to finance their working expenditure from boarding fees and fund-raising events.
2. Needy learners may apply for a boarding bursary. The maximum boarding bursary will be R 2 600-00 per learner per year, and this amount will annually be revised by the WCED. Bursaries payable will be determined by applying a means test. Particulars of the means test will be made known in due course.
3. The allocation of boarding bursaries will be considered according to the criteria as set out below:
 - 3.1 The learners parent(s)/guardian(s) must live further than 5km along the shortest public route from the school;
 - 3.2 No suitable transport is available.

- 3.3 Learners must attend their closest suitable school regarding language medium, and curriculum offered by the school.
- 3.4 Learners' parents/guardians must live within the Western Cape Province.
- 3.5 The Circuit Manager must give confirmation in respect of 3.1 and 3.3
4. The under-mentioned social cases will also be considered but will not necessarily be approved: -
 - 4.1 A single parent as breadwinner, who is compelled to work and consequently cannot be at home during the day or night to look after the child.
 - 4.2 Inadequate or poor housing which make effective study impossible.
 - 4.3 Social problems at the parents' residence which have a negative effect on the learners' studies.
 - 4.4 Behaviour problems of a learner are of such a nature that residence in a hostel will be to his or her advantage.
 - 4.5 Any other circumstances which, in the opinion of the Head of Education, will make it advisable for the learner to attend school while boarding at a hostel.
5. The circuit manager must give written permission before such learners are admitted to the hostel.

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The above-mentioned cases or any other problem cases must be motivated in full and accompanied by a welfare report.

6. No learner may apply for a boarding bursary before he/she has been admitted to a hostel.
7. The full financial cost in respect of learners from other provinces or neighbouring countries who attend school here and reside in hostels must be borne by those provinces, neighbouring countries or parents. Full records of such boarders must be kept. These learner numbers will not be taken into account for the allocation of personnel. (CS educators and public service personnel).
8. It must be ensured that all relevant documentary proof as required in the application form, is attached. Please note that the bruto annual income of both parents excluding that of a fosterparent or stepfather or stepmother will be taken into account. In cases of retirement benefits for example a one off payment or a pension payable, documentary proof must be submitted of the benefits received.

9. Applicants who earn their income by way of private undertakings, trading companies, farming or peddling (hawking) should have addendum A of the application form completed by an auditor, accountant or bookkeeper. The name and signature of the person who completes the return must be recorded in Addendum A.
10. If an applicant is unemployed, written proof of his/her dismissal should be attached to the application. Although the aforesaid proof which is signed by the former employer is preferred, the confirmation by the school principal in paragraph 8 of the application form that the applicant, to the best of his/her knowledge, is unemployed would be acceptable. It should also be mentioned whether unemployed insurance fund benefits are being received and for which period.
11. Advances will initially be granted to hostels at the beginning of each school quarter to allow them to meet their obligations. The advance for the first quarter will amount to 80% of the total boarding bursaries for the first term. Thus, applications for boarding bursaries should be submitted to this office before 30 November 1998, so that advances can be paid into the hostel account within the first week of the first school quarter of 1999. The balance will be paid out at the beginning of the second quarter, together with 80% of the bursary amount for the second quarter, etc.
12. If parents are divorced, proof of maintenance being paid should be produced. This includes state subsidies that are being received, as well as foster-care subsidies and cases where learners are placed in children's homes.
13. The completed application forms for the year 2000 and thereafter should reach the applicable area office no later than the 17th school day of the 1st school quarter of the relevant year. Hostels will be supplied with a list of allotment, with the authorization numbers, as well as the bursary amount that has been awarded (Appendix B) after these applications have been settled. A claim form (Appendix C) should be submitted quarterly in accordance with the said allotment list.
14. The various claim forms for the first, second and third quarters, should be handed in at the applicable area office before or on the 17th school day of the applicable quarter. When the name of a student appears on a claim form for the first time, it must be accompanied by an application for a boarding bursary.
15. It is important that the name of the school and hostel, postal address and postal code are recorded on the first page of every claim. The original signature of the principal must appear on each claim form.
16. The surnames of learners should be listed in alphabetical order on claim forms (Appendix C). Only one student's name may appear on every line.
17. In the event of a student being absent from the hostel for a period of more than 10 days at any one time, a reduced boarding bursary which has been calculated as follows, will be paid:

CALCULATION OF REDUCED BOARDING BURSARY

<u>UNBROKEN ABSENCE</u> <u>(WEEKENDS AND PUBLIC HOLIDAYS INCL.)</u>	<u>REDUCTION</u>
LESS THAN 10 DAYS	NONE/NIL
11 TO 20 DAYS	20%
21 TO 30 DAYS	40%
31 TO 40 DAYS	60%
41 DAYS AND MORE	80%

18. In the event of a learner leaving a hostel, the portion of the bursary to which the hostel is not entitled should be repaid to the Department, in accordance with paragraph 17.
19. Every hostel or group of hostels associated to a school should have a separate business account (current/savings) and a complete bookkeeping system.
20. Principals must ensure that the application forms for bursaries as well as the claim forms that originate from these are complete and correct and that claims are forwarded speedily. This will speed up the processing of payments.
21. Attached find a copy of the revised application form for a boarding bursary, as well as copies of Appendices B and C mentioned in paragraph 13. Principals are requested to make enough copies of the application forms to supply to students. If any problems in this regard should arise, contact Mr C. Prins at telephone number 460 6387 as early as possible.
22. The contents of this circular must be brought to the attention of all those concerned.

B. C. Prins

HEAD: EDUCATION