

DISTRICT CHECKLIST FOR HOSTEL BURSARY APPLICATIONS

(FOR USE BY SCHOOL AND DISTRICT OFFICE ONLY) *This checklist is applicable to all applications for a departmental hostel bursary subsidy.*

Officials are reminded of their responsibilities in terms of the PFMA, NTR, PTI and Departmental circulars. Prescribed procedures must be followed and all documents must be checked for correctness and completeness before the application is recommended.

PLEASE BE REMINDED THAT ANY INCOMPLETE APPLICATION WILL BE RETURNED TO THE SCHOOL AND THE OFFICIALS FORWARDING SAME WILL BE RESPONSIBLE FOR THE DELAY IN PAYMENT

PFMA: Public Finance Management Act, 1999 ; NTR: National Treasury Regulations, PTI: Provincial Treasury Instructions, 2009

1. The Principal/Hostel Superintendent who verifies and signs the application form should check and verify the following:

APPLICATION REQUIREMENTS AND VERIFICATIONS SIGNED OFF BY THE PRINCIPAL		COMPLIES		
		Yes	No	n/a
(a)	Has the application form been completed thoroughly and correctly?			
(b)	Has the gross income of both parents/guardians been declared, adequate proof submitted and indicated in paragraph 5.5 of the application form?			
(c)	In the case of self-dependence is a copy of the income tax return of the previous year or IRP5 attached?			
(d)	In the case of child/foster care, disability or any other allowance e.g. maintenance is the necessary proof attached?			
(e)	In the case of unemployment of any parent/guardian is an affidavit by a commissioner of oaths attached?			
(f)	Did the employer of the parent/guardian certify the relevant salary as correct in paragraph 6.1?			
(g)	Did a commissioner of oaths certify the proof of income as correct?			
(h)	Did the parent/guardian certify in paragraph 6.2 that he/she fully declared his/her financial status and that the financial aid can be withdrawn if the declaration is in any way found to be untrue?			
(i)	Does the learner's parents/guardian live further than 5km along the shortest public route from the school?			
(j)	If the answer to 1(i) is no, is a comprehensive social worker report attached to justify the application?			
(k)	Do the learner's parents/guardians live in the Western Cape permanently?			
(l)	Does the learner attend the closest suitable school regarding language medium and curriculum offered?			
(m)	Did the hostel Superintendent submit a monthly/quarterly attendance register of all registered boarders at the hostel?			
(n)	Is suitable transport available to the learner?			
(o)	Has leave of absence of any boarder of more than 10 consecutive days been indicated?			
(p)	Has all copies been certified as a true copy of the original, and where required certified by a commissioner of oaths?			
Comments:				

PRINT NAME:		SIGNATURE:		
POSITION/RANK:		DATE :		

2. The Circuit Manager who verifies and recommends the application form should check and verify the following:

APPLICATION REQUIREMENTS AND VERIFICATIONS SIGNED OF BY THE CIRCUIT MANAGER		COMPLIES	
		Yes	No
(a)	Has the application form been completed thoroughly and correctly in line with the requirements in paragraph 1(a) to (p) above?		
(b)	In cases where the learner does not meet the relevant criteria, is a comprehensive report of a qualified Social worker attached to justify the application?		
(c)	Are you convinced that this application is in line with the guidelines for the allocation of hostel bursaries and meets all the requirements as stipulated in WCED Circular 0143 of 1998?		
Disclaimer:			
If the answer to any of the above questions are no, the application with checklist must be sent back to the relevant institution for revision.			
Comments:			

PRINT NAME:		SIGNATURE:	



POSITION/RANK :

DATE :