

# SOUTH AFRICAN COUNCIL FOR PLANNERS

---



The South African  
Council *for* Planners  
S A C P L A N

## SACPLAN BURSARY FOR PLANNING STUDENTS CALL FOR APPLICATIONS

2018

## **SACPLAN BURSARY FOR PLANNING STUDENTS CALL FOR APPLICATIONS - 2018**

The South African Council for Planners (SACPLAN) is the Statutory Council responsible for regulating the planning profession in terms of the Planning Profession Act, 36 of 2002 (the Act). It has recently started a bursary programme to support students studying a planning qualification. The principal aim of the bursary policy is to provide financial support towards tuition fees for competent and financially deserving undergraduate and postgraduate students registered in accredited planning schools. The bursary seeks:

- To promote the development of the planning profession by supporting learning and training.
- To facilitate student learning and early completion in their planning education.
- To support the study of planning in the country in order to increase the capacity available in the profession.
- To advance in the study of planning in the country.
- To support and facilitate the development, availability and retention of skilled human capital in the planning profession.

**Eligibility:** In order to be eligible for a bursary, applicants should fulfil the following criteria:

- Be a South African citizen.
- Have proof that they are registered at an accredited planning programme or that they have been accepted to study for an accredited planning programme.

**Selection Criteria:** Selection will be based on the following criteria:

- Proof of financial need/status.
- All applications must be seeking support for the 2018 calendar year.
- Applications from designated group will be given preference.
- Proof of registration/acceptance.
- A motivation for doing planning and future goals.

**Value of the Bursary:** Maximum of R 40 000.00 per year. The final bursary amount that will be allocated per year will be determined by the SACPLAN based on the application submitted and could include costs additional to tuition costs (e.g. accommodation cost) for the upcoming academic year. The bursary is renewable upon progress to the next year until completion of the specific qualification.

### **Conditions for Bursary allocation**

The annual renewal of the bursary is dependent upon submission of satisfactory proof of academic progress by the bursary holder. Such proof must be submitted immediately it becomes available after the examination.

Should a bursary holder fail a subject / course / module and be required to repeat such subject / course / module, he or she shall do so during the following academic year or semester (as the case may be) at his or her own expense.

The number of bursaries given will depend on the resources available.

## Application for Bursary Support

- The bursary will be advertised in the planning schools offering accredited planning programmes and on the SACPLAN website.
- Application forms are available from the SACPLAN website or from the office of the CEO.
- Screening of applications will be coordinated by the office of the CEO or designate with the ETC or appointed committee.
- Interviews may be conducted where required by the same committee.
- Award letters will be forwarded to successful candidates who will then be requested to confirm their acceptance of the award in writing.
- Upon acceptance of the award, a contract with the SACPLAN must be signed by the student.

## Application Procedures

Please make sure all application documents are arranged in order as noted in the checklist below:

- A one-to-two page personal statement.
- A completed SACPLAN Bursary application form (attached as Annexure A).
- Two letters of recommendation.
- A copy of the letter of acceptance from an accredited planning program.
- A written verification or copy of school's average cost for one academic year of study.
- A resume of work experience and background, if not incorporated into personal statement.
- A transcript of all previous academic results with an official stamp from the relevant institution.

## Submission of Applications

All applications with supporting documentation must be submitted to:

Chief Executive Officer The South African Council for Planners P.O. Box 1084 Halfway House Midrand 1685  or  Electronically to: mlewis@sacplan.co.za	By hand:  Chief Executive Officer The South African Council for Planners International Business Gateway Office Park, Cnr New Road & 6 <sup>th</sup> Road, Midridge Office Park -Block G. 1st Floor Midrand 1685
--	---

## Submission Date

**31 January 2018 at 16:00**

# SACPLAN BURSARY Application Form

**Submission Date**  
**31 January 2018 at 16:00**

In order for your application to be processed, please ensure that you complete all sections of the application form and attach all supporting documents.

**PLEASE NOTE: You must write your identity number in the top right-hand corner of every page of the application form and on every page of all of your supporting documents in order for your application to be processed. The SACPLAN will not be able to process applications without an ID number.**

## INSTRUCTIONS

- Read carefully before completing, signing or submitting this form.
- Ensure that this form is completed in full.
- Complete in BLOCK LETTERS.
- Note that this bursary cannot be used to pay for existing loans or debts.

## Criteria:

- Ensure that this form is duly signed.
- Application forms with incomplete information will be disqualified.
- Application forms with incorrect information will lead to your application being disqualified.
- No faxed application forms will be accepted.
- Applications received after the closing date will not be considered.

## Ensure that you meet the following:

Attach **ALL** of the following documents **REQUIRED**:

- Certified copy of a valid senior certificate (Grade 12).
- A copy of the letter of acceptance or proof of registration from an accredited planning programme.
- Certified copy of the latest academic transcript or record on official letterhead or logo (if you are already at university or university of technology).
- Certified copy of a valid South African identity document (certification must not be older than six months).
- A one-to-two page personal statement.
- A completed SACPLAN Bursary application form.

- Two letters of recommendation.
- A written verification or copy of the accredited planning programme costs for one academic year of study.
- A resume of work experience and background (if applicable), if not incorporated into personal statement.
- A statement / estimate provided from the relevant University of the total Tuition fees for the year.
- A statement / estimate of any costs additional to tuition costs (e.g. accommodation costs) for the upcoming academic year with supporting documentary evidence.
  
- Post completed forms to or hand delivered to:

**Posted to:**

**Chief Executive Officer  
The South African Council for Planners  
P.O. Box 1084  
Halfway House  
Midrand  
1685**

**For attention: Mr Martin Lewis**

**Electronically to:**

**jcummins@sacplan.co.za**

**For attention: Mr Martin Lewis**

**Hand delivered to:-**

**Chief Executive Officer  
The South African Council for Planners  
International Business Gateway Office Park,  
Cnr New Road & 6th Road,  
Midridge Office Park -Block G. 1st Floor  
Midrand  
1685**

**For attention: Mr Martin Lewis**

**SECTION A - PERSONAL DETAILS OF APPLICANT**

1.	Surname												
2.	First names												
3.	Date of birth												
4.	Place of birth												
5.	Identity No.												
6.	SA Citizenship	Yes						No					
7.	Gender	Male						Female					
8.	Race	African		Indian		Coloured		White					
9.	Do have a disability	Yes						No					
	If YES, describe the nature of disability:												
10.	Residential address with postal code												
11.	Postal address with postal code												
12.	Address while Studying (If not living at home) with postal code												
13.	Contact telephone numbers including dialling codes	Home				Cellular							
		Parent / Guardian				Other Contacts							

<b>14.</b>	Email address		
<b>15.</b>	Have you ever been found guilty of a criminal offence?	Yes	No
		If yes, please specify the nature and date of offence:	

**SECTION B - HIGH SCHOOL ATTENDED**

1.	Name of school					
2.	School address					
3.	Province					
4.	Grade (Please tick)	Currently in Grade 12	Completed Grade 12			
5.	Years attended	From:	To:			
6.	<b>Subjects (List them below)</b>	Higher Grade	Symbol	Standard Grade	Symbol	Percentage
6.1						
6.2						
6.3						
6.4						
6.5						
6.6						
6.7						
6.8						
6.9						
6.10						

**NB: Attach proof of the latest results.**



## SECTION C - POST MATRIC QUALIFICATIONS

1.	Full name of highest qualification <b>completed</b>		Nature of qualification	Degree			
				Diploma			
2.	Full name of qualification <b>currently enrolled for</b>		Nature of qualification	Degree			
				Diploma			
3.	Have you discontinued your studies		Yes	No	Not Applicable		
4.	If discontinued, for what reasons?						
5.	If presently studying, which year of study? (Please tick)	First Year	Second Year	Third Year	Fourth Year	Honours	Masters
6.	Student number						
7.	Name of institution						
8.	Address of institution						
9.	<b>Major Subjects</b>				<b>Marks / % obtained</b>		
<b>List the subjects</b>	9.1						
	9.2						
	9.3						
	9.4						
	9.5						
	9.6						
	9.7						
	9.8						
	9.9						

**NB: Attach proof of latest academic results or academic transcript/s**

## SECTION D - INTENDED STUDY FOR THE NEW ACADEMIC YEAR

1.	Name of qualification			
2..	Are you receiving any other bursary or loan?	Yes	No	If YES, describe below the nature of financial assistance and any obligations involved and provide the name of the institution that granted the bursary/ loan assistance:

## SECTION E – DETAILS ABOUT PARENT(S) / GUARDIAN(S) / NEXT OF KIN

1.	Surname												
2.	First names												
3.	Identity No.												
4.	SA Citizenship	Yes						No					
5.	Gender	Male						Female					
6.	Relationship	Mother	Farther	Other, specify									
7.	Residential address with postal code												
8.	Postal address with postal code												
9.	Contact telephone numbers including dialling codes	Home								Cellular			
		Work								Other Contacts			
10.	Email address												

**SECTION F – INCOME AND EXPENDITURE**

To be completed by the person(s) that is currently responsible for your payment of your studies

Please add three (3) months Bank Statements

	<b>INCOME per month</b>	<b>EXPENSES per month</b>
Salary / Pension		
Partner's Salary / Pension		
Government Subsidy (please specify)		
Investments		
Other Income:		
<b>Living/Housing:</b>		
Rent/Mortgage		
Electricity		
Water/Sewer		
Telephone		
Other:		
<b>Regular Payments:</b>		
Student Loan		
Credit Cards		
Other Loan Payments		
Medical Aid		
Car/Home Insurance		
Life Insurance		
Child Care		
Other:		

<b>Food Expenses:</b>		
Groceries		
Other:		
<b>Personal Expenses:</b>		
Personal Care		
Clothing/Shoes		
Doctors, Dentists, etc.		
Prescriptions		
Other:		
<b>Transportation:</b>		
Petrol / Diesel		
Bus, Taxi, Train, etc.		
Other:		
<b>Total Income</b>		
<b>Total Expenses</b>		
<b>TOTAL INCOME MINUS TOTAL EXPENSES:</b>		

**SECTION F – DECLARATION**

- 1. I hereby, declare that **ALL** the information provided in this application form is complete and correct.
- 2. I hereby, acknowledge that if **ANY** of the information provided in this application form is found to be incomplete and/or incorrect, my application will be disqualified.

**3. Signature of**

3.1 APPLICANT : \_\_\_\_\_

3.2 Date : \_\_\_\_\_

**4. Signature of**

4.1 PARENT / LEGAL GUARDIAN: \_\_\_\_\_

4.2 Date : \_\_\_\_\_

---

**(In the presence of a Commissioner of Oath):**

**COMMISSIONER OF OATH:**

I certify that the Applicant has acknowledged that he/she knows and understands the contents of this declaration, which was sworn to before me and that the Applicant’s signature was placed thereon in my presence.

Commissioner of Oath’s Full Names : \_\_\_\_\_

Designation : \_\_\_\_\_

Area of Appointment : \_\_\_\_\_

Date : \_\_\_\_\_ 20\_\_\_\_\_

**Stamp**

