

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 2017**. 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
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If yes, date of initial registration

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Student number

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Number of subjects passed

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Are you currently an IBS student?

Yes	No
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If yes, date of initial registration

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Student number

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Number of subjects passed

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References

Name	
Contact No.	
Name	
Contact No.	

Two written references are required.

Are you a new student?	Yes	No
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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
- For IBS entrance, a Grade 10 or Grade 11 school certificate (or equivalent) with a pass in English and Mathematics or Mathematical Literacy or Accounting or Physical Science (with a 5 rating).

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?

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3. What is your long-term goal?

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

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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