



Province of the

EASTERN CAPE

EDUCATION

2024 EMPLOYEE BURSARY FORM

TYPE OF EMPLOYEE

- ☐ EXECUTIVE MANAGEMENT
- ☐ SENIOR MANAGEMENT
- ☐ MIDDLE MANAGEMENT
- ☐ OFFICE BASED EMPLOYEES
- ☐ SCHOOL BASED EMPLOYEES

DISTRICT/HEAD OFFICE

- ☐ ANED
- ☐ ANWD
- ☐ AED
- ☐ AWD
- ☐ BCM
- ☐ CHED
- ☐ CHWD
- ☐ HEAD OFFICE
- ☐ JGD
- ☐ NMBM
- ☐ ORTCD
- ☐ ORTID
- ☐ SBD



Name: _____

Persal Number: _____

Name of School/Office: _____

Position: _____

Contact: _____



Website

www.eceducation.gov.za

Contact Us

+27(0)40 608 4222/3



Address

**Steve Vukile Tshwete Complex, Zone 6. Zwelitsha
Eastern Cape**



HUMAN RESOURCE DEVELOPMENT

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: L. Sidiya. Te: 040 608 4552 . Fax :040 608 4372. Email: Lukhanyo.Sidiya@ecdoe.gov.za

Website: www.ecdoe.gov.za

Employee Bursary Application Form

PART A: PERSONAL DETAILS

First Name :

Surname :

District/Town :

Course :

Major/s :

Duration of the Course :

Year of Completion of Studies:.....

Date of Birth: ____ / ____ / ____

ID

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Number:

Gender:

Male	Female

Race:

African	Coloured	White	Indian	Other

Disability:

YES	NO

If YES, State nature of Disability:

.....

.....

Name Institution of Study

:

Student Number:

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Address Work: (Institution / School / District Office)

														Postal Code					

Telephone Work:

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Cell Number:

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Employment Status:

PERMANENT	CONTRACT	OTHER

If Other, Please Specify :

Current Position Held :

Current REQV Level :

Have obtained a Bursary from the Public Service before?

YES	NO

If YES, please specify.....

If any other Bursary/Bursaries received, then please specify the following:

Name of Bursary/Sponsor :

Amount : R.....

Year/s Granted :

Years remaining (Including Service Obligation):.....

If Serving Bursary Obligation, indicate Years Owing:.....

PART B: BURSARY INFORMATION

ONLY AVAILABLE TO OFFICIALS OF THE DEPARTMENT

- FOR PART-TIME STUDENTS AT TERTIARY INSTITUTIONS (PUBLIC INSTITUTIONS ONLY)
- CLOSING DATE: 08 DECEMBER 2023
- Bursary Recipients who do not complete the specified course, who do not take up a position that was allocated to them or who do not fulfil the Bursary Obligation, will have to repay with interest, all monies paid on his/her behalf.
- Applicants must ensure that they meet the minimum requirements before applying for the intended Bursary.
- Please ensure that all relevant documentation is attached (please refer to enclosed checklist)
- Application to be completed in BLOCK LETTERS in the applicant's own handwriting.
- Applicants are to complete Parts A, B, C & D

DOCUMENTS TO BE SUBMITTED WITH APPLICATION FORM

☐

Certified ID
Copy

☐

Copy of Matric
Certificate

☐

Proof of
Residence

☐

Most recent
Academic
Transcript



Give Names and Surnames of two (2) contactable References (Not relatives)

Reference 1: Mr/Mrs :.....

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Cellphone

Telephone

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Reference 2: Mr/Mrs :.....

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Cellphone

Telephone

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PART C: COURSE DETAILS

1. Highest Qualification :.....
2. Major Subjects:.....
3. Phase :.....

Name of Course Applying for:

.....

.....

State any Tertiary Qualifications Previously Obtained:

1.
2.
3.

Give reason why you want to complete this course and explain how you think it will benefit the Department:

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ATTACH THE FOLLOWING DOCUMENTATION TO THIS FORM:

PART D: DECLARATION

- I have attached / enclosed all necessary supporting documentation, as required
- I shall ensure that any results of Examinations still be written in November/December will be submitted to the Department on or before 15 January, of the following year.
- I realise that failure to complete the Form and/or withhold Information and/or to supply requested documentation and/or results can lead to the disqualification of the application.
- I understand that I will be required to sign a Bursary Contract/Agreement if this application is successful.
- I understand that if I do not complete the Course I will be required to pay back to the Department all monies paid on my behalf, by the Department, to the Institution.

I declare that the above information is true and correct.

Signed (Applicant):.....

Date:

D	D	M	M	Y	Y
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PART E: APPROVAL

MARK WITH AN "X"		EDO/SCHOOL PRINCIPAL (SCHOOL-BASED EMPLOYEE)	DATE:
RECOMMENDED			
NOT RECOMMENDED		Name:	___ / ___ / ___
		Signature:	___
<i><u>If Not Recommended, Please Specify Reasons:</u></i>			

MARK WITH AN "X"		SECTION HEAD (OFFICE-BASED EMPLOYEE)	DATE:
RECOMMENDED			
NOT RECOMMENDED		Name:	___ / ___ / ___
		Signature:	___
<i><u>If Not Recommended, Please Specify Reasons:</u></i>			



MARK WITH AN "X"		DISTRICT BURSARY COORDINATOR	DATE:
RECOMMENDED			
NOT RECOMMENDED		Name:	___/___/___
		Signature:	___
<u>If Not Recommended, Please Specify Reasons:</u>			

MARK WITH AN "X"		DIRECTOR: HRD	DATE:
RECOMMENDED			
NOT RECOMMENDED		Name:	___/___/___
		Signature:	___
<u>If Not Recommended, Please Specify Reasons:</u>			