

Financial Aid & Scholarships Office

Application for a University Postgraduate Merit Award for 2012 – January/April intake Honours, Masters and PhD study



For office use only
Category
Period
Bursary
Course (eg MSc)
School
Faculty

Please tick appropriate box

New application

Renewal application

NB: BEd, BAcc, LLB, Higher Diplomas and Postgraduate Diplomas are NOT supported by this fund.
Foreign students are to consult the back page

A student who has attended another university must attach an academic record with key to grades listing the courses completed and marks obtained for each course, to the application form. ONE form ONLY (ie first choice) to be completed.

Please turn to page 3 for instructions before completing the application form .

1 Surname Maiden name (if married)

First names Student number (Wits)

Title (3 appropriate box) Dr Ms Mr Mrs Miss

Identity number

Date of birth Year Month Day Place of birth

Are you a SA citizen? Yes No or do you have a permanent residence permit? Yes No Asylum Seeker Refugee Other

Non-SA citizens – Study permit number

2 Have you ever been awarded a University Postgraduate Merit Award/Postgraduate Bursary? Yes No

If not, have you previously applied for a University Postgraduate Merit Award/Postgraduate Bursary? Yes No

If **yes**, state most recent year University Postgraduate Merit Award/Postgraduate Bursary was held. Year Month Day

3 Permanent home address

Address for all correspondence

Postal code Telephone number

4 Proposed registration in 2012 : (eg PhD) School Faculty Full-time or Part-time

Will you be registered for more than one degree in 2012? (eg MSc (P/T) & MB BCh III)

Tenure for bursary for which application is made, eg from 2 Jan 2011 to 31 December 2012

5 Commencing date of above-mentioned higher degree Year Month Day

PhD candidates – was Masters degree completed or converted?

Students who convert to a PhD are obliged to complete the degree. Failing which the award, ie stipend and fees for the duration of the PhD registration, will have to be repaid by the student.

Has the Masters dissertation been written up? Yes No

6 Masters renewal candidates – has your proposal been accepted by the Higher Degrees Committee? Yes No

7 University or college attendance or any other occupation since leaving school (including most recent attendance at this University)

Year(s) (eg 2010)

Name of University/College/Employer

Course of study (eg BScHons) or position held

8 Previous awards – please give details of any previous University Bursaries held while registered at this University.

Year (eg 2010)

Degree and Field of Study

Value

9 Other applications – please give details of applications submitted to statutory bodies for bursaries for 2010:

Name of award (eg NRF, MRC, Mintek, Mellon or DAAD)

Amount applied for

Confirmed or application

10 Are you a staff dependant? Yes No

Have you claimed remission of fees?

Yes No

11 Are you employed? (ie do you receive a regular salary) Yes No

Please consult the Receiver of Revenue regarding tax implications

12 I certify that all the information given above is accurate and complete

.....
Signature of applicant

.....
Date

Closing date : 31 August 2011

Applications must be submitted to the Financial Aid & Scholarships Office.
INCOMPLETE AND LATE APPLICATIONS WILL NOT BE CONSIDERED



Instructions to be noted before completing an application for a University Postgraduate Merit Award for 2012

GENERAL

1. A University Postgraduate Merit Award is available to a postgraduate student registered for a full-time Honours, Masters or PhD degree.
2. Students who register for postgraduate diplomas, e.g. **BEd, LLB degrees** or **GDE** are not eligible for University Postgraduate Merit Awards.
3. There is a minimum academic requirement for a University Postgraduate Merit Award and applicants should consult the rules.
4. A student with less than the minimum academic requirement can apply for a postgraduate NSFAS package if he/she is a South African citizen.
5. A postgraduate merit awardee/bursar is obliged to work for a minimum of six and a maximum of nine hours per week in the University Department/School. **SHOULD THE STUDENT NOT WORK THE AWARD WILL BE CANCELLED**

Closing dates

A student must lodge a completed application form before the following closing date:

- a) 31 August 2011 for January/April 2012 enrolment
- b) 30 April 2012 for July/September enrolment

Instructions to the student

1. A student who has attended another university must attach an official copy of his/her academic record with key to grades to the application. The application will not be processed unless the official academic record with key to grades is attached.
2. All Information must be received by 30th November (submit proof of duration of their degrees)
3. On submission of the application form an applicant must ensure that he or she receives a card and a duplicate is attached to the form for reference purposes.
4. Once an application form is submitted the student must inform The Faculty Office of any change in address or circumstances.
5. A declaration must be made in writing of any other bursaries, scholarships or departmental grants awarded for 2011 and not declared on the application form.
Please note that where tuition fees are paid by an external donor, the Postgraduate Merit Award will pay the stipend only and NOT the tuition fees.
6. If the applicant subsequently fails to register at this University, the Financial Aid & Scholarships Office must be notified immediately in order that Postgraduate Merit Award can be withdrawn.
7. A student who qualifies for a Postgraduate Merit Award can apply for a loan of R8 000 for accommodation only if he/she is a South African citizen.

RENEWALS

University Postgraduate Merit Awards are awarded on an annual basis, ie 1 January 2012 – 31 December 2012. **Students should apply every year. No credits will be carried over to the following year regardless of extended registration.**

1. Renewal of a Postgraduate Merit Award for the normal tenure is **NOT** automatic and is directly dependent on progress.
2. Please note that the normal maximum tenure of a postgraduate merit award is:
 - a) Doctors (Post-Masters) – three years
 - b) Doctors (Post-Honours) – four years
 - c) Masters – two years
 - d) Honours – one year
3. An application for renewal of a Postgraduate Merit Award after the normal maximum tenure must be accompanied by a fully motivated request from the Head of the School explaining why the degree has not been completed within the prescribed time. Consideration can only be given for six months or a loan will be granted for tuition fees if a student is a South African citizen

Special Notes:

1. University Postgraduate Merit Awards will be awarded on the basis of academic merit.
2. University Postgraduate NSFAS packages will be awarded on the basis of financial need as determined by the NSFAS Means Test.
3. Only a stipend and tuition fees will be awarded – **other charges eg notes, accommodation, clubs, parking etc will not be covered. International registration will not be covered.**
4. Residence fees and meals will not be covered.
5. Incomplete applications will not be processed.
6. Full-time students who earn a regular salary will need to report to the Receiver of Revenue.

Foreign students

1. Foreign students must provide proof of acceptance by the Faculty and acceptance into the School.
2. A study permit must have been obtained.
3. Must contact the International Office regarding international registration charges, medical aid and insurance charges.