

IFA BURSARY APPLICATION FORM

Please complete the application form in **black ink** and post to:

CSI Officer
IFA
PO Box 1316
Rivonia
2128

**PLEASE
ATTACH
YOUR
PHOTO
HERE**

Alternatively, applications may be hand delivered to the Clientèle Head Office:

Clientèle Office Park, Cnr. Alon and Rivonia Roads, Morningside, Sandton.

IFAs also have the option to make use of the IFA Application Collection Box found at their nearest official IFA Presentation Venue.

Please visit www.ifa.co.za for further details.

CLOSING DATE: 30 APRIL 2016

HOW TO COMPLETE THE APPLICATION FORM

1. Make sure that you read every section and that the information you provide is accurate.
2. **INCOMPLETE APPLICATION FORMS WILL NOT BE CONSIDERED.**
3. The following documents must be attached to and submitted with the application form:
 - If you are currently in Grade 12, a certified copy of your final Grade 11 and April 2016 Grade 12 examination results or an appropriate progress report is required. Outcome Based Education (OBE) school reports must show the percentage obtained per subject;
 - Should you have passed Grade 12 but have not commenced university studies and are still within the qualifying age, you need to provide your final Grade 12 examination results;
 - If you are in your first year at university, include a certified copy of your Grade 12 examination results and current academic results;
 - A certified copy of your ID or Birth Certificate;
 - An ID photograph. This must be attached in the allocated space above;
 - At least two testimonials: One testimonial from an educational official e.g. school principal, teacher or lecturer; and the other from a member of your community, e.g. a religious or community leader;
 - A motivational letter written by yourself, the applicant, stating why you should be considered for a bursary and explaining why you require funding via the bursary;
 - A motivational letter from your parents;
 - E-mailed, faxed and photocopied forms will **NOT** be accepted.
4. Your application will **NOT** be considered if you do not furnish proof of the required academic results or records.
5. Attach certified copies of the required documents at the back of the application form. Do **NOT** submit them separately. Do **NOT** send original documents.

THE IFA BURSARY SCHEME APPLICATION PROCESS

- Only original application forms that are complete and that have the required documentation and photograph attached will be considered.
- All applicants will be notified of the status of their application by 30 June 2016.
- Short-listed applicants will be required to attend an interview conducted by a member of the IFA Bursary Committee and will also be required to complete an online career assessment, which will be arranged by the company.
- The final list of successful bursary recipients for 2017 will be published by 12 January 2017. This will be on condition that their final Grade 12 results or first year university results (2016) meet the minimum prescribed criteria and confirmation of acceptance at an approved tertiary institution has been received. A final confirmation will be sent in writing to the successful applicants by 19 January 2017. Following this final confirmation, the bursary recipient must liaise with the CSI Officer to finalise the details of costs to be covered by the bursary. At this time, a contract between the bursary recipient and Clientèle/IFA will be entered into. The signed contract must be returned to the CSI Officer **by no later than 31 January 2017**.
- The IFA Bursary Committee determines which applicants are successful through a comprehensive review process. The committee's decision is final and no correspondence will be entered into.

The closing date for 2017 bursary applications is **30 April 2016**. **No late applications will be accepted.**

COMPLETE THE FORM IN BLOCK LETTERS AND, WHERE APPLICABLE, USE "X" TO INDICATE YOUR SELECTION.

SECTION 1: APPLICANT'S PERSONAL DETAILS

SURNAME
[Grid of 20 boxes]

NAME(S)
[Grid of 20 boxes]

GENDER: M F DATE OF BIRTH: D D M M Y Y Y Y ID NUMBER: [Grid of 10 boxes] MARITAL STATUS: M S W D

TELEPHONE NUMBER (HOME): [Grid of 10 boxes] CELLPHONE NUMBER: [Grid of 10 boxes] PROVINCE: [Grid of 3 boxes]

E-MAIL ADDRESS
[Grid of 20 boxes]

PHYSICAL/HOME ADDRESS
[Grid of 20 boxes] C O D E

POSTAL ADDRESS
[Grid of 20 boxes] C O D E

DO YOU HAVE ANY DISABILITIES?
Y N IF YES, PLEASE SPECIFY

PARENT'S/ LEGAL GUARDIAN'S DETAILS

Has your parent been an IFA for at least one year? Y N

SURNAME
[Grid of 20 boxes]

NAME(S)
[Grid of 20 boxes]

GENDER: M F DATE OF BIRTH: D D M M Y Y Y Y *ID NUMBER: [Grid of 10 boxes] MARITAL STATUS: M S W D

TELEPHONE NUMBER (HOME): [Grid of 10 boxes] *CELLPHONE NUMBER: [Grid of 10 boxes] PROVINCE: [Grid of 3 boxes]

*DATE JOINED IFA: D D M M Y Y Y Y *IFA NUMBER: A [Grid of 10 boxes]

E-MAIL ADDRESS
[Grid of 20 boxes]

PHYSICAL/HOME ADDRESS
[Grid of 20 boxes] C O D E

POSTAL ADDRESS
[Grid of 20 boxes] C O D E

*COMPULSORY INFORMATION

NEXT OF KIN'S DETAILS

SURNAME
[Grid of 20 boxes]

NAME(S)
[Grid of 20 boxes]

TELEPHONE NUMBER: [Grid of 10 boxes] CELLPHONE NUMBER: [Grid of 10 boxes] RELATIONSHIP TO YOU: [Grid of 3 boxes]

SECTION 2: BURSARY DETAILS

WHICH CAREER PATH ARE YOU INTERESTED IN PURSUING?
F I R S T C H O I C E

S E C O N D C H O I C E

NAME THE DEGREE OR DIPLOMA YOU WISH TO STUDY: [Grid of 10 boxes] NAME YOUR PREFERRED UNIVERSITY/TECHNIKON: [Grid of 10 boxes]

HAVE YOU APPLIED TO A UNIVERSITY/TECHNIKON TO STUDY IN 2017?
Y N IF YES, PLEASE SPECIFY

HAVE YOU APPLIED TO ANY OTHER COMPANY FOR A BURSARY?
Y N IF YES, PLEASE SPECIFY

HAVE YOU COMPLETED ANY CAREER PATH ASSESSMENTS?
Y N IF YES, PLEASE SPECIFY

APPLICATION FORM CHECKLIST

PLEASE MAKE SURE THAT ALL DOCUMENTS LISTED BELOW ARE ATTACHED TO YOUR APPLICATION FORM.

CERTIFIED COPY OF YOUR MOST RECENT EXAMINATION RESULTS OR APPROPRIATE PROGRESS REPORT OR CERTIFIED COPY OF GRADE 12 CERTIFICATE, IF COMPLETED	<input type="checkbox"/>
CERTIFIED COPY OF ID OR BIRTH CERTIFICATE	<input type="checkbox"/>
PROOF OF GUARDIANSHIP (IF APPLICABLE)	<input type="checkbox"/>
ID PHOTO ATTACHED TO THE COVER OF THIS FORM	<input type="checkbox"/>
TWO TESTIMONIALS	<input type="checkbox"/>
TWO MOTIVATIONAL LETTERS	<input type="checkbox"/>

SECTION 6: DECLARATION

1. I confirm that all the information supplied is true and correct and that Clientèle Limited (the company) may request proof of the information given, should this be deemed necessary. I hereby authorise Clientèle Limited to conduct personal references and criminal record enquiries as the company, in its sole discretion, deems necessary.
2. I am aware that any incorrect information, or the omission of any requested information, could result in the disqualification of this application by the company.
3. I understand that all my statements may be investigated and I authorise the company to confirm my abilities and eligibility for the bursary.
4. I understand that the company may need to acquire reference information from my school, where applicable. I authorise any school to provide Clientèle Limited with relevant information and opinions that may be useful to them in making a decision about my application.
5. I understand that after submitting this application I may be required to attend an interview with the company's Bursary Committee or representatives thereof.
6. I understand that submitting this application and the required documentation does not guarantee that I will be awarded a bursary by the company.
7. I understand that my application may be declined as per the rules and regulations of the IFA Bursary Scheme.
8. I understand that should my application be successful, I will be required to pass each year of my chosen studies, adhering to the minimum requirements of the bursary rules.
9. I understand that the decision of the IFA Bursary Committee is final and no further correspondence will be entered into.

Signature of Applicant

Date

Signature of Parent/Guardian

Date

BURSARY RULES

1. This bursary is open to students eligible for first or second year studies in 2017.
2. The bursary is open to any individual who is under the age of 21 on **30 April 2016** and is the biological child or under the legal guardianship of an IFA who has **paid the IFA Business Fee** for at least one year (**prior to 30 April 2016**). Proof of the legal guardianship, if applicable, will be required.
3. The applicant must have achieved a minimum aggregate of 60% in Grade 11 and Grade 12 final examinations or achieve, where applicable, a pass mark in first year university studies in order to be considered for a bursary.
4. An IFA Bursary will not be awarded to a candidate who is already the recipient of a bursary from another organisation.
5. Successful applicants will be granted bursaries for full-time study for the full duration of their first undergraduate qualification, subject to ongoing successful academic results and passing each year of study.
6. All approved bursaries are subject to proof of acceptance by an approved university or reputable tertiary institution.
7. All applicants must be South African citizens and the tertiary institution at which they will conduct their studies must be registered with the South African Department of Education. The chosen institution's qualifications must be accredited by the South African Qualifications Authority (SAQA) and must be located within South African borders.
8. Bursaries will only be awarded for the 2017 academic year.
9. Bursary recipients will receive a bursary to the maximum value of R60,000 per annum for registration fees, tuition fees, examination fees, textbooks and thereafter accommodation costs.
10. All fees, accommodation and book invoices must be submitted to the CSI Officer by **no later than 31 March 2017**. Failure to do so could result in the cancellation of the bursary contract.
11. Costs exceeding R60,000 annually will be for the bursary recipient's own account.
12. The above fees will be paid directly to the relevant institution. No other costs will be applicable for payment. No payment will be made directly to bursary recipients. All invoices must be addressed to Clientèle Life.
13. All accommodation deposits paid to the lessee on behalf of the bursary recipient by the company will be deducted from the final study year allowance if not recovered and refunded to the company by the bursary recipient on an annual basis.
14. Each successful applicant will be responsible for submitting his/her university and other invoices to the CSI officer for payment by 31 March 2017. These invoices will only be paid if they reflect complete information on an official letterhead (i.e. date, invoice number, address, VAT number, student number, etc.).
15. No payments will be made in respect of studies already completed.
16. Only one bursary per family will be considered.
17. The applicant is required to complete their studies in the prescribed number of years as determined by the university at which they have enrolled.
18. The successful applicant will be required to achieve a pass mark for each year of study, failing which; the bursary contract may be cancelled. The student is required to provide the CSI officer with final examination results of all applicable examinations at both half-year and year-end, for all years of study, failing which, the bursary agreement may be cancelled. Annual results must be submitted **by the end of the first week of January each year**.
19. Should the student fail any subject during the year, the exam re-write fee (if applicable) for the relevant subject will be for the student's own account.
20. Should a student fail more than two subjects in a year (reviewed at year-end) the bursary agreement will immediately become null and void.
21. Should a student be absent from any examination during the year without prior written approval from the IFA Bursary Committee, the bursary agreement will immediately become null and void. This will only be approved under exceptional circumstances.
22. Changes to the course or degree for which the bursary was granted must be discussed with and approved by the IFA Bursary Committee before any changes may be made. Notification of the intended course changes must be done in writing and will be subject to written approval from the IFA Bursary Committee.
23. IFA reserves the right to withdraw the bursary offer should a successful applicant fail to adhere to the rules of the bursary contract.
24. The IFA parent/guardian of the successful IFA bursary recipient must remain an active IFA for the duration of their studies.
25. The IFA Bursary Committee will be responsible for all decisions. The committee's decision is final and no correspondence will be entered into.

For enquiries on the bursary offer, kindly contact Ms Emily Molakeng: Clientèle Limited CSI Officer on 011 320 3064 from 08h00 – 12h00 Mondays to Fridays.