

## Tourvest Bursary Programme 2019 Application and Rules

### INFORMATION LETTER

Tourvest invites bursary applications from the dependants\* of Tourvest employees, working in any of the designated countries\*\* where Tourvest operates, who want to study for a national diploma or a degree at a public institution in their domiciled country with a view to pursue a career in the Hospitality and Tourism Sector.

\* Dependants of Tourvest employees may include children, adopted children, siblings or any others living in a Tourvest employee's household and who are financially and emotionally dependent upon that Tourvest employee.

\*\* Designated countries: Botswana, Kenya, Namibia, South Africa, Tanzania, Uganda, Zimbabwe and Zambia.

This Bursary Programme is funded by Tourvest.

Dear Applicant

Please read the instructions before completing the application form.

#### 1. General Instructions

- 1.1 The completed application form must be submitted **before 30 September 2018** if you want to be considered for a 2019 Tourvest bursary, administered by StudyTrust.
- 1.2 Only application forms completed correctly, in full and accompanied by the required supporting documents will be considered.
- 1.3 Only applications from dependants of Tourvest employees will be considered.
- 1.4 Only applications from dependants residing in the designated countries will be considered.
- 1.5 Please apply timeously for admission next year to the educational institution of your choice.
- 1.6 You may email your application with all the supporting documents to [tourvest@studytrust.org.za](mailto:tourvest@studytrust.org.za)

#### 2. Required Documents

- 2.1 A copy of your latest results or full academic record if you are not studying this year.
- 2.2 A copy of your provisional admission letter to the institution you applied to study at.
- 2.3 A copy of your national ID document or passport.
- 2.4 A copy of the Tourvest employee's salary slip.

#### 3. Selection Criteria

The main criteria used in the selection of successful applicants to the Tourvest bursary are as follows:

- 3.1 Academic excellence: Selection will be based on the applicant's senior year high school mid-year results and prelim results or the equivalent. Applicants must have a minimum aggregate of 65% in their final year of high school or 60% in tertiary level studies.
- 3.2 Financial need: The applicant must be a dependant of a Tourvest employee earning R50 000-00 or less per month as a cost to company, or the equivalent thereof if outside South Africa. This threshold is at the time of making the initial application.
- 3.3 Study programme: Only applicants who plan to study towards a career in any part of the hospitality, travel, financial services and tourism value chain will be considered.
- 3.4 Eligible institutions: public tertiary institutions. Private tertiary institutions may be considered with a motivation.
- 3.5 Please note: While the rules of this process are benchmarked against South African Standards, please ensure that your application is compliant with your respective national academic institution requirements.

#### 4. Selection Process

A Tourvest panel will consider candidates shortlisted by StudyTrust and will communicate the final decision to all candidates who applied.

#### 5. The value of the Tourvest bursary

The Tourvest bursary is comprehensive and includes the following:

- 5.1 Tertiary institution tuition fees, registration fees and examination fees.
- 5.2 A single room at a tertiary institution hostel or a stipend where the beneficiary is staying at a private residence. The amount will be determined by StudyTrust in conjunction with the tertiary institution, as approved by Tourvest.
- 5.3 Three meals per day, as provided for by the tertiary institution.
- 5.4 Approximately R10 000 a year, or the equivalent thereof if outside South Africa for learning materials and living allowance.
- 5.5 At the end of each year, the student will provide proof of having passed all subjects submitting their final results to StudyTrust. **No new application process will be required.**

#### 6. Service Contract:

On the successful completion of his or her studies, the bursar will be required to work for Tourvest for a period of time equal to the period funded.

#### 7. Submitted Application Forms: Acknowledgement of Receipt and Outcome

- 7.1 Receipt: You will receive an email confirming receipt of your completed application form within 7 days. All properly completed applications received will be considered. Should you not receive this response, contact your parent's/guardian's line manager.
- 7.2 Outcome: You may expect **an email** to the address provided in your application informing you of the outcome of your application by 31 December 2018. Please enquire only after 15 January 2019 if, by that time, you still have had no answer.

**Dr HM Hofmeyr, National Director, StudyTrust**

**Postal Address:** Private Bag X16, Braamfontein 2017

**Physical Address:** 10B Clamart Road, Richmond, Johannesburg, 2092

**E-mail enquiries:** [tourvest@studytrust.org.za](mailto:tourvest@studytrust.org.za)











## ***Tourvest Bursary 2019 Rules***

### **1. Who can apply:**

- Dependants\* of Tourvest employees (“learners”). Only dependants residing in the designated countries\*\* can apply.
- Learners who excel academically or demonstrate academic potential in their senior year high school mid-year results and prelim results or the equivalent. Applicants must have a minimum aggregate of 65% in their final year of high school or 60% in tertiary level studies.
- Learners who are not benefiting from another bursary scheme.
- Learners who wish to study towards a career that would be of benefit to Tourvest, including but not limited to travel, tourism, hospitality, accounting, marketing, retail, computer science, IT and human resources. All applicants must provide a motivation as to how their preferred field of study would be of benefit to Tourvest.
- The employee must earn R50 000-00 or less per month as a cost to company, or the equivalent thereof if outside South Africa. This threshold is at the time of making the initial application.

### **2. How to apply:**

Read and complete the Tourvest / StudyTrust information letter and application form, which are part of the bursary rules. In the event an applicant deliberately misleads Tourvest and StudyTrust through the provision of false information, the bursary will be automatically cancelled and Tourvest will reserve all rights to recoup money already spent on the applicant.

The forms will be circulated or can be requested from your line manager.

### **3. Selection process:**

A Tourvest panel considers the short list as compiled by StudyTrust and StudyTrust communicates its final decision to all participating candidates.

### **4. What the bursary covers:**

The Tourvest bursary is comprehensive and includes the following:

- Tertiary institution tuition fees, registration fees and exam fees.
- A single room at a tertiary institution hostel or a stipend where the bursar is staying at a private residence. The amount will be determined by StudyTrust in conjunction with the tertiary institution.
- Three meals per day, as provided for by the tertiary institution, as determined by StudyTrust.
- Approximately R10 000-00 per year or the equivalent thereof if outside South Africa for learning materials and living expenses.
- At the end of each year, the student will provide proof of successful completion of that year’s study.
- Upon passing all subjects to move to the next year of study, the necessary paperwork will be submitted by StudyTrust. Please note no new application process will be required.
- In the event the employee leaves Tourvest while their dependant is still studying, the dependant may still benefit from the bursary for the rest of that calendar year.

### **5. Service contract:**

On the successful completion of his or her studies, the bursar will be required to work for Tourvest for a period of time equivalent to the funding period.

#### *Definitions:*

\* Dependants of Tourvest employees may include children, adopted children, siblings or any others living in a Tourvest employee’s household and who are financially and emotionally dependent upon that Tourvest employee.

\*\* Designated countries: Botswana, Kenya, Namibia, South Africa, Tanzania, Uganda, Zimbabwe and Zambia.