

SAPSET REFERENCE NUMBER: _____



APPLICATION FORM FOR FINANCIAL ASSISTANCE

IMPORTANT INFORMATION:

- A separate original application form must be fully completed for each applicant
- The application must be completed by the beneficiary in their own hand writing (In a case of minors, the parent or legal guardian can complete the application)

The following original documents must accompany the application form:

- Quotation/account of the fees from the school, institution or college
(Only accepts quotes on the school or tertiary institution, college letter head and signed by the Principal in case of Grade R to Grade 12 schools)

The following certified documents must also accompany the application:

- Proof of parents/legal guardian income
- Proof of registration/admission/acceptance letter from school, institution or college
- Proof of residence
- Death Certificate of deceased SAPS employee
- Identity Document of surviving parent or legal guardian
- Beneficiary(child) identity document or birth certificate(in case of a minor)
- Recent academic record/transcript of previous year/semester from the school or tertiary institution, college

Financial aid received: (mark with X)

Any other sponsorship, grant, bursary, or scholarship awarded to applicant in current year of study (Mark Yes or No)	Yes	No
If yes, provide details stating sponsor, bursar, amount and duration of sponsorship or bursary and attach proof:		

SECTION A: PARENT/LEGAL GUARDIAN DETAILS

Surname: _____

Name(s): _____

ID No: _____

Physical Address: _____

Postal Code: _____

Postal Address: _____

Postal Code: _____

Work Address: _____

Postal Code: _____

Telephone No: (Home) _____

Telephone No: (Work) _____

Fax No: _____

Cell phone No: _____

Email Address: _____

Which category describes you? (Mark with X)

Casual Worker

Full time worker

Self employed

Unemployed

Other (Please Specify) _____

Marital status: (Mark with X)

Single

Married

Divorced

Separated

Widow/er

SECTION B: DECEASED SAPS EMPLOYEE DETAILS

Surname: _____

Full Names: _____

Identity Number: _____

Date of Death: _____

Cause of Death: _____

Place of Employment (Province/Division and Station/Component):

SECTION C: BENEFICIARY (CHILD) DETAILS

Surname: _____

Full Name(s): _____

Identity Number: _____

Physical Address: _____

Postal Code: _____

Postal Address: _____

Postal Code: _____

Fax No: _____

Cell phone No: _____

E-mail Address: _____

SECTION D: PARTICULARS OF STUDIES

Study Year: _____

Name of school registered : _____

Name of recognised tertiary institution or college studying: _____

Grade passed previous year or study level or qualification modules passed previous semester or year:

(NB: Attach results as proof)

Qualification or School Grade currently studying: _____

Is the qualification a semester or annual qualification? _____

Intended completion year of qualification: _____

Total Tuition Fees for current study year: _____

(NB: Attach original proof from the school or institution with original signature of the officer issuing the proof with contact details)

Other Costs(e.g accommodation): _____

SECTION E: CERTIFICATION OF INFORMATION PROVIDED

I _____(applicant / parent/legal guardian) hereby certify that the abovementioned information is true and correct and I have taken note that the Trust reserve the right to assist applicants financially.

SIGNATURE OF APPLICANT/ PARENT/LEGAL GUARDIAN

DATE: _____

PLACE: _____

I _____(applicant) hereby certify that the abovementioned information is true and correct.

SIGNATURE OF APPLICANT/ PARENT/LEGAL GUARDIAN

DATE: _____

PLACE: _____

SIGNATURES OF WITNESS:

Signature

Date

Place:

GUIDELINES FOR FINANCIAL ASSISTANCE

1. PREAMBLE

- 1.1 The National Commissioner identified a need to establish the South African Police Service Education Trust (the "Trust") to provide financial assistance to a child or children of a member of the South African Police Service (the "SAPS") that dies in the execution of official duties as defined in paragraph 2.1 below, by financing the costs of such child or children's educational needs.
- 1.2 The Trust is funded by gifts, donations and sponsorships received from private persons, firms or companies.

2. DEFINITION

In these guidelines, unless the context otherwise indicates:

- 2.1 **"award notification"** means pronouncement of favourable outcomes to the applicant.
- 2.4 **"beneficiary"** means a child or children of a member of the SAPS that dies in the execution of official duties in any one of the following circumstances:
 - 2.4.1 The member died in the line of duty or on duty in the execution of his or her duties;
 - 2.4.2 The member placed himself or herself on duty and died in the execution of his or her duties where there was a direct link between the performance by the member of his or her duties and the death of the member; or
 - 2.4.3 The member dies in the execution of his or her duties and, in the opinion of the trustees, extraordinary circumstances relating to the member's duty warrant the payment of financial assistance.
- 2.5 **"child"** means a child of the member and includes a posthumous child and a child born out of wedlock (and "children" will have a corresponding meaning").
- 2.7 **"educational needs"** means schooling from Grade R to tertiary education level.
- 2.9 **"financial assistance"** means a discretionary payment by the Trust on behalf of a child to an institution recognised and approved by the Department of Basic Education (Grade R to Grade 12) or the Department of Higher Education and/or Council of Higher Education (tertiary education).
- 2.10 **"member"** means an employee of the South African Police Service appointed in terms of the South African Police Service Act, 1995 and the Public Service Act, 1994.

3. GENERAL ELIGIBILITY REQUIREMENTS FOR ENTERING APPLICANTS

- 3.1 The applicant must complete an application for financial assistance form, which will be provided by the Trust.
 - 3.1.1 The beneficiary must be a South African citizen and eligible as contemplated in paragraph 4 below at the time he/she is applying.
 - 3.1.2 The beneficiary must be enrolled in an institution recognised and approved by the Department of Basic Education (Grade R to 12) or the Department of Higher Education and/or Council of Higher Education (tertiary education).
 - 3.1.3 For tertiary education, the beneficiary must have a recognised matric certificate from a registered South African High School or have graduated from a High School outside of South Africa while being a dependent of a parent or legal guardian who is a legal resident in South African.
 - 3.1.4 The beneficiary must not have been convicted or pled guilty to any crime in, or outside the Republic of South Africa.

- 3.2 The income and expenditure of the surviving parent or legal guardian or any financial resource that beneficiary qualifies for, or receives will be taken into consideration when considering the beneficiary's application for financial resource according to the means test.
- 3.3 The applicant will be obliged to notify the Human Resource Management at Provincial/ Divisional and/or National level of his/her change in status with regard to Change of residential address, contact details and change of studying school or institution.
- 3.4 The applicant/ parents/legal guardian is obliged to immediately inform in writing the Province / Division where applications were submitted, when the applicant drop out of school.

4. ELIGIBLE REQUIREMENTS FOR ENTERING APPLICANTS

- 4.1 Basic Education Applicants:
- The beneficiary must meet all general eligibility requirements as stipulated in paragraph 3.1 above.
- 4.2 Higher Education Applicants
The beneficiary must meet all general eligibility requirements:
- Must meet the requirements of the relevant recognised tertiary institution; college
 - Have a National Senior Certificate

5. AWARD AMOUNT

- 5.1 The Trust may appropriate so much of the income and capital of the Trust as the trustees in their discretion consider fit for the education of any of the beneficiaries of the Trust in such amounts and generally in such manner as the trustees in their absolute discretion think fit.
- 5.2 The Trust may also pay over, deliver or otherwise distribute so much of the income and capital of the Trust as the trustees in their discretion consider fit on behalf of the beneficiaries of this Trust.

6. APPLICATION FOR FINANCIAL ASSISTANCE

- 6.1 All applications for financial assistance must be submitted on the applicable form which is available at the SAPS Education Trust Nodal Point, Provincial and Divisional Human Resource Management Offices. The form may also be accessed on the SAPS intranet.
- 6.2 The applicant must submit the application form, attach all required documents and submit the fully completed application form to the Provincial and Divisional Human Resource Management.
- 6.3 The Provincial and Divisional Human Resource Co-ordinators must forward the bundle of applications to the Trust as per stipulated dates on a quarterly basis.

7. AWARD DISBURSEMENT

- 7.1 The payment of financial assistance will not be made to an applicant/parent or guardian, but will be made directly to the relevant school or recognised tertiary institution.
- 7.2 **The provision and continuation of financial resource is discretionary and subjects to the availability of funds and academic performance of the child.**

8. REVIEW OF FINANCIAL RESOURCE

- 8.1 The continuation of financial assistance will be subject to a review process determined by the executive committee.
- 8.2 The applicant must submit an application annually and provide SAPSET with the relevant academic results for each review interval.
- 8.3 During the review process, the performance of the beneficiary at school or recognised tertiary institutions will be taken into consideration for continuation of financial resource.
- 8.4 Upon receiving the results as contemplated in paragraph 8.2 the executive committee will have the discretion to reconsider the continuation of financial assistance.
- 8.5 The applicant will be informed in writing by the Trust of the decision taken in respect of paragraph 8.4 above.

THE APPLICANT/ PARENT/LEGAL GUARDIAN MUST ACKNOWLEDGE THAT THEY HAVE TAKEN DUE COGNISANCE OF THE CONTENT OF THE GUIDELINES FOR FINANCIAL RESOURCE BY SIGNING BELOW:

SIGNATURE OF THE APPLICANT/ PARENT/LEGAL GUARDIAN

DATE: _____

PLACE: _____

SIGNATURE OF THE APPLICANT/ PARENT/LEGAL GUARDIAN

DATE: _____

PLACE: _____

SIGNATURES OF WITNESSES:

Signature

Date

Place

Signature

Date

Place