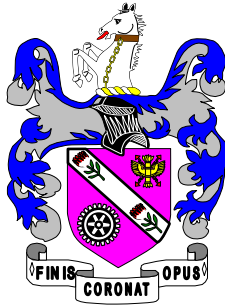


**The Institution of Certificated  
Mechanical and Electrical  
Engineers, South Africa**



**Die Instituut van Gediplomeerde  
Werktuigkundige en Elektrotegniese  
Ingenieurs, Suid Afrika**

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## BURSARY APPLICATION FORM

This form must be legibly completed and forwarded to the Secretary of the Institution of Certificated Mechanical and Electrical Engineers, South Africa, together with certified copies of Educational qualifications, testimonials and registration with an educational institution.

<b>FOR OFFICE USE ONLY</b>	Notes and record of correspondence / queries:
Date initial application received: (Y / M / D)      ..... / ..... / .....	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Date bursary approved by EXCO: (Y / M / D)      ..... / ..... / .....	
Date bursary approved by Council: (Y / M / D)      ..... / ..... / .....	
Date renewal approved by Council: (Y / M / D)      ..... / ..... / .....	
Date renewal approved by Council: (Y / M / D)      ..... / ..... / .....	
Date renewal approved by Council: (Y / M / D)      ..... / ..... / .....	
Date renewal approved by Council: (Y / M / D)      ..... / ..... / .....	

### 1. Personal Information of applicant

Surname: _____	First names: _____
Date of Birth: _____	Identity Number: _____
South African Citizen: Yes _____ No _____	Gender: (Male / Female) _____
Marital status: _____	

### 2. Contact Information.

<u>Primary postal address to be used:</u> (Your preferred postal contact address, irrespective of being work or home)  _____ _____ _____ Primary address postal code: _____	<u>Secondary postal address to be used:</u> (Any alternative postal contact address to that given as the primary address)  _____ _____ _____ Secondary address postal code: _____
Home telephone number: _____ Code: _____ Work telephone number: _____ Code: _____ Fax Number: _____ Code: _____ Cellular Phone number: _____	Primary E-mail address: _____ _____ Secondary E-mail address: _____ _____

**3. School Qualifications:** (Copies of testimonials to be submitted)

Name of Secondary (High) School attended.	Qualification attained	Attendance Dates	
		From	To
<b>Subjects Passed:</b> (Verified copy of results to be submitted)		<b>Symbol / Mark</b>	
1. _____		1. _____	
2. _____		2. _____	
3. _____		3. _____	
4. _____		4. _____	
5. _____		5. _____	
6. _____		6. _____	
7. _____		7. _____	

**4. Tertiary Educational Qualifications** (University, Technical College, Technicon)

Name of Institution/s attended.	Highest Qualification attained	Attendance Dates	
		From	To
<b>Student Number :</b> (Copy of student card to be submitted if possible) _____			
<b>Subjects Passed - highest qualification:</b> (Verified copy of results to be submitted)		<b>Symbol / Mark</b>	
1. _____		1. _____	
2. _____		2. _____	
3. _____		3. _____	
4. _____		4. _____	
5. _____		5. _____	
6. _____		6. _____	
7. _____		7. _____	
8. _____		8. _____	
9. _____		9. _____	
10. _____		10. _____	

**5. Bursary assistance for Present course of study, or, intended future course of study.**

1. For which course of study do you require this bursary? \_\_\_\_\_
2. If already accepted for the above course, at which institution? \_\_\_\_\_
3. If not already accepted at which institution do you intend enrolling? \_\_\_\_\_
4. If presently at an institution where you wish to continue, provide your student number. \_\_\_\_\_
5. Which subjects have you, or do you intend enrolling for ( this next year / semester):
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_
  - h. \_\_\_\_\_
  - i. \_\_\_\_\_
  - j. \_\_\_\_\_
  - k. \_\_\_\_\_

**6 Personal details**

1. Who is responsible for the financing your present studies? \_\_\_\_\_
2. Do you presently have any bursary from another source? \_\_\_\_\_
3. If "yes" to 2, whom is your bursary sponsored by? \_\_\_\_\_
4. Do you intend continuing with the present bursary? \_\_\_\_\_
5. What costs does the present bursary cover? \_\_\_\_\_
6. Are you an unemployed full time student? \_\_\_\_\_
7. If "no" to 6 above, what work do you do? \_\_\_\_\_
8. Who is your guardian at present? \_\_\_\_\_
9. What is the occupation of your guardian? \_\_\_\_\_
10. What is the residential address of your guardian? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. How many, and what age, are your other brothers and sisters? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. What study costs would you require this bursary to cover? \_\_\_\_\_
13. Where will you reside while studying? \_\_\_\_\_

In support of my application I declare that the particulars given in this application are correct.

I, the undersigned, agree that in the event of my obtaining the bursary assistance, the conditions thereof will be governed by the Constitution and By Laws of The Institution of Mechanical and Electrical Engineers, South Africa, as they are now formulated or as they may be hereafter altered.

**Signature of applicant:** \_\_\_\_\_

**Signature of Guardian if applicant is a minor:** \_\_\_\_\_

**Name of Guardian if applicant is a minor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## GUIDELINES for BURSARIES and GRANTS

### 1. BURSARIES

- 1.1. Any financial assistance from any monies of the Institution whether at branch or council level to any person must be shown and accounted for in the financial statements of the Institution.
- 1.2. Bursaries may be granted annually (which comes out of the Education Fund) to students who have been recommended to and approved by Council.
- 1.3. A bursary may be granted to the same person consecutively provided that the student shows progress with his studies by passing the required examinations.
- 1.4. Bursary beneficiaries, students, are to be selected by the education and training sub-committee in accordance with the selection criteria guidelines.
- 1.5. The names, so selected to be placed before EXCO, together with a motivation.
- 1.6. Once approved at the Exco meeting, it is to be placed for final approval before Council.
- 1.7. When bursaries are finally approved the branches where students are normally domiciled to must be advised so that they can assist with the mentoring and in monitoring the progress of the student.
- 1.8. The bursary will be paid directly by the treasurer to the educational institution concerned.
- 1.9. A record in the form of a database to be kept by administration of all bursary holders and prize recipients.

### 2. LIAISON WITH EDUCATIONAL INSTITUTIONS

- 2.1. Branches to contact and liaise with educational institutions and advertise the bursary scheme.
- 2.2. Educational institutions should "register" with the Institution as a centre which trains students in subjects to qualify for Certificated Engineers.

### 3. APPLICATIONS

Together with the approved application form a student must submit the following:

1. Acceptance by the educational institution.
2. Recommendation by the branch office, or a member of the Institution.
3. Undertaking by student or his guardian if a minor.
4. Class attendance record or letter from the educational institution confirming his attendance.
5. Results of previous studies.

### 4. SCREENING PROCEDURES

- 4.1. Applications for bursaries as well as renewal of bursaries to be submitted by students yearly during the months of May, June, and July for their studies of the following year, semester or tri-semester.
- 4.2. The Education and Training sub-committee to do "shortlist" screening in accordance with the "selection guidelines"
- 4.3. Screened applications to be submitted to EXCO, August meeting with final approval at the September council meeting.
- 4.4. Advise successful students with the co-operation of the branches not later than the end of October.

### 5. SELECTION

- 5.1. Technicon students must have already passed S1.  
Technical College students must have already passed all the qualifying N3 subjects.  
Part time students or distance study students can also be considered provided their student status is equivalent to a pass on S1 grade or a pass of all the qualifying subjects on N3 grade.  
Students who only study for the subject's plant engineering or legal knowledge can also be considered. Proof of acceptance, as a candidate must be submitted.
- 5.2. The selection process to be left to the Educational and Training committee.
- 5.3. Preference selection to be considered in this order.  
Previous bursary holders of ICMEESA.  
Children of parents who are members of ICMEESA, with more preference to those members of 5 years and longer.

### 6. CONDITIONS OF THE BURSARY

- 6.1. A bursary holder must pass all his course subjects or with approval of the educational Institution carry over the subjects in which he failed before he can be considered for a follow up bursary.
- 6.2. A bursary holder who fails his course completely and discontinues his studies must PAY BACK the full amount allocated to him.
- 6.3. A bursary holder who fails part of his course (semester course) must complete that course with his own means before he can be considered for a following grant.
- 6.4. Bursary holders must register as student members

7. PRIZE TO TOP PERFORMER OR MERITORIOUS STUDENT IN FINAL QUALIFYING EXAMINATIONS

- 7.1. In addition to the bursaries two cash grants made available to the top performer student who has written the two subjects at the qualifying examinations.
- 7.2. One grant for the June examinations and one grant for the November examinations.
- 7.3. In selecting the top performer the results of the Mines examination and the Factories examination must be considered separately.
- 7.4. The top performer should be the student who has obtained the highest mark in any one of the four subjects at that examination sitting.
  - Mining plant
  - Legal Knowledge (Mines)
  - Factory plant
  - Legal knowledge (Factories)
- 7.5. The proviso is that he must obtain a full certificate at that examination.
- 7.6. The Education and Training sub-committee will have the mandate to obtain the information and present it to EXCO for final presentation and approval at the council meeting.
- 7.7. The presentation of the grants to be arranged at functions at the branches in the months of October for the June examination and April, present year, for the November, previous year examination.

**Extract from the ICMEESA bursary rules**

Bursaries Supported by ICMEESA

- The prime membership criteria of this Institution are the possession of a Government Certificate of Competency, mechanical or electrical, factories or mines.
- Bursaries will therefore be restricted to studies in Mechanical or Electrical Engineering (Heavy Current) required by a student to eventually obtain the above qualification.
- The bursary will include studies at Technical College, Technicon or University. ECSA, or the education authorities, must formally have accredited the educational institution.

ICMEESA Guidelines for Bursary allocation

- Any financial assistance from the Institution, whether at branch or council level, to any person must be shown and accounted for in the financial statements of the Institution.
- Bursaries may be granted annually to students who have been recommended to, and approved by Council.
- A bursary may be granted to the same person consecutively, provided that the student shows progress with his studies by passing all the required examinations.
- Bursary beneficiaries are to be selected and reviewed annually by the ICMEESA education and training sub-committee. The ICMEESA executive committee with the final approval of the ICMEESA council must approve the selected bursars.

The ICMEESA Branch where the selected is normally domiciled will be informed so as to be able to mentor and assist the student where possible. Bursary grants will be paid by the treasurer directly to the educational institution at which the bursar is studying. The bursary will cover the payment of tuition fees and textbooks, in part or whole, as decided by Council. Payment to intermediaries or directly to bursars will not be entertained.

Bursar selection preference will be considered as follows:

- Previous ICMEESA bursary holders, provided subjects have been passed.
- Children who are direct descendants of members of ICMEESA, with preference to those with membership the longest standing.
- South African citizenship.