



UPSTREAM TRAINING TRUST RULES AND REGULATIONS

INTRODUCTION

The purpose of these rules and regulations is to ensure that all UTT Bursary holders are well conversant with matters pertaining to their Bursary Awards. This is going to follow the framework tabulated below.

1. Funding/ grants
2. Withdrawals
3. Accommodation and meal
4. Transport
5. Failed courses, supplementary and special exams
6. Balance
7. In-service Training and Vacation employment
8. Change of institutions
9. Curriculum
10. Breach of contract – misconduct
11. Duration of Bursary
12. Incentive

1. FUNDING

- 1.1 UPSTREAM TRAINING TRUST (UTT) Bursary is currently up to R50 000 per student per year (2010) and does not exceed this amount. The award covers tuition, accommodation, books, meals, field excursions, registration where it is needed and any other costs related to studies.

Without the consent of the Trust, UTT bursary holder will not be allowed to receive any scholarship/bursary from another sponsor whilst in holding a UTT bursary except in a form a merit award by the university.

2. WITHDRAWALS

In order for the student to withdraw cash, Institutions will have to obtain prior written consent from UTT.

- 2.2 Cash to purchase books maybe withdrawn without any prior written consent of UTT. Students have to follow guidelines/ procedures used by their respective institutions when buying books. UTT prefers students registered to do annual courses to do one withdrawal and students registered to do semester courses to do one withdrawal in each semester. However UTT advises students to follow the procedures put down by their institutions in this matter.

3. ACCOMMODATION AND MEALS

- 3.1 UTT will pay costs of accommodation and meals for students staying in official University/University of Technology residences.
- 3.2 The following will apply in the event that the student is staying privately or at home. These should be included in the invoice. Subject to approval by UTT office.
 - 3.2.1 Allowance provided for private accommodation should be equivalent to a single room in the least expensive residence of the institution.
 - 3.2.2 Proof must be provided to the institution and money should be paid directly to the Landlord's bank account
- 3.3 Meal allowance can be fed into the student's meal card; so that s/he can have access to the institution's dining hall during lecture time alternatively a meal allowance can be paid directly to the student at the discretion of the institution.
- 3.4 Institutions can give students in Self-catering residences, an allowance; to cover their meals provided all other costs relating to tuition have been covered.

4. TRANSPORT

- 4.1 Transport/ travelling allowance to attend lectures, for students staying outside the Institution, will be released by the Institution at the discretion of both UTT and the Institution. Subject to approval by UTT office.

5. FAILED COURSES, SUPPLEMENTARY AND SPECIAL EXAMS

- 5.1 UTT will not cover for any related costs in respect of students repeating failed courses.
- 5.2 Students who have failed may repeat at their own cost and apply again the following year, submitting their improved results and proof of registration, to be considered. Provided they have not changed their field of study.
- 5.3 UTT will not cover any costs incurred in respect of supplementary exams.
- 5.4 UTT will not cover any costs of accommodation and meals during vacations, in-service and experiential training.

6. BALANCE

- 6.1 Any surpluses accruing will not be paid to students. Should the student have a credit balance at the end of academic year, such credit shall be due to UTT or will be carried over to the following year in a case where a student qualifies for further funding.

7. IN-SERVICE TRAINING/ VACATION EMPLOYMENT

- 7.1 UTT does not offer opportunities for in-service, experiential training or vacation employment. Students must make their own arrangements with respect to in-service/experiential training or vacation employment.

8. CHANGING INSTITUTIONS AND / OR COURSES

- 8.1 Any student, who wishes to move from one institution to another, or to change from one course of study to another, shall furnish in writing to the UTT Administrator the reasons for changing. The UTT will then review the situation and will decide whether or not to extend further funding to the student.

9. CURRICULUM

- 9.1 UTT bursary holders have a responsibility to supply the UTT office within two months after registration, with a schedule of the courses / subjects they will be studying from **first year to third year or (fourth year)** where applicable.

10. BREACH OF CONTRACT/ MISCONDUCT

- 10.1 Should the student, in the reasonable view of the Trustees, be in breach of any of the rules and regulations contained herein, then the Trustees may suspend the student's Bursary for a particular academic year/s or it may terminate the Bursary. UTT reserves the right to claim back any form of funds that UTT might have paid to the student, in the event of the termination or suspension.

11. DURATION OF THE BURSARY

- 11.1 UTT's commitment to the Bursary Holder will be honoured for the prescribed minimum duration of the relevant course to be studied.
- 11.2 ***UTT bursary holders have a responsibility to inform UTT of their where about immediately after the completion of their studies and for the year there after.***
- 11.3 ***All rights to information pertaining to Academic performance/records, Registration and Contact details are given to UTT to access from any office e.g. Alumni office within the institutions where bursary holders study and after completion of the studies.***

12. INCENTIVE

Trustees agreed (11 December 2009) that the new incentives from academic year 2010 shall be as follows:
UTT bursary recipients shall receive an extra amount stipulated below to be paid towards the student as an incentive, provided they maintained the required pass rate throughout the academic year. For an overall pass rate of 65% and amount of R5 000 shall be paid. At 70% an amount of R10 000 shall be paid. For 75% and above an amount of R15 000 shall be paid. Students on Foundation Programme the incentive will be split 50/50 between their Foundation year and 1st year, depending on their pass rate on yearly basis. This incentive shall be paid before the end of March of the following year; students are required on receipt of their results to immediately to submit them to UTT.

Please note that this is subject to the Trustees approval and could be reviewed on a yearly basis

13. CAMPUS VISITS

UTT representative will make annual visits to all bursary holders at their respective universities. Arrangements for visits will be made through the respective institutions, bursary officers and holders.
Bursary holders have a responsibility to avail themselves to meet with UTT Representative when visits are made.