



UCT ONLINE HIGH SCHOOL

POLICIES

LEARNING LIBERATED SCHOLARSHIP AND BURSARY POLICY



in collaboration with
VALENTURE INSTITUTE



OVERVIEW

Purpose	This Policy outlines important rules, criteria and procedures relating to the UCT Online High School selection and retention of learners for the Learning Liberated Scholarship and Bursary Programme.
Custodian	Governance Manager
Approval Authority	Chief Partnership Officer
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1. Introduction

Our mission is to make high-quality education affordable and accessible to as many South African children as possible so that we can radically reduce inequality, and unleash South Africa's potential. We do this by improving the quality of secondary education so that learners can thrive as they take the next steps in their academic and professional careers. Whilst UCT Online High School has addressed several critical challenges that have previously prevented scaling high-quality education, many obstacles still stand in the way of all children being able to access this opportunity, and although UCT Online High School is one of the most affordable private high schools in South Africa, approximately 80% of South Africans still cannot afford the tuition fees.

With the kind and generous support of numerous corporations and/or sponsors - whose support and commitment to the cause cannot be underestimated - the UCT Online High School Learning Liberated Scholarship and Bursary Programme was launched to invest in the education of talented South African High School learners from economically disadvantaged families, who demonstrate academic potential, have aspirational mindsets, and the intent to make a positive and impactful contribution to our nation. This scholarship/bursary programme was launched because we believe that these ambitious, intrinsically motivated and responsibly minded young people have the potential to access leading universities for further education.

This policy sets out the principles, procedure and criteria for the application, selection, awarding and retention of qualifying learners for the **Learning Liberated Scholarship and Bursary Programme**.

2. Definitions

- 2.1. **Learning Liberated Scholarship and Bursary Programme (LLSB):** The UCT Online High School programme providing financial aid in the form of a scholarship or bursary to deserving learners with the support of corporate partners.



- 2.2. **Primary Guardian:** The biological parent or legal guardian of the learner that the school corresponds with, is accountable for the fees and has access to the guardian portal etc.
- 2.3. **Bursary:** A bursary is a financial aid that is awarded to qualifying learners based on financial need.
- 2.4. **Scholarship:** A scholarship is a financial aid that is awarded to qualifying learners strictly based on merit (this may include academic, sport, cultural merit etc) .
- 2.5. **Scholarship/Bursary Applicant:** Refers to a learner whose scholarship/bursary application has been submitted via the guardian. The application still requires verification.
- 2.6. **Scholarship/Bursary Candidate:** Refers to a scholarship/bursary applicant who has met and fulfilled all the scholarship/bursary requirements including successfully completing the Application Assessment, and has had their application and all their submitted documents verified.
- 2.7. **Scholarship/Bursary Recipient:** Refers to a scholarship/bursary candidate who has been awarded a scholarship/bursary usually linked to a specific sponsor's name.
- 2.8. **Household Income:** The combined total gross earnings in the form of wages/salaries, rental income, social grants, income generated from selling services or business of both biological parents/guardians.
- 2.9. **Proof of income:** This can include any of the following documents:
- Employment contract; or
 - Payslip (from within three (3) months of application); or
 - Three (3) months bank statements not older than three (3) months upon submitting a scholarship application; or
 - A letter from your employer (on a formal company letterhead) that indicates what you earn; or



- An IRP5 SARS tax form; or
- Proof of SASSA grant or other income; or
- If not employed, original affidavit(s), stating reasons and period of unemployment.

- 2.10. **Learning Liberated Scholarship/Bursary Memorandum of Agreement (MOA):** when a scholarship/bursary candidate is invited to become a scholarship/bursary recipient, the MOA will be sent out as confirmation. The MOA will highlight the terms and conditions of the type of scholarship/bursary awarded and indicate the expectations of both Primary Guardians including the scholarship/bursary recipient (learner). To indicate acceptance of a scholarship/bursary, the guardian and the scholarship/bursary recipient will need to sign and return the MOA within the required timeframe.
- 2.11. **Sponsor:** includes donors, corporations, family trusts, NGOs and high net worth individuals who support the Learning Liberated Scholarship and Bursary Programme financially.
- 2.12. **Scholarship/Bursary Application Assessment:** refers to the compulsory assessment required to be completed by all scholarship/bursary applicants. The assessment will include a grade appropriate English Home Language and Mathematics/Maths Literacy assessment and is completed online.
- 2.13. **Partial Scholarship/Bursary:** covers just a certain portion of the learner's tuition fees and the other portion must be covered by the guardian. The bursary may or may not include SACAI examination fees for grade 12 learners.
- 2.14. **Full Scholarship/Bursary:** covers the entire tuition fees which may or may not include SACAI examination fees for grade 12 learners.



3. Policy Application

This Policy is intended to apply to the following categories of persons:

- 3.1. Guardians, and by extension learners who wish to apply, on behalf of their children/learners, for the scholarship/bursary;
- 3.2. All sponsors/donors who are sponsoring this scholarship/bursary programme;
- 3.3. Individuals involved in the selection process of qualifying scholarship/bursary candidates; and
- 3.4. Staff in respect of their responsibilities for the scholarship/bursary selection.

Important note:

Please note that learners currently benefiting from the Learning Liberated Scholarship or any other bursary awards through our LLS/B programme are not eligible to apply for a new scholarship or bursary each year. This policy is in place to ensure that we can extend support to as many deserving learners as possible, promoting an equitable distribution of resources among potential recipients.

Applying for an additional scholarship or bursary while already holding one may result in the forfeiture of your current award. We take this measure to maintain fairness and to maximise the impact of our funding by assisting a broader range of learners in need of financial aid.

We encourage our current scholarship and bursary recipients to focus on maximising the benefits of the support they currently receive, which is designed to be comprehensive and sufficient to meet their educational needs throughout their award period. Thank you for your understanding and cooperation in helping us create opportunities for as many learners as possible.



4. About the scholarship/bursary

The UCT Online High School **Learning Liberated Scholarship and Bursary Programme** is supported and sponsored by various sponsors which includes corporations, family trusts, NGOs and high net worth individuals. These sponsors are looking to sponsor learners from economically disadvantaged families who have a strong academic record and indicate post Matric education and career aspirations. As a result, meeting the selection criteria set out hereinbelow does not guarantee any applicant a scholarship/bursary due to additional requirements that may be prescribed or the number of scholarships/bursaries that may be available at any given time.

UCT Online High School manages the Scholarship/Bursary Programme and selects potentially qualifying scholarship/bursary candidates for the programme using the selection criteria set out hereinbelow. The list of these potentially qualifying scholarship/bursary candidates is then presented to all the available sponsors for selection based on their own further selection criteria. In essence, sponsors will have a final say on who qualifies and should be awarded the scholarship/bursary.

- 4.1. This Scholarship/Bursary Programme has been designed to nurture a cohort of talented young South African learners who are academically strong, financially dependent on their guardian(s); are representative of South Africa's demographics, and who come from economically disadvantaged backgrounds.
- 4.2. The Scholarship/Bursary Programme seeks to provide opportunities to learners based on both financial need and or merit.
- 4.3. Applicants for the Scholarship/Bursary Programme must meet the eligibility criteria as outlined in this policy and provide evidence to support this.
- 4.4. Where awarded, the scholarship/bursary does not cover the non-refundable placement fee, technical equipment, stationery or other costs over-and-above the annual partial tuition and Grade 12 SACAI Exam fees, if applicable.
- 4.5. Families of Scholarship/Bursary Recipients will need to pay the placement fees, after which if they are awarded a partial scholarship/bursary, they will need to cover their portion of the tuition fees for the full duration of the scholarship/bursary awarded.



4.6. To retain the award of the scholarship/bursary all:

4.6.1. Scholarship/Bursary recipients must ensure that they continue to meet the academic progression requirements for each grade. Please refer to section 9 of this policy.

4.6.2. Primary Guardians are to remain in good financial standing by ensuring that their tuition commitment (if awarded a partial scholarship/bursary) is met each month. Guardians who fail to pay their monthly tuition will be subject to our regular suspension process for non-payment.

4.7. The scholarship/bursary application process is also available to new learners who are already pre-enrolled for grades 8-11 in the January intake each year.

4.8. Learners currently enrolled at UCT Online High School may be eligible to apply for a scholarship or bursary, but only under certain conditions. Eligible learners must be in grades 8 through 11, and they must use their existing guardian portal to submit their applications.

5. Scholarship/Bursary eligibility criteria

In order for a scholarship/bursary applicant to be considered as a Scholarship/Bursary Candidate, the following eligibility criteria must be met. Please note that although a learner may become a Scholarship/Bursary Candidate (by meeting all the criteria, successfully completing the Scholarship/Bursary Application Assessment, have submitted all the required documents and have had these validated by the SRO team), a scholarship/bursary is not guaranteed.

Scholarship/Bursary Eligibility Criteria

Nationality

- Applicants must be a South African citizen residing in the Republic of South Africa
- Applicants must have at least one (1) guardian who is a South African Citizen.



Curriculum

- Applicants are interested in enrolling in the CAPS curriculum which will result in the National Senior Certificate (NSC) qualification.

Grade and Age

For admission into a January intake:

- *The SP Phase grades 8-9:*
 - Applicants applying for grade 8 must be completing Grade 7 in the previous year
 - Applicants applying for grade 8 must be around 14 years of age
 - Minimum age of 12 years of age for the start of grade 8
 - Maximum age of 16 years of age for the start of grade 8
- *The FET Phase grades 10-12:*
 - Applicants must be completing Grade 9 when applying for grade 10
 - Applicants must be around 16 years of age for grade 10
 - Minimum age of 14 years of age for the start of grade 10
 - Maximum age of 18 years of age for the start of grade 10

Current Academic Performance

- Applicants *applying for grades 8-10* must obtain 50% or above for **Mathematics** in their current Term 2 and final Term 4, Academic Report.
- Applicants *applying for grade 11* must obtain 40% or above for **Mathematics/Maths Literacy** in their current Term 2 and final Term 4, Academic Report.
- Applicants *applying for grades 8-11* must obtain 50% or above for **English Home Language** in their current Term 2 and final Term 4, Academic Report.

Combined Household Income

- Clearly demonstrate financial need (Combined Household income must not exceed an annual income of R350,000 per year/R29,000 per month)
- Primary Guardian must be able to cover the non-refundable placement fee and the portion of the tuition fees for the duration of the scholarship/bursary including any additional requirements not covered by the scholarship/bursary e.g: stationery, internet at home and all tech requirements.

Aspirations for tertiary studies and a career after school

- Applicants must have a desire to study further at a tertiary level.

Enabling Learning Environment



- Learners must have access to a desktop computer/laptop, headphones, a printer, stable internet access, a UPS device and a safe, quiet space that is conducive for learning online. Please refer to the NSC Stationery and Equipment list for further clarification. IT and physical infrastructure is not provided in this scholarship/bursary.

Scholarship/Bursary Application Assessment

- For *entry into grades 8-10*, successful completion of a grade appropriate application assessment in:
 - English Language and
 - Mathematics
- For *entry into grade 11* successful completion of a grade appropriate application assessment in:
 - English Language and
 - Mathematics OR Maths Literacy

Adult Champions/Supervisors

- The online learning modality necessitates at least 1 adult guardian/caregiver and one other champion for the scholarship/bursary applicant. Whilst UCT Online High School has highly motivated Support Coaches, guardian oversight for this modality of learning is crucial.

Sponsor Specific Criteria

- Named sponsor scholarships/bursary may require additional criteria such as:
 - Geographical locations (example; restricted to certain provinces, towns etc)
 - Specific career aspirations i.e mining, accounting, education sectors etc
 - Specific subject requirements (Accounting, Mathematics etc)
 - Attendance of workshops/events hosted by the sponsor

Documentation

- Required documentation for applicant:
 - ID/Birth Certificate
 - Term 2, Academic Report (submitted during application)
 - Term 4, Final Academic Report (submitted in December)
 - ID Photo
 - Proof of Address
- Required documentation for Primary Guardian:
 - ID/Birth Certificate
 - Proof of Income statements (not older than 3 months at the time of application)
 - Proof of Address (not older than 3 months at the time of application)



6. Scholarship/Bursary Applicants (application process)

- 6.1 The Learning Liberated Scholarship/Bursary applications generally open in May and close at midnight towards the end of August each year.
- 6.2 Applications for the Learning Liberated Scholarship and Bursary Programme must be submitted online by the Primary Guardian of the applicant learner via the UCT Online High School application portal. No applications will be accepted through any other means.
- 6.3 The Primary Guardian will be responsible for paying the non-refundable placement fee associated with the scholarship/bursary application.
- 6.4 Before submitting an application for the Learning Liberated Scholarship and Bursary Programme the Primary Guardian must have read through the UCT Online High School Terms & Conditions - as well as this policy. Guardians must also review the scholarship/bursary eligibility criteria outlined in this policy and ensure all criteria are met by the applicant before submitting a scholarship/bursary application.
- 6.5 The online application includes; the personal information of both applicant and guardians, accepting of the UCT Online High School Terms & Conditions, the submission of supporting documentation including ID documents, photographs of the applicant and their work station, academic reports, proof of income for the Primary Guardian.
- 6.6 Once a scholarship/bursary application has been submitted, the information provided will be verified to confirm whether the Scholarship/Bursary Applicant is able to become a Scholarship/Bursary Candidate for consideration. Scholarship/Bursary Applicants who do not meet the eligibility criteria for consideration will be notified that their application has been unsuccessful and invited to continue with their regular UCT Online High School application.
- 6.7 Scholarship/Bursary Applicants who meet the eligibility criteria of the scholarship/bursary programme will be required to complete a compulsory online English Language and Mathematics (and if need be, Maths Literacy)



Scholarship/Bursary Application Assessment. The Scholarship/Bursary Applicant will be required to login into the assessment platform and complete the Scholarship/Bursary Application Assessment in order to progress their application.

- 6.8 By submitting an application for the scholarship/bursary, the guardian(s) and Scholarship/Bursary Applicants accept that the information provided will be made available to the sponsors and Valentre Institute, including Personal Information.
- 6.9 Once a Scholarship/Bursary Applicant has successfully met all the eligibility criteria, submitted (and have had these verified) all the required documents and passed the Scholarship/Bursary Admissions Assessment, they will become a Scholarship/Bursary Candidate.
- 6.10 At this stage Scholarship/Bursary Candidates are not automatically guaranteed a scholarship/bursary but are on the short list to be awarded a partial scholarship/bursary depending on the number of scholarships/bursaries available at the time and any additional sponsor requirements.

7. Scholarship/Bursary Candidates (eligibility)

- 7.1 Scholarship/bursary Candidates are eligible for the awarding of either a partial or full scholarship/bursary, depending on availability.
- 7.2 Although eligible, a Scholarship/Bursary Candidate is not guaranteed a scholarship/bursary. The awarding of scholarships/bursary is dependent upon the number of scholarships/bursary available and any additional sponsor requirements.
- 7.3 The following criteria will be used to shortlist Scholarship/Bursary Candidates:
 - 7.3.1 Academic achievement;
 - 7.3.2 Financial need; and



- 7.33 Additional requirements from sponsors such as specific subject requirements, geographic location, career aspirations etc.
- 7.4 Depending on scholarships/bursaries available and Scholarship/Bursary Candidate's final ranking on the short list, candidates will be matched with corresponding sponsors and be invited to become a Scholarship/Bursary Recipient.

8. Scholarship/Bursary Recipients (awarding)

- 8.1 Successful Scholarship/Bursary Candidates will receive a Learning Liberated Scholarship/Bursary Memorandum of Agreement (MOA) confirming that they have been awarded a Learning Liberated Scholarship/Bursary. Guardians will have a deadline to accept the Memorandum of Agreement (MOA). If the Guardian fails to accept the offer or rejects the offer within the required deadline specified, the offer will automatically be forfeited and the scholarship/bursary will be awarded to the next appropriate Scholarship/Bursary Candidate on the shortlist.
- 8.2 Scholarship/Bursary Recipients who have accepted and returned the Memorandum of Agreement (MOA) will also need to submit the Scholarship/Bursary Recipient's final Term 4 Academic Report. If the Scholarship/Bursary Recipient has not met the academic eligibility criteria in this academic report, the scholarship/bursary offer may be revoked.
- 8.3 Should UCT Online High School at any point during the scholarship/bursary application review phase discover that the information submitted does not reconcile with the information provided in the online application form, this may lead to the application and scholarship/bursary offer being revoked.
- 8.4 Should any Scholarship/Bursary Recipient fail the document verification process, not meet the required deadlines or fail to accept a scholarship/bursary, all offers made up until that point will be withdrawn.
- 8.5 The decision of the Scholarship/Bursary Selection Committee is final and guardians may not appeal the decision of the Scholarship/Bursary Selection Committee upon receiving the outcome of their application.



- 8.6 Upon receipt of the signed Learning Liberated Scholarship/Bursary Memorandum of Agreement (MOA) and the final Term 4 Academic Report, the Scholarship/Bursary Recipient will be invited to the pre-orientation phase and officially commence their studies at UCT Online High School in January of the new academic year.

9. Scholarship/Bursary retention conditions

In order for a Scholarship/Bursary Recipient to retain the benefits of the scholarship/bursary whilst enrolled as a learner with UCT Online High School the following requirements apply:

- 9.1 The guardian and the Scholarship/Bursary Recipient must adhere to the UCT Online High School Terms & Conditions, the Terms & Conditions of this policy and all UCT Online High School Policies & Handbooks. These documents can be found on our website by clicking on the [Policies tab](#).
- 9.2 Scholarship/Bursary Recipients must ensure that they are good ambassadors for UCT Online High School and the corporate sponsor. This means:
- 9.2.1 Abiding by the School's Learner Code of Conduct;
 - 9.2.2 Not being involved in any disciplinary matter; and
 - 9.2.3 Not bringing the School or Corporate Sponsor's name into disrepute.
- 9.3 The Scholarship/Bursary Recipient is also required to maintain their academic performance for each grade of the relevant phase. The academic progression requirements are outlined in the academic handbooks and will also be communicated clearly in the Memorandum of Agreement (MOU) when offered a scholarship/bursary. Failure to be promoted to the next grade will result in the scholarship/bursary being rescinded. Under exceptional circumstances:
- 9.3.1. A sponsor/donor corporation may require additional progression requirements as part of their sponsorship/bursary commitment.



These will be clearly outlined in the Memorandum of Agreement (MOU) upon being awarded a scholarship/bursary.

10. Guardians' Responsibilities

- 10.1 The partial scholarship/bursary strictly covers a certain portion of the tuition fees for the duration of the scholarship and may or may not include the Grade 12 SACAI Examination fees only. Primary Guardians are thus responsible for the payment of the:
 - 10.1.1 Non-refundable placement fee
 - 10.1.2 Specific monthly portion of the tuition fees for the duration of scholarship/bursary; and
 - 10.1.3 Any other associated fees.
- 10.2 Guardians of Scholarship/Bursary Recipients are responsible for ensuring that their child has access to a desktop computer/laptop, headphones, printer, stable internet access, and a UPS device. Please refer to the NSC Stationery & Equipment list published under the [Policies tab](#) on the school website for more details. This is not included in the scholarship/bursary.
- 10.3 Guardians of all Scholarship/Bursary Recipients are legally required to provide a safe conducive learning space with the required adult supervision.
- 10.4 Guardians of all Scholarship/Bursary Recipients are responsible for purchasing the necessary stationery and language networks as outlined on the NSC Stationery & Equipment list published on the school website under the [Policies tab](#). This is not included in the scholarship/bursary.
- 10.5 It is expected that the guardian(s) provide ongoing encouragement and support to their child, in conjunction with the assigned UCT Online High School Support Coach. Guardian engagement includes a firm commitment to completing the Guardian Orientation, reading school emails,



downloading and using the guardian app, logging into the Guardian Portal at least once a week and attending important online information evenings.

- 10.6 Save for the specific provisions of the scholarship/bursary programme pertaining to the criteria for eligibility, tuition exemption and retention thereof; guardians and Scholarship/Bursary Recipients benefitting from the Programme are required to comply with the [UCT Online High School Terms & Conditions, including the UCT Online High School Handbooks & Policies.](#)

11. Termination of a Scholarship/Bursary

An awarded Scholarship/Bursary may be terminated where:

- 11.1 There has been a breach of the Terms & Conditions or any UCT Online High School Handbooks and policies by the guardian(s) and / or Scholarship/Bursary Recipient including any major disciplinary incidents.
- 11.2 A Scholarship/Bursary Recipient and or their Guardian brings the UCT Online High School and Corporate sponsor's name into disrepute.
- 11.3 Any information supplied and / or documentation submitted is found to be false - this includes the falsifying of documents and or non-disclosure of accurate financial information.
- 11.4 The Scholarship/Bursary Recipient fails to meet the required academic progression requirements as specified in the Memorandum of Agreement (MOU). This will result in the termination of the Recipient's scholarship/bursary and their guardian/s will be required to assume full responsibility for payment of all the tuition fees due, including the Grade 12 SACAI Examination fees.
- 11.5 The Primary Guardian fails to timeously pay their portion of the tuition fees required for the duration of the scholarship/bursary.
- 11.6 Should either UCT Online High School or the Sponsor decide to terminate the scholarship/bursary partnership, Valentre Institute, UCT Online High School and the Sponsor cannot be held responsible for ensuring the



sustained tuition payments. The guardian of the Scholarship/Bursary Recipient will have to take full responsibility for continued payments of the tuition and the Grade 12 SACAI Examination fee at UCT Online High School or elsewhere.

- 11.7 Should the guardian no longer wish for their child to receive the scholarship/bursary, they will be required to provide a term's notice (3 calendar months) to UCT Online High School in writing to provide sufficient time to enable another candidate to benefit from the scholarship.
- 11.8 The Scholarship/Bursary is non-transferable. Should a guardian wish to withdraw their Scholarship/Bursary Recipient from UCT Online High School, they will forfeit the scholarship/bursary and UCT Online High School reserves the right to award the scholarship/bursary to an alternative suitable candidate.

12. Relevant School Policies

The Learning Liberated Scholarship Policy must be read in conjunction with the following relevant School Policies and documents. The School Policies and documents are accessible on the school's website under the [Policies tab](#).

- 12.1 UCT Online High School Terms and Conditions
- 12.2 Admissions Policy
- 12.3 Fees Handbook
- 12.4 Learner Code of Conduct
- 12.5 Guardian Code of Conduct
- 12.4 NSC Stationery & Equipment list



13. Important Information for 2025

The Learning Liberated Scholarship and Bursary Programme will be offering **partial bursaries for January 2025**, with a focus on supporting learners who demonstrate financial need. These partial bursaries will **cover 80% of tuition fees and 100% of the grade 12 SACAI examination fee**, subject to corporate availability and funding. Guardians will be responsible for covering the remaining 20% of tuition fees throughout the duration of the bursary.

Key dates and milestones for the 2025 application process are outlined below:

	Important Milestones	Date
1	Scholarship/bursary applications (includes submission of required documents) open	1 May 2024
2	Scholarship/bursary applications (includes submission of required documents) close at midnight	31 August 2024
3	Scholarship/bursary applications are reviewed to shortlist Scholarship/Bursary Candidates	1 June 2024 - 30 September 2024
4	Scholarships/Bursary Candidates informed if they are a Scholarship/Bursary Recipient or not. Successful Candidates will receive a Learning Liberated Scholarship/Bursary Memorandum of Agreement (MOA)	1-15 October 2024
5	Learning Liberated Scholarship/Bursary Memorandum of Agreement (MOA) signed and returned by Guardians	30 September 2024
6	Deadline to submit final Term 4, 2024 Academic Report	11 December 2024
7	Deadline to validate and verify final Term 4, 2023 Academic Report	20 December 2024
8	Scholarship/Bursary Recipients start the General Orientation Course (GOC) at UCT Online High School	13 January 2024