

## POLICY AND CRITERIA IN RESPECT OF BURSARIES

1. At a Board meeting held on 26 July 2011, it was resolved, that the PHASA Foundation will entertain applications for bursaries in terms of the criteria set out herein.
2. This policy statement was adopted at a Board meeting held on 14 September 2011 and further duly amended on 1 November 2011 and 22 May 2018.
3. The Board identified the need to create bursaries for deserving individuals who are in the employ of members of the Foundation and who wish to advance their career opportunities through further study.
4. The Foundation recognises the need to transform the professional hunting industry in South Africa and is committed to actively promote such transformation. Bursaries may however be awarded to any deserving applicant.
5. The Board will, as a rule, award not more than 3 (THREE) bursaries per financial year.
6. Bursaries shall be awarded in the sole and absolute discretion of the Board and the Board shall not be under any obligation to award any bursaries at all or to disclose any reasons for awarding or declining bursaries.
7. Bursaries shall, subject to the provisions of clause 15 below, be limited to an amount of R30 000,00 (THIRTY THOUSAND RAND) per year divided into R10 000,00 (TEN THOUSAND RAND) bursaries each or at the discretion of the Board. The Board may, in its sole and absolute discretion, or, if so directed by the members in Annual General Meeting, from time to time revise this amount.

8. The Board will, at a duly constituted Board meeting, consider applications for bursaries that meet the following criteria:
- 8.1 the intended study course must be relevant to the main business and/or main object of the Foundation as stipulated in clauses 2 and 3 of the Memorandum of Association of the Foundation, particularly clauses 2.8 and 2.9 thereof, alternatively, the objects of the Foundation as stipulated in clause 6.2 of the intended new Memorandum of Incorporation of the Foundation, alternatively the aims and objects of PHASA as stipulated in clause 5 of its Constitution, or any amendments thereof from time to time, whichever shall be applicable;
  - 8.2 the applicant must be a South African citizen; and
  - 8.3 the applicant must be in the employ of a member of the Foundation (the “employer”).
9. The application must be in writing, fully motivated and supported by relevant supplementary documentation. The applicant shall provide full particulars of:
- 9.1 his or her personal particulars;
  - 9.2 the applicant’s employment history;
  - 9.3 the intended training institution;
  - 9.4 the anticipated full costs of the intended course, including anticipated travelling and subsistence costs;
  - 9.5 the intended study and career objectives of the applicant;
  - 9.6 proof of financial need in a manner and form as prescribed by the Board from time to time; and
  - 9.7 confirmation under oath and in writing that he or she has never been found guilty by any competent court of any offence in terms of any National Act or Provincial Act of the Republic of South Africa or any Regulations promulgated there under, or any Provincial Ordinance, where such offence is relevant to the provisions of the Constitution and Code of Conduct of PHASA.

10. The application must be supported by:

- 10.1 a written motivation by the employer;
- 10.2 written confirmation by the employer that the applicant will, subject to any lawful reasons for dismissal, remain in the employer's employ upon completion of the intended course;
- 10.3 written confirmation by the applicant and the employer that sufficient funds are available to cover the balance of the course fee and any other relevant subsistence and travelling expenses; and
- 10.4 written confirmation by the intended training institution:-

- 10.4.1 that the applicant qualifies to enrol for the course;
- 10.4.2 that the applicant has, subject to the approval of the bursary, registered for the course;
- 10.4.3 that the institution satisfied itself that the applicant will have sufficient funds at his/her disposal to pay the balance of the course fees;
- 10.4.4 of the nature and duration of the course together with a succinct summary of the curriculum;
- 10.4.5 that the institution will advise the Board, at the earliest opportunity and in writing, of the applicant's study and exam results; and
- 10.4.6 that the institution will invoice the Foundation, on demand, for the amount of the bursary.

11. Bursaries are awarded subject to the applicant completing the course successfully, passing all exams and obtaining the intended qualification. To this end the application must further be supported by the following:

- 11.1 a written undertaking by the applicant and the employer that, should the applicant fail to achieve the intended outcome, the applicant will, at his/her own expense, re-write the necessary exams at least once more and without any

- undue delay;
- 11.2 a written undertaking by the applicant that the applicant will repay an amount equal to 60% (SIXTY PER CENT) of the bursary to the Foundation in the event that the applicant fails to achieve the intended outcome on the second attempt or fails to re-write the necessary exams within a reasonable period (which period shall be deemed to be unreasonable if it exceeds 12 (TWELVE) months);
  - 11.3 a written Acknowledgment of Debt by the applicant, with payment terms to be agreed upon prior to the bursary being awarded, for the amount stipulated in paragraph 11.2; and
  - 11.4 a written surety by the employer for the debt stipulated in paragraph 11.3.
12. Bursaries are awarded subject to the applicant joining PHASA, where applicable, upon completing the course successfully, passing all exams and obtaining the intended qualification. To this end the application must further be supported by the following:
- 12.1 a written undertaking by the applicant and the employer that the applicant will, upon achieving the intended result and without undue delay, join PHASA;
  - 12.2 the relevant PHASA membership application forms, duly completed and signed, but undated, together with a written mandate by the applicant that the PHASA office may, upon receipt of confirmation by the training institution that the applicant achieved the intended outcome, complete the membership application process of the applicant;
  - 12.3 a written undertaking by the applicant and the employer that the applicant will, upon achieving the intended result and without undue delay, apply to the necessary authority for the issue of any license or permit (to act as professional hunter or hunting outfitter or similar) that the applicant may become entitled to as a result of achieving the intended outcome; and
  - 12.4 a written undertaking by the employer that he/she will assist the applicant financially and logistically to obtain any such license or permit.

13. The benefits of any bursary awarded shall be available to applicants whose employers contribute to the Foundation. The Board may, in its decision to award a bursary, take note of such contributions or lack thereof.
14. Bursaries are awarded subject to all contractual documentation being duly completed, signed and dated by the Board and PHASA, duly represented, the applicant, the employer and, insofar as it may necessary, the intended training institution.
15. The Foundation will, in addition to any bursary awarded, pay:
  - 15.1 the PHASA joining fees and the PHASA subscription fees of the applicant for the first year of that applicant's membership of PHASA; and
  - 15.2 the PHASA and Foundation Annual General Meetings and Convention registration fees of the applicant if the applicant registers to attend the said Meetings and Convention within a period of 2 (TWO) years of joining PHASA. These fees shall be limited to registration fees only and shall not include any travelling or subsistence costs.
16. The PHASA office shall:-
  - 16.1 verify that all applications contain all information and documentation required in terms of the criteria set out above before referring such application to the Board for consideration;
  - 16.2 open and maintain a complete file in respect of each application;
  - 16.3 where necessary, refer the applicant and the employer to the criteria stipulated herein in order to assist the applicant to submit a complete application;
  - 16.4 furnish the applicant and the employer with copies of the necessary application forms and documentation as stipulated from time to time;
  - 16.5 upon receipt of a complete application, advise the applicant, the employer and the intended training institution in writing that the application will be considered

- by the Board at the next full Board meeting; and
- 16.6 advise the applicant, the employer and the intended training institution in writing of any decision taken by the Board in respect of the application when such a decision is taken.
17. The Board shall:-
- 17.1 duly consider all applications at a properly constituted Board meeting;
  - 17.2 duly consider all applications with reference to the provisions stipulated herein. (The Board may use the criteria stipulated in the National Means Test and the unique circumstances of the applicant as guidelines when determining the financial need of the applicant.);
  - 17.3 in its sole discretion, take into consideration any such other facts or circumstances that it may deem relevant, including, but not limited to, the financial position of the Foundation; and
  - 17.4 make any decision in respect of any application, including a decision to request further information from the applicant, in its sole discretion.
18. The Board may, when awarding any bursary, stipulate any such terms and/or conditions attached to the award, as it may deem fit.
19. The Board may, in its sole and absolute discretion, or, if so directed by the members in Annual General Meeting, from time to time revise or update the provisions of this policy.