



HOMOEOPATHIC ASSOCIATION OF SOUTH AFRICA

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HSA BURSARY FUND

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The right to add, withdraw or, in any other way, change any part of any regulation or criteria without prior notification remains vested with the Homoeopathic Association of South Africa.

The information contained in this bursary brochure is correct as at **22 March 2016.**

The HSA reserves the right to withhold payment of a bursary and to cancel payment thereof in line with the terms and conditions as per any agreement entered into with the HSA and with reference to Section 2 of this document.

Notwithstanding any statement to the contrary, the HSA will only currently consider applications for study in the field of homoeopathy at an accredited institution in South Africa.



HSA

PURPOSE

To establish and regulate the granting of bursaries by the Homeopathic Association of South Africa (HSA) to qualifying applicants for the purpose of funding of studying for the Masters Degree in Technology: Homeopathy.

INTRODUCTION

The Homoeopathic profession in South Africa faces challenges in relation to the provision of educational funding for prospective students. As a result, the HSA has instituted this initiative to provide funding for students / graduates of Homoeopathy in order to address the following:

- i. The inability of financially challenged individuals to enter the course;
- ii. The low demographically representative numbers of qualified practitioners;
- iii. The recognition of academic achievement or academic potential where students are unable to pay for further studies or fulfill the defined demographic requirements of the HSA

As from the date of **7 December 2007** this initiative will be referred to as the HSA Bursary Fund.

While the HSA does have certain criteria required for granting financial assistance, we welcome all applications and commit ourselves to the fair, transparent and credible evaluation of all applications received. Where felt necessary by the applicants, we welcome a brief motivation for financial assistance not exceeding a typed A4 page.



HSA

TABLE OF CONTENTS

PURPOSE	2
INTRODUCTION	2
TABLE OF CONTENTS	3
DEFINITIONS	4
1. OBJECTIVES	4
2. POLICY ISSUES	4
2.1 ELIGIBILITY	4
2.2 APPLICATIONS	5
2.3 SCREENING AND SELECTION	6
2.4 GRANTING	6
2.5 TERMS AND CONDITIONS OF THE BURSARY	6
2.6 OBLIGATIONS OF THE BURSARY HOLDER	8
2.7 REPAYMENT OF STUDY FUNDS	8
2.8 EMPLOYMENT COMMITMENT	8
3. CRITERIA AND GUIDELINES FOR AWARDING HSA BURSARIES	9
3.1 FINANCIAL REQUIREMENTS	9
3.2 DEMOGRAPHIC REQUIREMENTS	9
3.3 ACADEMIC REQUIREMENTS	10
A. BURSARIES TO FULL-TIME FIRST YEAR STUDENTS	10
B. BURSARIES TO FULL-TIME STUDENTS FOR ALL OTHER YEARS	10
C. BURSARIES FOR OTHER DEGREES THAN MTECH HOM	11



HSA

HSA BURSARY POLICY

DEFINITIONS

Unless inconsistent with the context, words signifying any one gender shall include the others, words signifying the singular shall include the plural and vice versa and words signifying natural persons shall include artificial persons and vice versa.

Any reference to “the HSA”, “HSA”, “Homoeopathic Association of South Africa” or “association” shall be one and the same.

Any reference to “the HSA Bursary Fund Scheme”, “HSA Bursary Fund”, “HSA Bursary”, “Homoeopathic association bursary” and any committee thereof shall be one and the same.

1. OBJECTIVES

To regulate the administration of the Homeopathic association bursary scheme by:

- 1.1 Providing the administrative process for the management of the scheme.
- 1.2 Stipulate the criteria for inviting, screening bursary applications and the selecting of successful candidates
- 1.3 Regulate the granting of the bursary
- 1.4 Ensure that the Homeopathic Association of South Africa’s bursary conditions are adhered to.

2. POLICY ISSUES

2.1 ELIGIBILITY

To be eligible, the applicant must:

- a. Be a South African citizen or permanent South African Resident¹
- b. Meet the acceptance requirements and qualifications of the proposed institution
- c. Be applying:
 - i. for full time undergraduate or studies within the Republic of South Africa
 - ii. to complete the training in any other programme, degree or course that, to the explicit satisfaction of the HSA Bursary Scheme Committee in conjunction with the HSA National Board, would justify inclusion in the provision of finances as contemplated herein.

¹ RSA non-citizens / non-residents will not qualify for an HSA Bursary but may still receive funding in the exceptional cases, which shall originate from outside of the HSA Bursary Fund and is solely at the discretion of the HSA National Board and subject to available resources.



HSA

d. Ensure that, in the case of homoeopathic training, the proposed institution and qualification is approved by the Allied Health Professions Council of South Africa (AHPCSA) for training and subsequent registration as a Homoeopathic practitioner.

2.2 APPLICATIONS

- a. The Homeopathic Association of South Africa will invite applications each year for the following year of study specifying the selection criteria.
- b. Current year's bursary holders will need to apply for renewal of the bursary for the following year should they still wish to receive the bursary again.
- c. The criteria for renewal/granting of the HSA Bursary will be relevant to the course and year of study applied for as per Section 3.
- d. New Applications must include the following:
- i. A complete Curriculum Vitae (CV)
 - ii. A completed HSA Bursary Application form
 - iii. Certified copies of Academic results from the previous year of study of:
 - a. The same degree; or
 - b. Matric June examination results; or
 - c. Matric December examination / final results
 - iv. A suitable motivation for Financial need (maximum of two typed A4 pages) including:
 - a. A demonstration of the need for funding
 - b. An explanation on the need for financial aid
 - v. Certified copy of SA ID document
 - vi. Certified copy of official acceptance letter from the applicable institution (if available)
 - vii. Any other documentation as determined to be required by the HSA Bursary Fund Committee.
- e. Applications for renewal of the HSA bursary must include/ensure:
- i. That all requirements per Section 2.6 have been submitted to the HSA Bursary Fund;
 - ii. The HSA Bursary Application form
 - iii. Certified copies of academic results from the previous year of study
 - iv. Suitable motivation for Financial need (maximum of two typed A4 pages) including:
 - a. A suitable demonstration of the need for funding
 - b. A written motivation/explanation on the need for financial aid
 - v. Certified copy of SA ID Document
 - vi. Any other documentation as determined to be required by the HSA Bursary Fund Committee.
- f. Applications for Bursaries from current matriculant students will only be considered after the June examinations of that year of study.
- g. Unless otherwise specified, applications for the HSA Bursary Fund must be received by The National Secretary or Chairperson of the Educational Committee before the **15 June 2016** (unless otherwise stated). **Late applications will not be considered.**



HSA

- h. Applicants may cancel their applications without any obligation to the HSA. Doubts regarding prospective studies should therefore not prevent candidates from submitting their applications on time.
- i. Applications for any other degree other than the MTech Hom from the Durban University of Technology or University of Johannesburg will:
 - i. first undergo consideration by the HSA Bursary Fund Committee and
 - ii. will require written motivation for granting of funding for such a qualification not exceeding (1) one A4 page in length.

2.3 SCREENING AND SELECTION

- a. The applications shall be screened on the basis of financial need, academic potential, academic history, demographic profile and any other criteria that the selection committee may consider relevant, including HSA membership. Candidates with current HSA membership will receive priority review.
- b. The selection process will include an interview and/or other criteria determined by the HSA Bursary Scheme Committee, dates of which will be communicated to the applicant at least thirty (30) days prior to it taking place.

2.4 GRANTING

- a. Successful candidates will be informed in writing, detailing:
 - i. The exact duration of the bursary;
 - ii. The exact amount of the bursary;
 - iii. The exact intended usage of the bursary;
 - iv. All terms and conditions associated with the bursary.
- b. Granting of the bursary will be subject to the terms and conditions as stipulated in the application (Section 2.5) and acceptance agreement i.e. proposed qualification, institution and year of study.
- c. Variations from terms anticipated as per the application or any terms and conditions as per the acceptance agreement, may lead to the bursary awarded being withdrawn.
- d. Included with the notice of successful application will be a declaration, required to be signed by the Bursary Holder, indicating that no other bursary is held from any other institution for the applicable year of study.
- e. The HSA Bursary Fund and HSA Merit Awards are partial scholarships. Successful applicants will need to make their own arrangements with regard to accommodation, transport and other expenses.

2.5 TERMS AND CONDITIONS OF THE BURSARY

- a. Applicants awarded the Homeopathic Association of South Africa bursary will declare whether they have any other form of bursary from another organization and its value.
- b. The Homeopathic Association of South Africa will determine the extent of the bursary according to its allocated funds for that year.



HSA

- c. The Homeopathic Association of South Africa has a right to obtain information regarding the bursary holder's progress from the relevant education institution without the permission of the holder or the holder's family.
- d. The Homeopathic Association of South Africa reserves the right to refuse an application or to withdraw a bursary on the grounds of the bursary holder's misconduct (as determined in line with the institution's definition thereof and after suitable deliberation of the HSA Bursary Committee) or failure to achieve satisfactory academic performance. The holder will be notified in writing of such a decision.
- e. The Homeopathic Association of South Africa's decision of granting or not granting of a bursary will be final and no correspondence will be entered into.
- f. The Homeopathic Association of South Africa reserves the right to amend the conditions of the bursary scheme from time to time.
- g. The Homeopathic Association of South Africa reserves the right to amend the published available funding per applicant as published in this document, without prior notice to HSA Bursary Fund applicants.
- h. **No monies will be given directly to the bursary holder**, but will be paid directly to the education institution or student account **only**.
- i. A student may only receive one bursary (except where HSA merit awards are granted) per year of study eg: First, Second, Third, Fourth, Fifth year and are not entitled to apply for a repeat year of study previously funded by the HSA Bursary Fund.
- j. The HSA will not be held responsible for the academic support of a student failing to pass the applicable year of study but instead are themselves responsible for seeking any academic aid aimed at helping the student to improve their academic performance.
- k. Any requirements for attendance of lectures (with an HSA expected attendance rate of 90%), tutorials, practicals or clinical experience not completely complied with per the applicable institutions' requirements will result in annulment of the bursary agreement and the affecting of Section 2.7 below.
- l. If applicable, where a student cancels their studies at the end of the first semester, the second half of the bursary (in respect of the second semester) will not be paid out.
- m. If students cancel their studies the bursary will be cancelled for the relevant semester, will not be paid to the institution or will be reimbursed directly to the HSA from the educational institution or student as deemed applicable by the HSA in line with Section 2.7.
- n. If bursary recipients do not fulfill their obligations towards the HSA without providing plausible reasons, the bursary will not be paid out.
- o. Any information submitted as part of the application process or as part of the obligations of the bursary holder that is found to be falsified, incorrect or misrepresented will result in the immediate declaration of the application or bursary as null and void whereafter Section 2.7 shall apply if applicable.



2.6 OBLIGATIONS OF THE BURSARY HOLDER

- a. Upon successful application to the HSA Bursary Scheme, the bursary holder is obligated to submit the following documents or certified copies thereof to the Homeopathic Association of South Africa's bursary fund annually:
- i. Recent matriculants must provide a certified copy of their matric certificate within (1) month of the commencement of the academic year.
 - ii. Proof of registration as a student at the approved education institution, within (1) month of the commencement of the academic year
 - iii. Proof of academic progress at the end of each semester, within (1) month of the close of the academic semester.
 - iv. Proof of residential and postal address during the academic year within (1) month of the commencement of the academic year
 - v. All relevant accounts and/or proof of payments thereof for payment to be submitted to the Homeopathic Association of South Africa's Bursary fund.
- b. The onus is on a student to enquire why bursaries have not been allocated to his/her student fee account, faulty bursaries have been allocated or any payment required in terms of the bursary agreement has not been made. **No back-dated bursaries will be allocated.**

2.7 REPAYMENT OF STUDY FUNDS

- a. Any bursary holder:
- i. who terminates or does not complete his studies; or
 - ii. submits falsified, incorrect or misrepresented information or facts to the HSA,
- in terms of this policy, shall reimburse the Homeopathic Association of South Africa's bursary fund all monies paid by the fund, or a portion thereof which will be determined by the fund at its own discretion, together with interest thereon at the First National Bank prime interest rate.

2.8 EMPLOYMENT COMMITMENT

- a. Bursary holders in terms of this policy shall undertake to accept some form of part-time employment with the Homeopathic Association of South Africa, in whatever duties the trustees may select in consultation with the bursary holder and agreed to by both parties. Such duties shall include but are not limited to assistance with: administration work, membership liaison, financial operations and IT operations.
- b. The employment may occur during the vacations of the bursary holder during their years of study, after graduation, during the internship year, or for a period of multiple years as determined by the HSA Bursary Fund Committee in relation to the number of years financed directly by the HSA Bursary Fund in line with published guidelines indicating the standard consideration for length of work and with consideration of 2.8e below.



HSA

- c. Remuneration may or may not be granted in this instance dependant on the type, length and required skill of the work required.
- d. The requirements of this employment will be outlined in the acceptance letter contemplated in Section 2.4 above. While specific details of exact employment requirements will be granted upon employment.
- e. Any occupation, work or employment requirement of the bursary holder shall be limited to a period not exceeding one year in length and shall be loosely considered as one month required for every academic year financed by the HSA.

3. CRITERIA AND GUIDELINES FOR AWARDING HSA BURSARIES

3.1 FINANCIAL REQUIREMENTS

The HSA Bursary Fund committee will consider submissions based on financial need by reviewing the following:

- 1. Suitable motivation for Financial need (maximum of two typed A4 pages) including:
 - a. A suitable demonstration of the need for funding;
 - b. A written motivation/explanation on the need for financial aid; and
 - c. Supporting documentation as per the application form requirements

Satisfaction of these requirements confirms eligibility for academic finance support as per Section 3.4.

3.2 DEMOGRAPHIC REQUIREMENTS

Satisfaction of the following requirements confirms eligibility for academic finance support as per Section 3.4.

Priority will be given to any applicant of a “designated group” with specific reference, but not limited to, “black people” as defined in the Employment Equity Act, 1998 (Act 55 of 1998) as follows:

***"black people"** is a generic term which means Africans, Coloureds and Indians;*

***"designated groups"** means black people, women and people with disabilities;*

***"people with disabilities"** means people who have a long-term or recurring physical or mental impairment which substantially limits their prospects of entry into, or advancement in, employment*

The HSA reserves the right to determine the degree to which financial benefit will be applied to each category as contemplated in the definition of “designated groups” and/or “black people”. This will be decided by the HSA Bursary Fund Committee per individual application.



3.3 ACADEMIC REQUIREMENTS

A. Bursaries to Full-time First Year Students

A prospective first-year student, who qualifies according to criteria 3.2 or 3.3 is expected to attain an HSA score of at least 12 points based on High School Matric results to be eligible for a HSA bursary.

Only the six best subjects will be taken into account for calculating the HSA score.

Table 3.4.1 Calculation of the HSA Score

The HSA score is calculated as follows:

Symbol obtained	Score
A+	5.5
A	5.0
B+	4.5
B	4.0
C+	3.5
C	3.0
D+	2.5
D	2.0
E+	1.5
E	1.0

Table 3.4.2 Criteria for granting bursary amounts to First year students

Candidate's HSA score	Bursary value While satisfying Section 3.1 Criteria	Bursary value While satisfying Section 3.2 Criteria	Bursary value While satisfying Section 3.1 and 3.2 Criteria
< 14	NO BURSARY		
14 – 16	10%	20%	30%
17 – 19	20%	30%	40%
20 – 22	30%	40%	60%
23 – 25	50%	60%	70%
26 – 28	70%	80%	90%
> 28	80%	90%	100%

Notes:

1. The criteria for granting bursary amounts are intended only as a guideline to the HSA Bursary Fund Committee and as such they are entitled to increase or decrease the bursary value percentage as suitably required and subsequently justified.
2. The percentage bursary value relates to the total amount allocated to the funding of an individual student by the HSA by application of Table 3.4.3.

The HSA will be annually allocate an amount of total funding which the committee will determine how to utilize dependent on the applications received, their number and quality.

B. Bursaries to Full-time Students for all other years

A prospective bursary candidate, who qualifies according to criteria 3.2 or 3.3 is expected to attain and maintain an average of at least 55% based on the previous year of study's results to be eligible for a HSA bursary.

HSA

The failure of any subject during a particular year of study shall render the student ineligible for HSA Bursary consideration until such time that that subject has been passed in concordance with Section 2.5 i). Such that should a student with an average of 55 – 60% fail any subject whose pass mark is 60%, they will become ineligible for the granting of a bursary. Candidates must submit complete official academic records indicating the percentage mark for every subject completed for each year studied of the applicable degree.

Table 3.4.3 Criteria for granting academic performance bursary amounts

Candidate's Average	Bursary value While satisfying Section 3.1 Criteria	Bursary value While satisfying Section 3.2 Criteria	Bursary value While satisfying Section 3.1 and 3.2 Criteria
< 55%	NO BURSARY		
56 - 60	10%	20%	30%
61 - 65	20%	30%	40%
66 - 70	30%	40%	60%
71 - 75	50%	60%	70%
76 – 80	70%	80%	90%
> 80	80%	90%	100%

Notes:

1. The criteria for granting bursary amounts are intended only as an official guideline to the HSA Bursary Fund Committee and they are entitled to increased or decrease the bursary value percentage as suitably required and subsequently justified.
2. The percentage bursary value relates to the total amount allocated to the funding of an individual student by the HSA by application of Table 3.4.5.

The HSA will be annually allocate an amount of total funding which the committee will determine how to utilize dependent on the applications received, their number and quality.

C. Bursaries for other degrees than MTech Hom

Students applying for any degree other than an MTech Hom will be required to submit a working budget demonstrating costs of academic studies, residence costs and textbooks, where relevant for evaluation by the HSA Bursary Fund Committee.

Similar percentage guidelines will then be used as demonstrated in Tables 3.4.2 and 3.4.3 above.

