

CHARTERED INSTITUTE FOR BUSINESS ACCOUNTANTS NPC

Registration Number 1990/005364/08

U2PRO BURSARY PROGRAMME

TERMS AND CONDITIONS OF AWARD

1. INTRODUCTION

- 1.1 These terms and conditions (**the Terms**) govern applications for, and the holding of, a bursary for the U2Pro programme awarded by the Chartered Institute for Business Accountants NPC, registration number 1990/005364/08 (**CIBA**). By submitting an application, the Applicant accepts these Terms.
- 1.2 The bursaries are funded by CIBA, are limited in number, and are awarded in CIBA's sole discretion. No Applicant has a right to a Bursary, and meeting the eligibility criteria creates no entitlement to an award. Awards are made only through the selection process in clause 9.

2. DEFINITIONS

- 2.1 In these Terms, unless the context indicates otherwise:
 - 2.1.1 **Applicant** means a person who submits an application for a Bursary;
 - 2.1.2 **Bursary** means a bona fide bursary granted by CIBA to enable the Recipient to complete the Programme, covering the Programme Fee on the terms set out in these Terms and the Bursary Agreement;
 - 2.1.3 **Bursary Agreement** means the written agreement, incorporating these Terms, which a successful Applicant must sign before access to the Programme is granted;
 - 2.1.4 **Completion** means that the Recipient has worked through all sessions of the Programme, passed every session assessment, and submitted the summative integrated case study, within the period referred to in clause 11.1;
 - 2.1.5 **Month of Access** means each calendar month, or part of a calendar month, during which the Recipient held active access to the U2Pro learning platform;
 - 2.1.6 **Programme** means the U2Pro self-paced workplace readiness programme delivered by CIBA on its learning platform at cpd.myciba.org;
 - 2.1.7 **Programme Fee** means the fee for the Programme, being R12,000.00 (twelve thousand rand) including value-added tax;
 - 2.1.8 **Recipient** means an Applicant who has been awarded a Bursary and has signed the Bursary Agreement; and

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- 2.1.9 **Weighted Average** means the credit-weighted average mark for all modules attempted in the Applicant's most recently completed year of academic study, as reflected on the official academic record issued by the institution concerned.

3. THE BURSARY AND WHAT IT COVERS

- 3.1 CIBA determines, and makes known at the start of each bursary cycle, the number of Bursaries available for that cycle. Each Bursary covers the full Programme Fee. No money is paid to the Recipient. CIBA settles the Programme Fee internally and grants the Recipient access to the Programme.
- 3.2 The Bursary is a bona fide bursary granted to enable study. It is not a loan, and no amount is or becomes payable by a Recipient who achieves Completion.
- 3.3 The Bursary covers Programme access and the assessments forming part of the Programme, and nothing else. The following remain for the Recipient's own account:
- 3.3.1 any CIBA membership fees, designation application fees and annual fees;
 - 3.3.2 the cost of a device, data, internet access or electricity;
 - 3.3.3 any charge for a re-assessment, repeat assessment or late submission; and
 - 3.3.4 any fee payable to a third party, including an academic institution, SARS or CIPC.
- 3.4 The Bursary is personal to the Recipient and may not be transferred, ceded, shared, sold or exchanged for cash or any other benefit.
- 3.5 A Bursary that is declined, withdrawn or forfeited may be offered to an Applicant on the reserve list, in CIBA's sole discretion. CIBA is not obliged to offer a declined, withdrawn or forfeited Bursary to any other Applicant.

4. ELIGIBILITY

- 4.1 An Applicant qualifies to be considered only if, at the closing date communicated by CIBA for the relevant bursary cycle, the Applicant:
- 4.1.1 is a South African citizen or holds permanent residence in the Republic of South Africa;
 - 4.1.2 is at least 18 years of age;
 - 4.1.3 is registered at a recognised South African higher education institution or TVET college for the second or a later year of study towards an accounting, finance or related qualification, or graduated with such a qualification within the preceding three years;

- 4.1.4 has achieved a Weighted Average of at least 60% in the most recently completed year of academic study;
- 4.1.5 is not already enrolled in the Programme and has not previously held a U2Pro bursary or a U2Pro deferred payment arrangement;
- 4.1.6 submits every document listed in clause 6.1 by the closing date; and
- 4.1.7 is able to commit to achieving Completion within the period referred to in clause 11.1.
- 4.2 First-year students do not qualify, as no completed year of academic study exists against which the merit requirement can be measured.
- 4.3 Employees of CIBA, members of its board and committees, and the immediate families of those persons, may not apply.
- 4.4 Holding another bursary or NSFAS funding does not disqualify an Applicant, but must be disclosed.

5. THE MERIT REQUIREMENT

- 5.1 Bursaries are awarded on academic merit. A Weighted Average of at least 60% is the qualifying threshold, and an Applicant below it is not considered, whatever their circumstances.
- 5.2 Meeting the threshold confers no entitlement to an award. Where qualifying applications exceed the Bursaries available, awards are allocated in accordance with clause 9.
- 5.3 The Weighted Average is determined solely from the official academic record. Self-reported, provisional or unofficial results are not accepted and, where the Applicant studied at more than one institution, the official record of each must be submitted.

6. REQUIRED DOCUMENTS

- 6.1 An application is complete only when all of the following have been uploaded in the format required by the application form:
 - 6.1.1 a certified copy of the Applicant's South African identity document or permanent residence permit, certified within the preceding three months;
 - 6.1.2 the official academic record or transcript issued by the institution, showing all modules and marks for the most recently completed year of study;
 - 6.1.3 proof of current registration dated in the current academic year or, for graduates, the qualification certificate;
 - 6.1.4 a curriculum vitae of not more than two pages;
 - 6.1.5 a motivation letter of not more than 500 words;

- 6.1.6 proof of residential address not older than three months;
 - 6.1.7 confirmation of any other bursary, NSFAS award or employer funding held, or a declaration that none is held; and
 - 6.1.8 the signed declaration and consent on the form supplied by CIBA.
- 6.2 An application that is missing any document listed in clause 6.1, or that contains a document that is illegible, password-protected, expired or not certified where certification is required, will be disregarded. The Applicant will not be contacted to supply the missing document and may not submit a further application in the same bursary cycle. This clause does not prevent the Applicant from applying in a future bursary cycle, if CIBA runs one.
- 6.3 The application form displays a checklist and confirms each successful upload. Applicants must check every upload before submitting.

7. APPLICATION PROCESS

- 7.1 Applications open and close on the dates and at the times communicated by CIBA for the relevant bursary cycle. No application or document will be accepted after the closing time for any reason.
- 7.2 Applications are submitted only through the online form at the address communicated by CIBA for the relevant bursary cycle. Applications submitted through any other channel will not be considered.
- 7.3 One application per person is permitted in each bursary cycle. Where more than one is submitted, only the first application received will be considered, and every further application will be disregarded.
- 7.4 The Applicant is responsible for the accuracy of the information submitted and for the working condition of the email address and cellphone number provided. If CIBA is unable to reach an Applicant or Recipient on the contact details provided, the application, or any offer made on it, will lapse without further notice.

8. VERIFICATION

- 8.1 CIBA may verify any document or statement submitted with the institution or person that issued it. An application will be disregarded if the Applicant refuses to permit, or obstructs, verification.

9. SELECTION

- 9.1 Selection proceeds in four stages, applied in order: first, completeness in terms of clause 6; second, eligibility in terms of clause 4; third, the merit requirement in terms of clause 5; and fourth, a holistic assessment of the remaining qualifying Applicants by CIBA's selection panel,

which may have regard to academic merit, the motivation letter, the curriculum vitae, the Applicant's financial circumstances and any other factor the panel considers relevant, no single factor being decisive, with awards allocated to the Applicants the panel considers most deserving.

- 9.2 A reserve list of such number of Applicants as CIBA may determine is drawn up by the selection panel on the same basis as clause 9.1, and is used only where an award is declined, withdrawn or forfeited before the cut-off date communicated by CIBA.
- 9.3 The decision of the selection panel is final. CIBA does not correspond about individual decisions and does not provide scores, rankings or reasons to unsuccessful Applicants.

10. NOTIFICATION, ACCEPTANCE AND ACCESS

- 10.1 Successful and unsuccessful Applicants are notified by email on or about the date communicated by CIBA for the relevant bursary cycle.
- 10.2 An offer lapses if the signed Bursary Agreement has not been returned within ten business days of the notification email. No access to the Programme is granted before the signed Bursary Agreement is received. The contribution obligation in clause 12 is created by the Bursary Agreement.
- 10.3 Access is granted on the fixed programme start date communicated by CIBA for the relevant bursary cycle, provided that the signed Bursary Agreement has by then been received.
- 10.4 It is a condition of every Bursary that a parent, guardian or other person acceptable to CIBA signs the Deed of Suretyship contained in the Bursary Agreement, as surety for and co-principal debtor with the Recipient for any amount that becomes repayable under clause 12, limited to the maximum amount recorded in the Bursary Agreement. A Surety who is married in community of property must furnish the written consent of their spouse, attested by two competent witnesses, as required by section 15(2)(h) of the Matrimonial Property Act 88 of 1984. The Deed of Suretyship and any spousal consent must be signed in manuscript or by means of an advanced electronic signature as defined in the Electronic Communications and Transactions Act 25 of 2002.

11. RECIPIENT OBLIGATIONS

- 11.1 The Recipient must achieve Completion within 12 months of the date access is granted. On good cause shown, CIBA may extend this period in writing, but not beyond 18 months from the date access is granted.
- 11.2 The Recipient must:
 - 11.2.1 work through every session and pass every session assessment, and submit the summative integrated case study;

- 11.2.2 maintain the minimum monthly progress communicated at the start of the Programme;
 - 11.2.3 respond to CIBA correspondence about the Bursary within ten business days;
 - 11.2.4 notify CIBA in writing within ten business days of any change to contact details, registration status or circumstances affecting the Bursary; and
 - 11.2.5 complete the Programme personally. Allowing another person to use the account or complete assessments is a material breach.
- 11.3 Where the Recipient records no activity on the learning platform for 60 consecutive days, CIBA may issue a written warning and, absent a response within 15 business days, treat the Recipient as having withdrawn.
- 11.4 Re-assessment fees, where applicable under the programme rules, are for the Recipient's account.

12. CONTRIBUTION WHERE THE PROGRAMME IS NOT COMPLETED

- 12.1 The Bursary is granted on condition that the Recipient achieves Completion. A Recipient who does not must pay to CIBA, as a contribution to the cost of the access provided, R1,000.00 for each Month of Access, calculated from the date access was granted to the date access ends, up to a maximum of the Programme Fee.
- 12.2 The contribution obligation arises where the Recipient withdraws from the Programme, is treated as having withdrawn under clause 11.3, has not achieved Completion by the end of the period in clause 11.1, or has the Bursary terminated under clause 13.
- 12.3 CIBA will issue a written statement recording the Months of Access and the contribution payable, which amount is payable within 30 days of the date of the statement, or on such instalment terms as CIBA may permit in writing.
- 12.4 No amount is payable where the Recipient achieves Completion, whatever the marks achieved. Completion discharges the obligation in full.
- 12.5 CIBA may waive all or part of the contribution where the Recipient shows, with supporting evidence, that Completion was prevented by serious illness, the death of an immediate family member, retrenchment or comparable circumstances beyond the Recipient's control. A waiver request must be made in writing within 30 days of the statement in clause 12.3.
- 12.6 No fee, charge or interest is payable in respect of the Bursary itself. Interest and costs arise only on amounts due and unpaid, on the basis set out in the Bursary Agreement, namely simple interest on overdue amounts at a rate not exceeding 2% (two per cent) per month, subject to the in duplum rule, together with legal costs on the attorney-and-own-client scale.

- 12.7 Until every amount due under this clause has been paid, CIBA may, to the extent permitted by law and by any applicable assessment or regulatory requirement, withhold the issue of any certificate or letter of completion.

13. WITHDRAWAL AND TERMINATION BY CIBA

- 13.1 CIBA may withdraw an offer or terminate a Bursary on immediate written notice where the Recipient gave false, misleading or incomplete information; submitted an altered, forged or fraudulently certified document; committed plagiarism or cheating, or allowed another person to use the account; acted in a way that brings CIBA into disrepute; or materially breached these Terms or the Bursary Agreement and failed to remedy the breach within ten business days of written notice.
- 13.2 Where a Bursary is terminated for false information or a forged or fraudulently certified document, the full Programme Fee becomes immediately repayable, not the pro rata amount, and the person may not apply for any CIBA bursary in future.
- 13.3 CIBA may report forged documents, fraud, plagiarism or cheating to the Applicant's academic institution and to the relevant authorities.

14. PERSONAL INFORMATION

- 14.1 CIBA processes the personal information submitted with an application to assess eligibility, verify documents, rank applications, administer the Bursary and meet its record-keeping obligations, in accordance with the Protection of Personal Information Act 4 of 2013 and CIBA's privacy policy.
- 14.2 CIBA may share application information with a verification service, the institution that issued an academic record, and a funder or partner supporting the bursary programme, for the purposes in clause 14.1.
- 14.3 Information relating to unsuccessful applications is retained for 12 months and then deleted. Information relating to Bursaries awarded is retained for the period required by law and CIBA's record retention policy.
- 14.4 An Applicant may request access to or correction of their personal information, or object to its processing, by writing to CIBA's information officer at the contact details published on CIBA's website.

15. PUBLICITY

- 15.1 By accepting a Bursary, the Recipient consents to CIBA naming the Recipient, using the Recipient's photograph and publishing an account of the Recipient's participation in CIBA's marketing of the bursary programme. The Recipient may withdraw this consent at any time

by written notice, with effect for future publications. CIBA may publish aggregated statistics that identify no individual.

16. WHAT THE BURSARY DOES NOT DO

- 16.1 The Bursary creates no employment relationship between CIBA and the Recipient and obliges CIBA neither to employ the Recipient nor to secure employment for the Recipient. It confers no right to CIBA membership or to any CIBA designation, each of which is acquired only on meeting the applicable criteria and paying the applicable fees. Any tax consequence of the Bursary is for the Recipient's own account.

17. GENERAL

- 17.1 CIBA may amend these Terms before the closing date. The version published on CIBA's website at the closing date governs the cycle. Applicants are notified by email of any amendment made after they applied and may withdraw their application.
- 17.2 CIBA may cancel or postpone the bursary programme before any award is made, in which case no Applicant has any claim against CIBA.
- 17.3 If there is any inconsistency, the following order of precedence applies: first, applicable legislation; second, the Bursary Agreement; third, these Terms.
- 17.4 No failure by CIBA to enforce a term is a waiver of that term. If any provision is unenforceable, it is severed and the remainder continues in force.
- 17.5 These Terms are governed by the laws of the Republic of South Africa. Nothing in these Terms limits any right of an Applicant or Recipient under the Consumer Protection Act 68 of 2008 or any other law that cannot be excluded by agreement.
- 17.6 Enquiries may be sent to the bursary contact address published on CIBA's website. CIBA aims to respond within five business days.