

J.P. KARUAIHE BURSARIES

RULES AND PROCEDURES CONCERNING BURSARY ALLOCATION

1. Powers vested in Trustees

1.1 It is recorded that the Trustees of the J.P. Karuaihe Trust for the provision of bursaries for studies in the legal field are vested with the power of administering the Trust Fund in order to achieve the objectives as recorded in the Deed of Trust. The rules and procedures contained in this document shall be subservient to the stipulations contained in the Deed of trust, and may be adapted or amended by the Trustees as deemed fit from time to time by resolution.

The aim of these rules and procedures is to serve as a guideline and to assist the Trustees in exercising the duties of allocating available funds in the form of scholarships to deserving Namibian students without bias or prejudice.

1.2 The aim of the Trust is to enable as many deserving students as possible to study at universities and institutions in Namibia and in South Africa. In this regard it shall be borne in mind that the educational institution in question should comply with the highest possible standards and offer studies in the official language of Namibia. The Trustees shall be obliged to approve an educational institution before awarding a scholarship to a student to study at such institution.

1.3 It is recognized that it is desirable for educational institutions to nominate or recommend to the Trust such students which in the opinion of the educational institution deserve financial assistance. The Trust will endeavor to facilitate close co-operation with educational institutions in this regard.

1.4 The Trustees may appoint a preliminary selection committee in an advisory capacity to attend to the initial selection of possible eligible students with a view to assisting the Trustees. Such committee shall provide a motivated short list of eligible students. Such committee shall be bound by these rules and procedure.

The Trustees shall be entitled to attend meetings of a committee appointed in terms of this clause, and the Trustees shall have access to the minutes of meetings of the committee.

2. RULES AND PROCEDURES

2.1 Scholarships shall be available to students studying in the field of law at tertiary educational institutions approved by the Trustees.

2.2 A deserving student shall be a Namibian citizen with a sound academic record, other laudable achievements, good demeanor and with inadequate financial resources to engage in or continue studies at a tertiary educational institution. Applicants from disadvantaged communities in rural areas, marginalized communities and women shall be given preference. Reference in this regard shall be had to the objectives of the Trust Deed.

2.3 Applications for scholarships shall apply on the J.P. Karuaihe Trust application form to the Trustees from time to time and shall submit all documentary proof and information required in such application forms. An applicant shall be required to consent to and permit the Trustees to make such enquiries and obtain such references as they may in discretion deem necessary to place themselves in a position to evaluate whether or not the applicant should be granted a scholarship.

Should any material information be withheld by an applicant, and this subsequently become known to the Trustees, the Trustees shall be entitled, not obliged to, to cease the rendering of all further financial assistance to such person. Students who have been awarded a scholarship and who subsequently experience a material change in circumstances must notify the Trustees forthwith of such change, whereupon the Trustees shall be entitled to withdraw, reduce or in any manner vary or amend the scholarship after affording the student concerned an opportunity to make representations to them.

2.4 An applicant for a scholarship or recipient of a scholarship granted by the Trust shall not be entitled to receive any other gratuitions financial assistance from another institution, body or trust and must disclose this to the Trustees.

2.5 Scholarships may be allocated to contribute towards the following expenses:

2.5.1 tuition;

2.5.2 accommodation with meals;

2.5.3 all such other allowances as the Trustees may deem fit, such as, but not limited to, prescribed text books, travel (bus for 2x a year, pocket money, book allowance, study permits).

2.5.4 Private boarding must be verified to the satisfaction of the Trustees.

2. PARTICULARS OF PARENT/GUARDIAN (Please indicate the relationship)

SURNAME:

FIRST NAME (S):

RESIDENTIAL ADDRESS:

.....

POSTAL ADDRESS:

TELEPHONE NUMBER HOME:

WORK:

OCCUPATION OF PARENT/GUARDIAN:

NAME AND ADDRESS OF EMPLOYER:

NUMBER OF DEPENDENTS OF YOURSELF/YOUR PARENTS OR GUARDIAN

NAME	AGE

SECTION B

1. EDUCATIONAL QUALIFICATIONS

1.1 School Leaving Certificate (e.g. IGCSE, Matric, etc.)

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(i) Name of School and Town:

(ii) Examination written/ to be written:

(iii) Subjects and symbols obtained in the last written examination:

3. WHAT ARE YOUR FUTURE PLANS? (After completion of your studies)

3.1 What type of work would you like to do?

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3.2 Would you like to go for further studies after completing this degree/diploma?

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3.3 Tell us about yourself (Any information not given in previous questions, e.g. hobbies and extramural activities)

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4. PLEASE SUBMIT THE FOLLOWING DOCUMENTS WITH YOUR APPLICATION FORM:

4.1 Certified copies of your April and August Grade 12 examination results. Students at university or technicon must submit copies of their latest results;

4.2 One passport photograph;

4.3 A certificate of conduct;

4.4 Certified copies of relevant diplomas/degrees;

4.5 Certified copy of birth certificate/passport;

4.6 Proof of provisional acceptance from university/technicon if it is available;

4.7 Names of three (3) references which references may not be older than one year.

FAILURE TO COMPLETE THIS APPLICATION FORM TRUTHFULLY, MAY LEAD TO THE WITHDRAWAL OF YOUR BURSARY.

UNDERTAKING

I,

(Full names and surname in capital letters)

Of.....

(Address)

CERTIFY THAT THE INFORMATION SUPPLIED BY ME IN THE SECTIONS ABOVE ARE TRUE, COMPLETE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature of Applicant:.....

Signature of Parent/Guardian (Only necessary if applicant is under the age of 21)

.....

Date:.....

PLEASE NOTE: INCOMPLETE APPLICATION FORMS WILL NOT BE PROCESSED.