

PROCEDURE AND GUIDELINES FOR INTERNAL BURSARY REQUISITIONS 2019

SENTRALE BEURSKANTOOR

A DEPARTMENTAL FUNDS CLASSIFIED AS A BURSARY

The *Departmental Postgraduate Research Bursary Fund (DPR Bursary, bursary code 308)* is a bursary fund into which departments may channel research- and project funds. These funds are for bursary allocations to postgraduate students who are actively involved in research and projects, in order to obtain the appropriate postgraduate qualification.

In order to classify departmental funds as a bursary, the following requirements must be met:

1. Allocation and payment of the bursary must be within an approved, predetermined budget of the department.
2. Pre-set, specific criteria to be eligible for such a bursary allocation, must be approved by the Dean. The designated Departmental panel (selected by the Department) must approve the bursary allocation within compliance to the predetermined criteria. Criteria to be part of all bursary:
 - The student must be a bona fide registered student.
 - The bursary is to be paid back if the student terminates studies.
 - The bursaries are to be evaluated and approved, according to merit/achievement/output of students, to enhance the future development of the department.
3. Only a bona fide registered student (registered during the year of payment) may receive a *DPR* bursary. Bursaries allocated to non-registered students are paid with a special status with legible proof.
4. Bursaries must be available to all students/prospective students within a specified subject group.
5. Students must apply annually and officially by signing an application form/written agreement provided by the Department. **This agreement is mandatory.**
6. Internal Bursary Transfers on the *Kuali Financial System (KFS)* is subject to the prescribed procedure.
7. **PLEASE NOTE: NO COMPENSATION FOR SERVICES RENDERED** may be classified as a bursary. It is a violation of the employees' tax legislation and the University could be fined. Students/Research assistants appointed as temporary employees, may only be paid by means of ad hoc claims via the Human Resource System. These payments are monitored by the *Central Bursary Office (CBO)* and *internal auditors* to ensure that the correct, valid procedure is followed.
8. Payment of staff funds:

Attached is a summary for payment of staff funds. These payments are continually monitored by the auditors. Departments need to make sure that payments are within these regulations to comply with SARS income tax rules.

B CREATION AND PAYMENT OF INTERNAL BURSARY REQUISITIONS

1. All departmental funds classified as a bursary, must without exception, comply to all regulations (A 1-8). Important documents:
 - A Written order to the Initiator for payment of the bursary.
 - Proof that funds are available on the budget.
 - Contract with conditions signed by die bursar and the student.

2. The authorisation route for Internal Bursary Requisitions of Departments are now automated on KFS according to the schedule of approver levels per Department. These Approvers are thus the accountable persons who have to verify the requisitions to be legal and the correct documents attached. Internal Requisitions, per department, will continuously be monitored by the auditors.

3. Steps to create, approve and pay requisitiions:
 - 3.1 A written order for all payments with the applicable documents must be send to the Initiator.
 - 3.2 The Initiator creates the Bursary Payment by filling in the expense line and attach the necessary documents.
 - 3.3 Beacuase approvel levels for al Deptments are now automated, only the SBL (Student Bursaries and Loans) responsible Completer needs to be selected at the Ad Hoc Recipient option.
 - 3.4 The SBL Completer approves the document, fills in the Income line and submit the document where after it will automatically follow the appraisal route.
 - 3.5 **Important:** For reconciliation purposes the information on the Line Description must be in a specific sequence: Student number, surname and initials, name of bursary/reason, professor/lecturer requesting the bursary.

Example: 22696628 Barnard S, Thrip bursary first payment 2018, Prof P Louw.

- Batch payments require the mandatory use of .CSV files for the payment of more than 3 students (template and tutorials attached). Type the information of every student on a separate line. The .CSV file will be used by the CBO as well to import payments with completion of the requisition. Attaching a separate list for one large amount is not allowed.
- Payments for registration and previous years' instalments: Mention this specifically in the Description Line as these students are paid with a special SBL allocation. These payments are listed for continuous verification.

C PAYMENT OF BURSARY ADVANCES

The University is not a financial service provider, therefor students are responsible for providing their own financing. Departments must have full assurance that the sponsor will honour payment of the bursary for which the advance payment is made. Bursary nominations alone are not sufficient security and students must give written prove of the allocated bursary. The Department is responsible for the risk involving non-payment by the sponsor. Make sure of the following:

1. Thorough consideration should be given to cases involving increased risk, like students receiving an advance payment for registration while the Department is aware that the

student might not be able to repay the advance payment and balance on the student account at year end, due to financial constraints.

2. The student must be registered and should sustain a good academic standard: Take in to consideration the academic record of the previous qualifying degree or academic results of the previous year.
3. The **Department and the student must enter into a written agreement** that the latter will settle the advance payment before the end of the applicable year (utilizing the nominated bursary funds or own funding). Students who terminate studies and/or does not excel academically, are still responsible for settling of the advance payment.
4. The Department must implement an independent reconciliation system ensuring a zero balance by year end. Mandatory digital attachments to the requisition are: *Written proof of the bursary on which the advance is granted and the agreement between the student and the Department. **The Approver of these advances is also the accountable officer.***
5. Settlement of advance payments:

As soon as the designated bursary is paid to the student account the advance payment must be cancelled on SBL. **The cancellation of the payment must not create a debit balance on the student account.** Send an e-mail to the SBL Completer to cancel the amount and provide the following information of the student:

- Student number
- Initials and Surname
- Amount
- Document number for the advance payment made.

The SBL Completer will cancel this amount on SBL and create a journal to the original cost string of payment.

6. To efficiently manage risk to the University, Departments should monitor these payments. **Departments involved will be held responsible for any advance payments not settled by the student.** No advance payment is permitted for bursaries from private companies for which a bursary code exists and/or an invoice has been issued by SBL.
7. Keep in mind that advance payments should be allocated for specific expenses on account of **valid proof of, for example, accommodation, meals and books.**

D PAYMENT OF BURSARY TRANSFERS

1. After final approval payment of requisitions takes 2 – 3 working days.
2. No advance payments on Bursary Requisitions can be funded by the SBL.

E CREDIT BALANCE ON STUDENT ACCOUNT

The Credit Application Form for transferring a **credit balance** on the student account to the student's personal bank account is available at *Student Finances and Financial Related Systems*.

Accurate planning is advisable to ensure timely credit transfers. Student enquiries regarding the payment of DPR bursaries must be dealt with by the Department involved. Departments should inform students of this procedure to ensure quality client service.