South African Council
for the Architectural Profession

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# SOUTH AFRICAN COUNCIL FOR THE ARCHITECTURAL PROFESSION
# BURSARY POLICY

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| Custodian | Professional Statutory Services | |
| Initially developed by | Education and Accreditation | Date: 13 June 2022 |
| Revised by | Acting Senior Manager: Professional Statutory Services | Date: |
| Approved by | Council | Date: 27 March 2026 |
| Signature |  | |
| Next Review Date | March 2028 | |

**Council President:** Mr C Nduku. **Council Vice President:** Ms L Shongwe.
**Council Members:** Mr R Vuzane CA (SA); Ms M Pepeta; Mr K Bingham; Dr J Mirembe; Mr V Phailane; Ms K Cupido; Ms S Bongela; Mr L Nematswerani; Mr D Basdew.
**Registrar:** Advocate T Fiduli

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## 1. Introduction

The South African Council for the Architectural Profession (SACAP) promulgates this policy to give guidance pertaining to the financial support of architectural students. The students must be willing to enrol for courses related to architectural degrees at the undergraduate or postgraduate level at a higher education institution accredited by SACAP, hereafter referred to as Architectural Learning Sites (ALS).

Therefore, the provision of financial support will mainly focus on students who previously faced unfavourable circumstances (particularly blacks, Indians, and coloureds with an emphasis on black females), taking into account issues of equity, transformation, and redress. The majority of these students have good academic results, but are unable to enrol for architectural courses due to a lack of funding and support.

SACAP is mandated by section 15 (5) of the Architectural Profession Act 44 of 2000 to establish and administer an education fund for education, training, and continuing education and training for registered persons and students within the architectural profession. It is therefore against this background that SACAP resolved to offer this bursary scheme. This policy seeks to align with the National Student Financial Aid Scheme (NSFAS), National Development Plan (NDP 2030), and the Department of Higher Education & Training (DHET) 's transformation strategies.

## 2. Purpose

The purpose of this bursary policy is to assist potential future architectural students with financial assistance. The focus will mainly be on awarding undergraduate learners with outstanding academic results, including a set target for postgraduates (Honours and Master's candidates).

## 3. Criteria for eligibility

All South Africans between the ages of 18 and 35 years of age. Preference would be given to those from impoverished family backgrounds that satisfy the minimum admission requirements of SACAP – Accredited tertiary institution(s) of their choice, (both public and private institutions) in the Republic of South Africa. Applicants must have achieved excellent academic results (aggregate symbol C, at Matric level). For postgraduates, the candidates must meet the minimum entry requirements for an Honours or Master's degree prescribed by their academic institution(s). SACAP will have the discretion to decide on who should be granted financial assistance. In exercising discretion, SACAP will be guided by its transformation mandate and financial position (allocated budget for the year).

3.1 The selection of eligible applicants will also follow a points-based scoring rubric based on academic results, transformation profile, and need. Applicants may be excluded or declined from receiving a bursary based on the following criteria:

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- Non-Compliance with Eligibility Requirements: Applicants who do not meet the defined academic, financial, or residency criteria will be excluded.

- Incomplete, Inaccurate, or Late Applications: Incomplete Applications, contain false information, or are submitted after the closing date will not be considered;

- Previous Misconduct or Policy Violations: Applicants with a history of disciplinary issues or who have violated terms of a previous bursary award may be disqualified;

- Lack of Demonstrated Financial Need or Motivation: Applicants who fail to show sufficient financial need or commitment to their academic goals may be excluded;

- Fraudulent Activity or Misrepresentation: Any attempt to deceive SACAP through falsified documents or dishonest information will result in immediate disqualification.

3.2 As part of SACAP's commitment to equity, diversity, and transformation, the bursary programme explicitly recognises students with disabilities as a priority group for funding consideration. Therefore, applicants with documented disabilities will be given preferential consideration as part of the bursary's transformation agenda, in alignment with national policy frameworks on inclusive education and equitable access to higher education.

## 4. Application Procedure

4.1 Applications for the following academic year will be submitted no later than the date specified in the bursary advert.

4.2 The application should include the full details of the intended course to be studied, all expenses involved in the study, as well as the amount of financial assistance required.

4.3 SACAP reserves the right to request further information should that be considered necessary.

4.4 SACAP will have the right to reject any application if full information is not provided.

4.5 Only certified copies should be attached where required.

4.6 Applicants who do not receive feedback by 31st January of the succeeding year may consider their applications as being unsuccessful and deem the application process as closed.

## 5. Amount for financial assistance

5.1 The SACAP shall budget each year for financial assistance to be granted to selected students who satisfy SACAP criteria. The budgeted amount will be based on the projected increase in annual

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academic fees, and the allocation of funds will follow flexible budgeting tied to annual analysis of enrolment patterns and strategic needs.

5.2 Whilst SACAP recognises the need to assist deserving students with full tuition, costs of prescribed books, accommodation, meals, and transport, the full costs may be covered by the bursary based on available budget. The minimum that SACAP may pay for each student is kept at a minimum of R40 000.00 per academic year towards tuition. The tuition fees will be paid directly to the institution and not to the bursary holder.

5.3 Funding from SACAP is not renewable or automatic in a succeeding academic year. Recipients of the SACAP bursary are required to submit new applications each year for the following year.

5.4 The successful applicant will be required to furnish SACAP with official proof of acceptance/admission by the institution and official proof of fees payable before payment is made.

5.5 SACAP will disburse payments to the institution within 30 days of awarding the bursary.

5.6 For each institution that offers architectural studies to SACAP bursary holders, SACAP will make every endeavour to conclude a tripartite MOU among SACAP, the bursary holder, and the institution (ALS) to report academic progress and/or support bursary holders.

## 6. Conditions for continued bursary or financial assistance

The following conditions are necessary for SACAP to further grant financial assistance:

6.1 The bursary holder will provide a progress report or examination results in respect to their studies upon request from SACAP.

6.2 SACAP may, from time to time, randomly request the tertiary institution to provide it with attendance registers as well as proof of registration for the bursary holder.

6.3 If studies are terminated for whatever reason, SACAP will be entitled to review the circumstances that resulted in the termination of studies.

6.4 In the event of gross misconduct by the bursary holder, SACAP reserves the right to demand full reimbursement of any financial assistance already provided in terms of this policy.

## 7. Appeal

Any applicant or bursary holder who is dissatisfied with a decision taken in terms of this policy may submit a written appeal to SACAP within ten (10) working days of being notified of the decision. The appeal must clearly state the grounds on which it is based and include any relevant supporting documentation.

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SACAP will consider the appeal in accordance with its internal procedures and communicate the outcome in writing, and the decision taken following the appeal process shall be final

## 8. SACAP discretion (award)

SACAP retains the sole discretion to determine the awarding of the bursary

## 9. Approval of Policy

The Bursary Policy will be recommended by the Education Committee for approval by the Council.

## 10. Review of Policy

The policy will be reviewed once every year.

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