

	SOUTH AFRICAN SOCIETY OF OCCUPATIONAL HEALTH NURSING PRACTITIONERS		DOCUMENT NUMBER:	F1P	
	Baker and Coetsee Educational Bursary Guideline and Criteria		REVISION:	3	
	APPROVED BY:	<i>Michelle Bester</i>	NATURE OF CHANGES:	Revision	REV DATE:

1.	PURPOSE
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This guideline documents the procedure to be followed when applying for educational financial assistance for study towards a qualification relevant to Occupational Health Nursing.

2.	PROCEDURE
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2.1	The applicant shall be a current paid up member of SASOHN.
2.2	The applicant must provide proof of membership with SASOHN for the past two (2) years. This does not include the year in which the application is made
2.3	All applications shall be submitted through the Regional Professional Society committee before end January of the particular year of study.
2.4	A letter of recommendation (for or against the application) from the Chairperson of the Regional Professional Society shall accompany the application form.
2.5	The applicant shall be employed in an Occupational Health Nursing capacity at the time of applying for the bursary.
2.6	The applicant shall undertake where practicable, to remain in this field for a year after completion of the course and to participate in Society activities.
2.7	The applicant shall provide evidence that motivation to his/her employer for payment of course fees was unsuccessful, but that the employer does support the applicant's efforts and will allow leave for experiential learning and class attendance.
2.8	The applicant shall complete the official application form and submit said form before the end of January together with ALL required supporting documents, to the Regional Society Chairperson.
2.9	The Regional Society Chairperson shall write a letter either supporting or not supporting the application. If supported National Educational Representative must be notified.
2.10	The application is submitted to the National Educational Representative for consideration at the February SASOHN Executive Committee meeting.

Document Owner:	SASOHN National	Original Date:	Aug 1996		
Last Reviewed By:	SASOHN President	Last Reviewed On:	Aug 2023	Page:	1
		Next Review Date:	Feb 2026		

2.11	A combined (Regional and National) maximum amount of R10 000.00 shall be awarded to bursary applications in a financial year.
2.12	The amount awarded to a successful applicant shall be determined by SASOHN Office Bearers but shall not exceed the stipulated tuition fees. The award shall be used for the current year only and a new application may be submitted for continued studies.
2.13	The bursary committee (the President, Treasurer, and the Educational Representative) of the SASOHN Executive Committee shall consider awarding the bursary and their decision is final. No correspondence shall be entered into.
2.14	All monies forwarded to successful candidates shall be refunded in full to SASOHN within twelve months of the notification of results in the event of unsuccessful completion of the course. The SASOHN Executive Committee reserves the right to reverse this decision.
2.15	A legal contract shall be completed by the applicants and SASOHN.
2.16	The applicant shall be responsible to ensure the correct documentation is submitted for consideration. No application shall be considered where the documentation is incomplete.
2.17	The successful applicant shall be mentored by the Regional Committee for the duration of the bursary.
2.18	The applicant's results shall be forwarded to the SASOHN Executive Committee by the National Educational Representative by January of the following year.
2.19	Feedback on progress to be submitted every six months to National Educational Representative.
2.20	Failure to comply with the above-mentioned criteria and / or abandonment of studies at any time shall result in all monies advanced to the applicant to be refunded with 10% interest, in full to SASOHN within 6 months from date of bursary received.

3. ROLES AND RESPONSIBILITIES

It is the responsibility of the SASOHN Executive and the Office Bearers to oversee the selection and evaluation process. Ensuring that the criteria are followed accurately and effectively.
Existing HLM members can provide support and guidance on the process.

4. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

F2F_Application And Contract for Educational Bursary

Document Owner:	SASOHN National	Original Date:	Aug 1996		
Last Reviewed By:	SASOHN President	Last Reviewed On:	Aug 2023	Page:	2
		Next Review Date:	Feb 2026		

5. REVIEW, APPROVAL & PUBLICATION

This document must be reviewed every three years.
 To be approved by the SASOHN Executive and Office Bearers
 The document can be accessed through the SASOHN SharePoint Website under Documents.

7. ABBREVIATIONS

SASOHN	South African Society of Occupational Health Nursing Practitioners
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9. EXHIBITS / APPENDICES / FORMS

F2F_Application And Contract for Educational Bursary Revision 2023_New Format

11. DOCUMENT CONTROL INFORMATION

Document Name	Mike Baker Educational Bursary Guideline and Criteria
Document Number	F1P
Document Owner	SASOHN National, office@sasohn.co.za
Revision number	3
Approval Date	Feb 2023
Approved By	Michelle Bester (SASOHN President)
Document status	Approved
Date of Original	Aug 1996
Date of Previous Review	July 2018
Date of Last Review	Aug 2023
Date for Next Review	Feb 2026
Related SASOHN Documents	F2F_Application And Contract for Educational Bursary Revision 2023_New Format

Document Owner:	SASOHN National	Original Date:	Aug 1996		
Last Reviewed By:	SASOHN President	Last Reviewed On:	Aug 2023	Page:	3
		Next Review Date:	Feb 2026		