

ADvTECH GROUP

Human Resources

Policy Document

Policy Name	FAMILY BURSARY POLICY
Policy effective date	1 August 2022

Purpose	ADvTECH is committed to attracting, engaging and retaining our most important asset, our people. The provision of family bursaries contributes to the company's competitive total reward offering. In keeping with our passion for education, the Family Bursary benefit enables family members of employees to study at an ADvTECH institution at a significantly reduced rate.
Scope	This policy covers all permanent employees across all grades in South Africa.
Definitions	Training Institution: refers to all schools and tertiary institutions trading under the Independent Institute of Education (IIE). Family Members: Are immediate members of the employee's family (i.e. spouse, children/step children, siblings, parents and grandchildren). This definition is relevant to all employees whose family member wish to attend a Tertiary institution. For Schools Division this applies to natural and legally adopted children of employees only. An application for any other family member will be at the sole discretion of the Group CEO. Schools Academic: Are employees in roles that directly develop or deliver academic content to the student body. Members of the school brand management committee are included in this definition (including principals). Non-Academic: Are employees in roles that support the academics ranging from administration to sales and marketing.

Principles	1. The employee's family member must have met all admission requirements and be accepted at the training institution for a bursary to be approved. Applications are subject to space availability. 2. Bursaries are only valid if the employee's family member meets all the conduct, attendance and performance requirements of the institution. 3. No late applications will be considered for formal qualifications. All applications must be submitted four weeks prior to the cut-off date of the institution. 4. Where late applications are approved by the MD, a penalty to the value of up to 50% of the bursary may be implemented. 5. Bursaries excludes the costs of text books, study materials and extra murals. Registration fees may be waived by authorisation of the training institution Brand MD. 6. An employee's family member may only hold one study bursary for themselves at a point in time. 7. Should the employee have more than 1 child, each child may be granted a bursary in any given training institution. 8. Only one bursary or discount is permitted per family member. E.g. the family bursary OR an academic/sport bursary. Bursaries do not accumulate. 9. Bursaries are approved for a maximum of 12 months at a time (or 18 months for courses of this duration), and therefore, annual applications must be made for longer programmes. 10. An employee's family member who fails more than 2 modules (in tertiary) or fails the academic year (in schools) may not be awarded another bursary to repeat the failed courses/year. 11. Employees who have access to assessments, course material or the student administration system must make documented arrangements with their line manager to ensure no risk of impropriety or conflict of interest. 12. All bursaries are subject to SARS legislation.
Bursary awards (Annexure)	Family bursaries are awarded as follows: 13. Tertiary Division: a. Tertiary employees are entitled to a 67% bursary for their family members at the tertiary brands, and 25% bursary at any of the school brands and with Mindsharp. 14. Resourcing Division & Support Office:

	a. Resourcing and Support Office employees are entitled to a 25% bursary for their family members at any ADvTECH brand (schools and tertiary). 15. Schools Division: a. Schools Academic employees are entitled to a 67% bursary for their family at ADvTECH schools with exceptions illustrated in the table below, and a 25% bursary in any tertiary institution. <table border="1" data-bbox="719 600 1083 779"> <tr> <td>The Bridge</td><td>50%</td></tr> <tr> <td>Evolve</td><td>25%</td></tr> <tr> <td>Junior Colleges</td><td>25%*</td></tr> </table> b. Schools non-academic employees are entitled to 25% bursary for their family members at school and tertiary brands c. The same discount which applied to the school fees is applicable to aftercare, except where aftercare is outsourced and these terms have not been negotiated with the service provider. 16. Any deviation in bursary percent awarded must be supported by the Brand MD and approved by the Group CEO in advance. <i>* Academic staff at Junior Colleges who have children in Junior Colleges are entitled to 67% discount.</i>	The Bridge	50%	Evolve	25%	Junior Colleges	25%*
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Conditions	Finance Conditions 17. As Employee Family Bursaries are only for internal ADvTECH brands the brand where the employee family member is studying carries the cost of the bursary discount being awarded to the employee. 18. The bursary percentage awarded is based on the full settlement amount. Should the employee wish to enter into alternate payment terms this needs to be done with the studying brands finance department directly but will not impact on the bursary amount awarded. 19. Where the employee has selected monthly payment terms, payroll will deduct the required amount off the monthly salary. Terminations & Transfers 20. The family bursary is a benefit of working for ADvTECH and is available to employees for the duration of their employment. No workback period is required. Should an employee resign, the bursary will fall away. If an employee resigns during the academic year, the bursary discount will be pro rata'd and the outstanding amount must be settled prior to termination.						

	Payment Processing 21. The training institution records all payments received from an employee family bursary as revenue and passes a credit for the bursary amount. 22. The employee pays the outstanding amount due directly to the institution. Cancellations 23. If an employee family member cancels their studies, the employee sends formal notification of cancellation, stating their reason for cancellation, to their Line Manager who forwards this to the Brand HR Manager. 24. The normal student cancellations rules and conditions will apply with the training institution. 25. The employee may not, unless there are strong mitigating circumstances and at discretion of senior management, apply for studies for a further 12 months from date of cancellation.
Accountability	The Group HR department is responsible for issuing and updating this policy as necessary to comply with regulations. It is the responsibility of all employees to ensure they are fully aware of company policies and that they are acting in accordance with these policies. Managers and the HR department have responsibility for monitoring compliance with the policy.
Related Policies & Document	Family Bursary Matrix (Annexure) P33 Application Form: Family Bursary

VERSION	REVIEW DATE	REVISIONS MADE
00	August 2022	Initial release.

Annexure

Family Bursary Matrix

	Family member place of study	Tertiary Brand	Schools Brand	The Bridge	Evolve	Junior Colleges
Employee place of employment						
Support Office		25%	25%	25%		
Resourcing Division		25%	25%	25%		
Tertiary Division		67%	25%	25%		
Schools Division						
Academic		25%	67%	50%	25%	25%*
Non-academic		25%	25%	25%		

* Academics employed by JC entitled to 67% discount