

INSTITUTE OF CHARTERED SHIPBROKERS, SOUTH AFRICA ('ICS')

BURSARY POLICY

(EXTERNAL CANDIDATES)

IMPORTANT POINTS:

1. THE ICS BURSARY FUND IS INTENDED TO BENEFIT INDIVIDUALS WHO ARE UNABLE, DUE TO PERSONAL FINANCIAL CIRCUMSTANCES, TO MAKE PAYMENT'S FOR ICS COURSES THEMSELVES.
2. THE ICS BURSARY FUND IS INTENDED, GENERALLY, TO ASSIST NEWCOMERS AND RELATIVE NEWCOMERS TO THE INDUSTRY.
3. AN ICS BURSARY MAY BE DENIED IF THE APPLICANT IS GAINFULLY EMPLOYED AND/OR IF THE APPLICANTS EMPLOYER OFFERS THEIR EMPLOYEES BURSARIES/ OPPORTUNITIES FOR FURTHER STUDIES.

Notes:

This Policy is divided into four parts, **Section A**, **Section B**, **Section C** and **Section D**.

Section A provides brief information in respect of the ICS Courses for which bursaries are available.

Section B relates to requirements/criteria for categories of applicant students in respect of our courses.

Section C1 contains general terms and conditions for Bursary holders / awards and

Section C is to be read with the relevant portions of Section B and the terms contained in Section C1 are *compulsorily applicable* to all bursary holders / awards for any ICS course whatsoever.

Section D contains acknowledgments and consents, the applicable consent is to be signed by the bursary applicant and returned with their bursary application forms and supporting documents to the ICS.

ANY BURSARY AWARDED BY THE ICS IS SOLELY AT ITS DISCRETION.

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SECTION A: COURSE INFORMATION

UNDERSTANDING SHIPPING ('US')

The ICS Understanding Shipping Course is our introductory course. The course consists of nine modules and students are compulsorily required to submit MCQ and assignment type questions for each module via our online platform. Students are required to comply with any test deadlines and extensions are not permitted. Students may be allowed to rewrite up to three tests (assignments OR MCQ's) at the ICS's discretion, at the end of the course. Students are supported in this course with access to tutors, You Tube Video lectures and online workshops. Students require an average of 60% in the written portion of the course to progress to the interview stage. After successful completion of the course, students are provided with a certificate.

FOUNDATION DIPLOMA ('FD')

The Foundation Diploma is a stand-alone qualification ideal for those new to the industry, or who wish to focus on a particular subject. A student must take the Introduction to Shipping Course and one other elected subject from Group 1 (excluding Shipping Business) or Group 2 from the ICS Syllabus. The FD will be awarded if both subjects are passed in the same exam sitting. Courses passed in the FD may count towards PQE qualifications. Students who choose tutorship are provided with an assignment workbook and access to a tutor.

ADVANCED DIPLOMA ('AD')

The Advanced Diploma is suited to those who have some Industry knowledge. It involves passing the ICS Shipping Business Course and another subject from Group 1 (except Introduction to Shipping) or from Group 2 of the ICS Syllabus. The AD will be awarded if both subjects are passed in the same exam sitting. Courses passed in the AD may count towards PQE qualifications. Students who choose tutorship are provided with an assignment workbook and access to a tutor.

PROFESSIONAL QUALIFYING EXAMS ('PQE')

The Professional Qualifying Exams are the ICS's premium course, students who achieve their PQE may apply for Membership with the ICS. Students are required to take seven subjects and pass their exams within a 5-year period to obtain this qualification. Some exemptions may apply depending on experience. Students who choose tutorship are provided with an assignment workbook and access to a tutor.

SECTION B: CATEGORIES OF APPLICANTS, COURSES, GUIDANCE AND PROCESS

B1. SCHOLAR APPLICANTS – UNDERSTANDING SHIPPING

1. 'Scholar Applicants' / 'Scholars' refer to bursary applicants who will complete the Understanding Shipping ('US') Course before the conclusion of their final year of secondary school.
2. Scholar Applicants are invited to apply for a bursary for the Understanding Shipping Course.
3. Scholar Applicants must meet the following requirements to be considered for an ICS bursary for the US Course:

Item	Status
Minimum of 50% final grade average for English and Mathematics* in the year immediately preceding bursary application supported by School Report	Recommended
Grade 10 (or equivalent) final grade average for all subjects undertaken a minimum of 60% supported by School Report	Required
Supporting/Motivational Letter from School Department Head / Principal	Required
Maritime Economics Studies and/or Maritime Geography	Recommended

*Scholars who have studied Math Literacy may also apply and will be considered in conjunction with their motivations and other documents supplied.

4. Any Scholar application must be with the consent of their current secondary school. The scholar's school is required to appoint a school staff member as a contact for ICS student co-ordination and student liaison and this staff members details must be provided when applying for a Bursary.
5. Scholars applying for a bursary are required to provide a duly completed Bursary Application Form by email to admin@icssa.co.za with all of the following supporting documentation attached:
 - 5.1 Certified copy of scholars Identity Document;
 - 5.2 Most recent School Report

- 5.3 Grade 10 (or equivalent) end-of-year School Report
 - 5.4 Supporting/ Motivational Letter from School Department Head / Principal
 - 5.5 Any other academic records / achievements which may support the application.
 - 5.6 Parent Declaration
 - 5.7 Contact details for school appointed staff liaison
 - 5.8 Signed Consent and Acknowledgment – Form D1 of this policy document.
6. All bursary applications will be reviewed by our Education Committee and Education Trust Fund ('ETF') Committee for their review and decision. Committee decisions are final.
 7. The ICS undertakes to provide feedback to scholars within 30 days of receipt of their bursary application, or as soon thereafter as possible.
 8. Scholars who are awarded a bursary will be provide with this confirmation and any additional terms and enrolment documents by email.

B2. GENERAL APPLICANTS - US/ FD / AD / PQE

9. General Applicants refer to bursary applicants who have completed their secondary schooling.
10. General Applicants are invited to apply for a bursary in respect of any of the ICS Qualifications.
11. General applicants must meet the following criteria to be considered for a bursary for the

Understanding Shipping Course:

Item	Status
Some maritime work experience / interest in shipping / shipping related industry	Required
English and Mathematics* minimum grade average of 50% in final year secondary school	Required
Maritime Economics, Maritime Geography or other maritime subjects previously studied	Recommended
Supporting/ Motivational letter from secondary school department head /principal / employer (if employed)	Recommended

*General Applicants who have studied Math Literacy may also apply and will be considered in conjunction with their motivations and other documents supplied.

12. General Applicants applying for a bursary for Understanding Shipping are required to provide a duly completed Bursary Application Form by email to admin@icssa.co.za with all of the following supporting documentation attached:

- 14.1 Certified copy applicants Identity Document;
- 14.2 Certified copy matric certificate;
- 14.3 Details work experience in shipping company;
- 14.4 Final year secondary school report;
- 14.5 Any other academic reports / qualifications which may support the Application;
- 14.6 Supporting / Motivational Letter Department Head/ School Principal/ Employer
- 14.7 Signed Consent and Acknowledgment – Form D2 of this policy document.

13. General Applicants must meet the following criteria to be considered for the Foundation Diploma, Advanced Diploma or Professional Qualifying Exams Course/s:

Item	Status
FD/AD: Minimum 1 year working experience in a company in a shipping or shipping related industry / or 1 year of sea time PQE: Minimum 3 years	Required
Previous Academic Record reflecting passing of an Introductory to shipping course/module or similar	Recommended
Supporting/ Motivational letter from employer (if employed)	Required as applicable
Applicant motivation letter	Required
Certified copy matric certificate	Required
Certified copy any certificates / qualifications for other courses completed since leaving secondary school	Required as applicable

14. General Applicants applying for a bursary for the FD/AD/PQE qualifications are required to provide a duly completed Bursary Application Form by email to admin@icssa.co.za with all of the following supporting documentation attached:
- 16.1 Certified copy Identity Document
 - 16.2 Certified Copy Matric Certificate
 - 16.3 Details work experience in Shipping Industry Company / sea time
 - 16.4 Final year secondary school report
 - 16.5 Applicant motivation letter
 - 16.6 Supporting/ Motivational letter from employer (if employed)
 - 16.7 Certified copy any certificates / qualifications for other courses completed since leaving secondary school.
 - 16.8 Signed Consent and Acknowledgment – Form D2 of this policy document.
15. All bursary applications will be reviewed by our Education Committee and Education Trust Fund Committee for their review and decision.
16. The ICS undertakes to provide feedback to general applicants within 30 days of receipt of their bursary application, or as soon thereafter as possible.
17. General applicants who are awarded a bursary will be provide with this confirmation and any additional terms and enrolment documents by email.
18. Any bursary awarded for FD/AD/PQE will generally cover upfront 50% (fifty-percent) of the course costs and material, with the remaining 50% (fifty-percent) being paid for upfront by the student. If the student successfully passes their qualification, they will be reimbursed the remaining 50% of the course cost by the Trust.
19. Notwithstanding anything else contained in this document, the Trustee's may, at their discretion, authorise the award of a bursary for the whole course and any related costs.
20. Any fees payable by the student who has been awarded a bursary, are payable within 30 calendar days of the applicant being provided with the fees invoice and/or advised of the award of the bursary, whichever is the later. Non-payment of the fees within the period described will result in the bursary offer being automatically withdrawn.
21. Once the fees have been paid and the course confirmed, the bursary holder will be provided with a textbook and other relevant Course Information.

SECTION C: BURSARY GENERAL TERMS AND CONDITIONS

22. The terms and conditions as set out further in this document apply in respect of the award of any bursary by The Institute of Chartered Shipbrokers South Africa ('ICS').
23. The ICS and its committees have absolute discretion on which bursary applicant/s will be granted any financial assistance and decisions as communicated to applicants by the ICS or its representatives are final.
24. An application for a bursary may be denied on the basis that the applicant had been awarded a bursary by the ICS previously in respect of a different course.
25. Preference will be given to applicants from poor family or otherwise disadvantaged backgrounds.
26. Preference may be given to applicants employed by small and medium companies.
27. Preference will be given to applicants whose employers do not offer bursaries/ opportunities for further studies.
28. Applicants who are awarded a bursary are required to enrol for the next available date of course commencement after the award of the bursary, failing which the bursary may be withdrawn.
29. A bursary awarded for FD/AD and PQE will cover 50% (fifty-percent) of the course costs and material, with the remaining 50% (fifty-percent) being paid for or on behalf of the student by a third party. The remaining 50% is reimbursable by the Trust should the student successfully complete the qualification.
30. A bursary of more than 50% (fifty-percent) of the course costs and material may be awarded by the ICS at their discretion and only in special circumstances.
31. By applying for a bursary, the applicant confirms they consent to their personal data being collected, stored or otherwise processed by the ICS for business purposes and/or course registration purposes in terms of the [Protection of Personal Information Act, 2013 \(Act 4 of 2013\)](#) ('POPIA'). The bursary applicant also confirms on application that they are aware the ICS's Head Offices are located in London, and expressly consent to their personal information being supplied to and/or processed by Head Office for purposes of course registrations or any other academic purposes whatsoever.
32. Employers / other parties who make a payment or partial payment of a student's course fees are entitled to be provided with information in respect of that student's course progress on request to the ICS SA.

33. Any students who enrol via their employer / school are required to provide details for a company contact or school staff contact, as the case may be.
34. All course test and course assignment submissions are compulsorily applicable for bursary holders.
35. Bursary holders are encouraged to attend any course workshops, webinars, live or pre-recorded lectures.
36. Bursary holders are encouraged to attend ICS events etc.
37. ICS Committees will monitor a bursary holders course progress and a bursary may be suspended, cancelled or withdrawn at their sole discretion should the holder not comply with course requirements or pass course tests or examinations.
38. A bursary offer will be automatically cancelled and withdrawn if:
 - 47.1 the applicant/ bursary offer holder does not make timeous payment of any required fees;
 - 47.2 the applicant does not accept the award of the bursary.
39. A bursary may be suspended or cancelled and withdrawn if:
 - 48.1 Bursary holders do not submit ALL course tests / assignments (whether otherwise compulsory or not);
 - 48.2 Bursary holders are found guilty of serious plagiarism;
 - 48.3 The bursary holder does not enrol for the next available course start date after the award of the bursary;
 - 48.4 In the opinion of the ICS or its committees, the bursary holder will not pass the course / their Examinations;
 - 48.5 the bursary holder applies for cancellation;
 - 48.6 a bursary holder fails 50% or more of their examinations / course tests in an academic year;
 - 48.7 the bursary holder behaves in a way not becoming of a representative of the ICS SA;
 - 48.8 For any other reason whatsoever at the discretion of the ICS.
40. Any bursary which is cancelled and withdrawn in accordance with clause 48 is immediately repayable in full by the bursary holder to the ICS.
41. A student whose bursary is cancelled, withdrawn or suspended during their course will be required to make payment of the full course fee of within one month of the cancellation/withdrawal/suspension to continue with the course.

42. Should the bursary holder fail their qualification overall, any bursary funds for the course previously awarded to the bursary holder may become immediately repayable in full to the ICS.
43. Any costs in respect of any rewrites or tutorship extensions are solely for the bursary holder's account and any such extensions may only be for a maximum of 12 months per course in total.
44. Overdue amounts owing by a bursary holder to the ICS in respect of repayment of any bursary or related amounts shall bear interest at a rate equivalent to 2% per annum above the prime overdraft rate charged by the ICS SA's banker from time to time, as from the due date until the date of payment. For purposes of this clause, the due date is one calendar month calculated from the day on which the bursary holder has been given written notice by the ICS that the bursary, any part of the bursary, or any amount related to the bursary is repayable.
45. Bursary holders are not entitled to any extensions or deferments in respect of any submission dates without good cause and the prior consent of the ICS.
46. Bursary holders who sit exams as part of their qualification are required to sit at least one subject exam each consecutive ICS exam session after the bursary has been awarded.
47. Any examination deferments and/or tutorship extensions by a bursary holder must be approved by the ICS Education Committee.
48. These terms and conditions cannot be varied by any verbal or other forms of communication unless reduced to writing and signed by the current Chairperson of the ICS.
49. The ICS may relax certain conditions of this policy should circumstances, at its discretion, so require.
50. This document and the terms contained herein are governed by and shall be construed in accordance with the laws of South Africa.
51. In the event of there being any dispute arising out of or in connection with the award of a bursary by the ICS SA and/or this document, the parties will attempt to settle amicably through discussion with the bursary applicant/holder, their employer and/or school/ educational institute and ICS SA Management.
52. In the event of there being any dispute arising out of or in connection with the award of a bursary by the ICS SA and/or this document which cannot be settled in accordance with clause 61, the dispute shall, on written demand, be submitted to arbitration in Durban RSA, and further:
 - 62.1 There will be one arbitrator, a practising attorney or advocate with at least ten (10) years of experience;

- 62.2 The appointment of an arbitrator will be agreed between the parties within 5 days of an arbitrator being proposed by either party, failing such agreement the arbitrator appointed will be one nominated by the ICS ETF;
- 62.3 The arbitration will be conducted in accordance with the Commercial Rules of the Arbitration Federation of South Africa;
- 62.4 The decision of the arbitrator shall be final and binding on the parties;
- 62.5 Both parties are jointly responsible for any arbitration fees/costs until such a time as a costs award is handed down by the arbitrator.
- 62.6 If a bursary holder / applicant who has referred a dispute to arbitration does not make timeous payment of any arbitration fees/ costs, the arbitration will immediately be cancelled, and the bursary holders /applicants claim will be considered to have been settled and permanently withdrawn.
53. The bursary holder / applicant chooses the physical address given on the 'Agreement and Consent' Form as its *domicilium citandi et executandi* for all legal purposes under this Agreement.
54. Any notice or other communication to be given to any of the Parties in terms of this document is valid and effective only if it is given in writing, provided that any notice given by telefax or email is regarded for this purpose as having been given in writing.
55. The bursary holder / applicant confirms they will accept information and notices via the email address provided in the 'Acknowledgment and Consent' Form. Any information and notices will deem to have been received by the bursary holder / applicant twelve (12) hours after the ICS SA has sent the same to the email address or on opening of the next business day if sent out of usual business hours.

PART D: ACKNOWLEDGMENTS AND CONSENT

FORM D1

(To be completed and returned with bursary application)

SCHOLAR APPLICANTS: UNDERSTANDING SHIPPING

1. SCHOLAR APPLICANT’S AGREEMENT AND CONSENT

I the undersigned, _____, [ID NO _____]

with the following physical address _____
 and email address _____ confirm having applied for an ICS
 SA bursary for the ICS Understanding Shipping course.

I confirm I have reviewed the ‘Institute of Chartered Shipbrokers, South Africa Bursary Policy document and I understand and agree to be bound by the terms and conditions, in particular those contained in Section C of the policy document, if I am awarded a bursary. I further give my consent to the ICS SA to process my personal information in so far as is necessary for my educational and their business purposes, as described in the Protection of Personal Information Act 4 of 2013.

Signature _____ Date _____

2. SCHOLAR APPLICANT’S PARENT/ GUARDIAN AGREEMENT AND CONSENT

(To be signed if scholar is under eighteen (18) years at the time of bursary application)

I, the undersigned _____, parent/ guardian of _____ (‘the student’) confirm that I am aware of the student applying for a bursary from the ICS for the ICS Understanding Shipping Course. I confirm that I am aware of the conditions which the student must comply with to remain eligible for the bursary as awarded. I confirm I have reviewed the ‘Institute of Chartered Shipbrokers, South Africa Bursary Policy’ document and I understand and agree to be bound by the terms and conditions, in particular those contained in Section C1 of the policy document if the student is awarded a bursary. I further give my consent, in so far as is required, for the ICS to process the student’s personal information in so far as is necessary for the student’s educational and the ICS’s business purposes, as described in the Protection of Personal Information Act 4 of 2013.

Signature _____ Date _____

PART D: ACKNOWLEDGMENTS AND CONSENT

FORM D2

(To be signed and returned with bursary application)

GENERAL APPLICANT: US/ FD / AD /PQE

I the undersigned, _____, [ID NO _____]

with the following physical address _____
and email address _____ confirm having applied for an ICS
SA bursary for the following qualification _____.

I confirm I have reviewed the 'Institute of Chartered Shipbrokers, South Africa Bursary Policy' document and I understand and agree to be bound by the terms and conditions, in particular those contained in Section C of the policy document, if I am awarded a bursary. I further give my consent to the ICS SA to process my personal information in so far as is necessary for my educational and their business purposes, as described in the Protection of Personal Information Act 4 of 2013.

Signature _____

Date _____