hugenote kollege

Gebed Roeping Diens / Prayer Calling Service

POL:B4/2026

POLICY

BURSARY POLICY

QUALITY MANAGEMENT SYSTEM

COMPILED / REVIEWED BY	AUTHORISED BY
BURSARY COMMITTEE	HUGENOTE KOLLEGE MANAGEMENT
Date : 09 September 2026	Date: 16 September 2026
Title: CFO	Title: Rector
Name: M Payne (me)	Name: CHM Bloem (prof)
	
Signatures	

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Approved for Issue			16 September 2026
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1. Purpose

This Policy establishes the governance principles for the administration, allocation, continuation and management of bursaries at Hugenote Kollege.

The Policy applies to all bursary programmes administered by the College and provides the overarching governance framework within which specific bursary categories are managed.

Operational requirements applicable to individual bursary categories are contained in the relevant bursary frameworks approved by the College.

It aligns decision-making with institutional academic standards and donor conditions while ensuring defensible, well-documented allocations that withstand internal and external scrutiny.

2. Scope

This Policy applies to all bursaries administered by Hugenote Kollege, including but not limited to:

- donor-funded bursaries;
- merit bursaries;
- institutional bursaries;
- externally administered bursaries where the College has an allocation role; and
- any future bursary programmes approved by the College.

Each bursary category may be governed by its own approved operational framework.

3. Definitions

- **Cost of Study (CoS):**

The verifiable total cost of tuition for the relevant academic year plus the verified cost of HK-owned or HK-managed hostel accommodation. Books, stipends, and other allowances are excluded unless a donor explicitly permits them in writing. CoS must be substantiated by the official fee statement and an HK hostel invoice/contract and verified by Finance before approval.

- **HK Hostel Accommodation:**

Accommodation in HK-owned or HK-managed hostels only. Private or external accommodation does not qualify for bursary support unless a donor explicitly permits this in writing.

- **Cut-Off Date:**

The Committee-approved calendar date for each allocation cycle on which the latest available official academic results will be used to assess eligibility and determine amounts. The cut-off date may occur before final exam results or condonations are published.

- **Provisional Academic Status:**

Academic standing derived from the latest available official results at the cut-off date (e.g., semester results). Condonations, remark outcomes, or final adjustments received after the cut-off date do not affect allocations already made and are considered only in subsequent cycles.

- **Consolidated Bursary Register (CBR):**

The mandatory, College-wide register providing a single view per student of academic status at the cut-off date, verified CoS, all donor awards (approved and pending), remaining shortfall, and any exception flags with links to motivations and donor permissions.

4. Guiding Principles

4.1 Fairness & Consistency

Similar cases are treated similarly, using clear criteria that are applied consistently across all donor categories.

4.2 Transparency & Auditability

All decisions, motivations, donor consents, calculations, and minutes are documented and retained for audit.

4.3 Academic Progression Baseline

Students must demonstrate minimum academic progression at the cut-off date to qualify for funding.

4.4 Compliance with the applicable bursary conditions

Donor conditions are honoured without compromising HK's minimum standards unless the donor explicitly authorises an exception in writing.

4.5 No Automatic Entitlement

Funding is granted per cycle and is not guaranteed beyond the period of award.

4.6 Transformation and Access

Hugenote Kollege recognises that many donor-funded bursaries are intended to support transformation, equitable access to education, and socio-economic upliftment. The allocation of donor-funded bursaries shall therefore give effect to the lawful objectives and demographic criteria prescribed by donors while maintaining fairness, transparency and appropriate academic standards.

5. Governance & Roles

5.1 Bursary Committee

The Bursary Committee is responsible for the governance and oversight of all bursary programmes administered by Hugenote Kollege. Its responsibilities include approving bursary allocations, considering exceptions where permitted, monitoring compliance with this Policy, and recommending amendments to bursary-related policies and frameworks.

5.2 Chairperson of the Bursary Committee

The Chairperson provides leadership and oversight of the Bursary Committee, ensures that meetings are conducted in accordance with this Policy, and confirms that decisions are appropriately documented.

5.3 Finance

Finance is responsible for verifying the cost of study, processing approved bursary allocations, maintaining financial records, and ensuring that bursary payments are administered in accordance with the applicable framework.

5.4 Student Administration

Student Administration is responsible for administering the bursary application process, verifying that applications are complete, maintaining applicant records, and communicating bursary outcomes to students.

5.5 Academic Office / Faculties

The Academic Office and Faculties are responsible for confirming academic information where required and providing academic recommendations in accordance with the applicable bursary framework.

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The Academic Office and Faculties are responsible for confirming academic information where required and providing academic recommendations in accordance with the applicable bursary framework.

5.6 Fundraising and Donor Relations

Where donor-funded bursaries are administered, Fundraising and Donor Relations are responsible for maintaining donor agreements, communicating with donors, and ensuring that donor-specific requirements are available to the Bursary Committee and relevant administrative staff.

5.7 Operational Frameworks

The operational responsibilities, procedures and assessment methodologies applicable to specific bursary categories shall be contained in the relevant approved bursary framework.

6. Bursary Types

6.1 Donor-funded Bursaries

Donor Funded bursaries are financed by external donors and shall be administered in accordance with the applicable donor agreement, this Policy, and the Donor-funded Bursary Management and Allocation Framework.

Where donor requirements prescribe specific eligibility criteria or conditions, those requirements shall take precedence, provided they are lawful and consistent with the College's governance requirements.

6.2 Merit Bursaries

Merit bursaries are awarded in recognition of academic achievement or other criteria approved by the College.

Merit bursaries shall be administered in accordance with the Merit Bursary Framework approved by Hugenote Kollege.

6.3 Institutional Bursaries

Institutional bursaries are funded by Hugenote Kollege or other institutional resources and shall be administered in accordance with the criteria approved by the College.

6.4 Other Bursary Programmes

The College may establish additional bursary programmes from time to time to support specific strategic, academic or student development objectives.

7. General Principles Applicable to All Bursaries

Unless otherwise provided for in an approved bursary framework or the applicable donor agreement, the following principles shall apply to all bursary programmes administered by Hugenote Kollege:

7.1 No Automatic Entitlement

The award of a bursary for one academic year shall not create an entitlement to funding in subsequent years. All bursaries shall be considered in accordance with the applicable policy, framework and available funding for each allocation cycle.

7.2 Compliance with Applicable Frameworks

Each bursary category shall be administered in accordance with its approved operational framework. Where no specific framework exists, the Bursary Committee shall determine an appropriate process consistent with this Policy.

7.3 Availability of Funding

The allocation of bursaries is subject to the availability of funds and shall be made within the financial resources available to the College or the relevant funding source.

7.4 Institutional Discretion

The College reserves the right to amend, suspend or discontinue any bursary programme where circumstances require, provided that such decisions are consistent with contractual obligations, donor agreements (where applicable), and applicable legislation.

7.5 Compliance

Recipients of bursaries shall comply with the conditions applicable to the bursary awarded. Failure to comply with those conditions may result in the amendment, suspension or withdrawal of the bursary in accordance with the applicable framework and any contractual obligations.

8. Review of the Policy

This Policy shall be reviewed annually, or earlier if required by:

- changes in legislation;
- amendments to institutional strategy or governance requirements;
- changes to bursary programmes;
- significant donor requirements affecting institutional policy;
- or recommendations arising from internal or external audit, management or the Bursary Committee.

The Bursary Committee shall review this Policy periodically and recommend amendments for approval through the College's approved governance structures.