




NAME OF DOCUMENT	(F1P) MIKE BAKER EDUCATIONAL BURSARY GUIDELINE AND CRITERIA		
	Rev.	Date	Nature of Changes
00	01/08/1996	Original issue.	SASOHN President SASOHN National Office
01	01/02/2008		
02	14/07/2018		

**1. PURPOSE:**

This procedure is to be followed when applying for educational financial assistance for study towards a qualification relevant to Occupational Health Nursing.

**2. PROCEDURE:**

- 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.
- 2.2 All applications shall be submitted through the Regional Committee before end January of the particular year of study.
- 2.3 A letter of recommendation (for or against the application) from the Chairperson of the Regional Committee shall accompany the application form.
- 2.4 The applicant shall be employed in an occupational health setting at the time of applying for the bursary.
- 2.5 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.
- 2.6 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.
- 2.7 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.
- 2.8 The Regional Society Chairperson shall write a letter either supporting or not supporting the application. If supported National Educational Representative must be notified. If not supported see 2.9.
- 2.9 The application is submitted to the National Educational Representative for consideration at the February SASOHN Executive Committee meeting.
- 2.9 A combined (Regional and National) maximum amount of R10 000.00 shall be awarded to bursary applications in a financial year.
- 2.10 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.
- 2.11 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.

- 2.12 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.
- 2.13 A legal contract shall be completed by the applicants and SASOHN.
- 2.15 The applicant shall be responsible to ensure the correct documentation is submitted for consideration. No application shall be considered where the documentation is incomplete.
- 2.16 The successful applicant shall be mentored by the Regional Committee for the duration of the bursary.
- 2.17 The applicant's results shall be forwarded to the SASOHN Executive Committee by the National Educational Representative by January of the following year.
- 2.18. Feedback on progress to be submitted every six months to National Educational Representative.
- 2.19. 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.