



**Bitou Local Municipality
Bitou Plaaslike Munisipaliteit
Umasipala WeBitou**

Agenda

SPECIAL MUNICIPAL COUNCIL MEETING

Venue: Council Chambers, Municipal Offices,
Sewell Street, Plettenberg Bay

DATE: 12 AUGUST 2025

Time: 8h00

BITOU LOCAL MUNICIPALITY

NOTICE

11 August 2025

The Executive Mayor

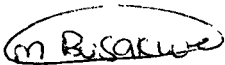
Councillors

Acting Municipal Manager, Directors and acting Directors

SPECIAL COUNCIL MEETING: TUESDAY, 12 AUGUST 2025 AT 8H00

NOTICE is hereby given that a Special Council Meeting will be held in the Council Chambers, Municipal Offices, Plettenberg Bay on **TUESDAY, 12 AUGUST 2025 AT 08H00** to discuss the business set forth in the agenda.

Yours faithfully



M P BUSAKWE

SPEAKER OF COUNCIL

Constitution of the Council

The Speaker, Councillor M P Busakwe

The Executive Mayor, Councillor J N Kamkam

Councillor K De Bruin

Councillor S E Gcabayi

Councillor N P Kolwapi

Councillor S A L Mangxaba

Councillor T Mhlana

Councillor W J Nel

Councillor A R Olivier

Councillor N T Seti

Councillor D J Swart

Councillor C N J Terblanche

Councillor R Willemse



Bitou Local Municipality

Special Council Agenda:

12 August 2025

Time: 8h00

Order of Business

1. OPENING

2. ATTENDANCE

The attendance registers of members of the Municipal Council, Officials will be circulated for signature.

3. APPLICATION FOR LEAVE OF ABSENCE

Application for leave of absence, if necessary, will be considered.

4. DECLARATION OF INTERESTS

Disclosure of interest by Councillors

5. CONFIRMATION OF MINUTES FOR PREVIOUS MEETINGS(OPEN)

None

6. STATEMENTS AND COMMUNICATIONS BY:

6.1. The Executive Mayor

6.2. The Speaker

7. PRESENTATIONS

None

8. ITEMS FOR INFORMATION, WHICH HAVE BEEN DEALT WITH BY THE EXECUTIVE MAYOR IN TERMS OF DELEGATED AUTHORITY

None



9. NOTING OF OUTSTANDING / PARTIALLY IMPLEMENTED COUNCIL RESOLUTIONS

None

10. CONSIDERATION OF REPORTS (NON- DELEGATED MATTERS)

Item for consideration: Schedule of Item attached.

11. URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

None received

12. CONSIDERATION OF NOTICES OF MOTION

None received

13. CONSIDERATION OF NOTICES OF QUESTION

None received

14. CONSIDERATION OF MOTIONS OF EXIGENCY

None received

15. IN-COMMITTEE MATTERS

15.1 CONFIRMATION OF MINUTES: (IN-COMMITTEE)

None

15.2 CONSIDERATION OF IN-COMMITTEE REPORTS (NON- DELEGATED MATTERS)

Circulated separately as part of the In-Committee Addendum

16. RECORDING OF COUNCILLORS PRESENT

17. CLOSURE

10. CONSIDERATION OF REPORTS (NON-DELEGATED MATTERS)

PORTFOLIO INDEX
CONSIDERATION OF REPORTS
SPECIAL COUNCIL MEETING
12 AUGUST 2025

SECTION 1: OFFICE OF THE MUNICIPAL MANAGER

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No reports for consideration		

SECTION 2: FINANCE

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No reports for consideration		

SECTION 3: CORPORATE SERVICES

ITEM NO	SUBJECT	FILE REF	PAGE NO
C/3/321/08/25	MAYORAL BURSARY POLICY APPROVAL	171/17/8	8

SECTION 4: COMMUNITY SERVICES

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No reports for consideration		

SECTION 5: ENGINEERING SERVICES

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No reports for consideration		

SECTION 6: PLANNING & DEVELOPMENT

ITEM NO	SUBJECT	FILE REF	PAGE NO
	No reports for consideration		

SECTION 3
CORPORATE SERVICES

ITEM C/3/321/08/25

MAYORAL BURSARY POLICY APPROVAL

Portfolio Comm: Finance & Corporate Services
File Ref: 17/17/5

Demarcation: All Wards
Delegation: Council

Attachments: Annexure A - Mayoral Bursary Policy

Report from: Director Corporate Services

Date: 11 August 2025

PURPOSE OF THE REPORT

To obtain Council approval for the adoption and implementation of the Mayoral Bursary Policy, which will guide the awarding of bursaries to academically deserving and financially needy students residing within the Bitou Municipality.

BACKGROUND /DISCUSSION

The Municipality seeks to promote access to higher education for unemployed youth particularly in fields aligned with the services and functioning of the Municipality.

Section 67 of the Municipal Finance Management Act (MFMA) provides that funds may only be transferred to individuals or organisations if certain conditions are met, including having appropriate policies and agreements in place.

The proposed Mayoral Bursary Policy sets out Criteria for awarding, Selection processes, Financing, Responsibilities of roleplayers, Training Providers, Termination, Evaluation and Review and Reporting.

FINANCIAL IMPLICATION

The bursary programme will be funded from the Municipality's approved annual budget under the relevant vote.

All disbursements will be made directly to accredited tertiary institutions in line with the policy and MFMA requirements.

RELEVANT LEGISLATION

- Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- Municipal Systems Act, 2000 (Act No. 32 of 2000)
- Protection of Personal Information Act (POPIA), 2013
- SAQA and National Qualifications Framework (NQF)

Section 3: Corporate Services

Comments: Legal Advisor

The policy was vetted and meets the legal requirements.

RECOMMENDED BY THE ACTING MUNICIPAL MANAGER

1. That Council takes note of the report.
2. That Council approve the Mayoral Bursary Policy.

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1. PREAMBLE

1.1. Bitou Municipality intends to provide financial assistance to academically deserving and financially needy students residing within the municipality for tertiary education.

1.2 The Bitou Municipality is committed to increasing the levels of investment in education and training in the labour market within the Municipal area of its jurisdiction.

1.3. The Municipality also seeks to improve the employment prospects of persons previously disadvantaged by unfair discrimination and to redress those disadvantages through the creation of education opportunities for its residents.

1.4. The Municipality is committed to develop specifically identified external bursars in scarce skills categories in terms of the Local Government Sector Scarce and Critical Skills classification and the Local Municipality's needs.

1.5. This policy addresses national set Employment Equity targets in terms of the applicable legislations and regulations.

1.6. The studies to be funded, the number of beneficiaries and the cost of bursaries will be determined annually by giving due consideration of changing circumstances, availability of funds and the needs of the Municipality.

1.7. The bursary will be awarded to selected beneficiaries from disadvantaged families, who wish to pursue a career in any field of study which shall be determined by the Municipality according to its operational needs and sector scarce and critical skills demands to be undertaken with a recognized South African tertiary institution.

2. TERMS OF REFERENCE

2.1. The Municipality commits itself to the development of its external bursars to meet current and future challenges in addressing the skills needs in its various Departments, especially in the scarce and critical skills categories.

2.2. The Bursary policy provides guidelines for the effective management of the awarding of the bursary and the learning process accessed through the Municipal Bursary.

2.3. The Municipality also commits itself to providing learning opportunities to deserving disadvantaged community member to address the Employment Equity objectives of the Municipality in skills development.

3. SCOPE OF APPLICATION

3.1. The Bursary policy shall apply to all bursars selected to undertake studies funded by the Municipality through its Bursary Scheme

4. STATUTORY AND REGULATORY FRAMEWORK

4.1. The Bursary policy is influenced by the following pieces of legislations: -

- i. Constitution of the Republic of South Africa, No. 109 of 1996
- ii. Skills Development Act, No. 97 of 1998
- iii. Skills Development Levies Act, No. 9 of 1999
- iv. South African Qualifications Authority Act, No. 56 of 1995
- v. National Qualifications Framework Act
- vi. Employment Equity Act, No 55 of 1998
- vii. Municipal Systems Act, No.32 of 2000
- viii. Municipal Finance Management Act, No. 56 of 1995
- ix. National Skills Strategy
- x. JIPSA and ASGI-SA

5. DEFINITIONS

5.1 **“academic year”** shall mean the applicable current year during which a particular year of study obtaining the course required is undertaken.

5.2. **“agreement”** Shall mean the bursary agreement.

5.3. **“beneficiary”** shall mean a student who has been awarded a bursary by the municipality in terms of this policy to pursue a SAQA-Accredited Qualification at an accredited tertiary institution.

5.4. **"the bursary"** shall mean the financial assistance provided by the Municipality to enable the Bursar to study at an approved institution with a view to the Bursar obtaining a particular Degree or Diploma;

5.5. **"bursary administrator"** shall mean the person responsible for the administration of the training and bursary agreements (HR sectional head).

5.6. **"course / qualification"** shall mean the University / College Degree in respect of which the bursary is granted to the Bursar at an approved institution, the prescribed duration whereof is not to exceed the period specified below;

5.7. **"institution"** shall mean the tertiary education institution approved by the Municipality where the Bursar will receive tuition during any period of full-time study or part-time study;

5.8. **"mentor"** shall mean an officially appointed official who manages the learner throughout the study period.

5.9. **"practical training agreement"** shall mean the practical training agreement entered into between the parties hereto.

5.10. **"service obligation"** shall mean the obligation of the Bursar to accept employment with the Municipality should such employment be required and to remain in the Municipal employment for the duration of the specified period.

5.11. **"SAQA"** The South African Qualification Authority, responsible for the development and implementation of the NQF.

5.12. **"NQF"** National Qualification Framework, which sets the levels for qualifications in South Africa

5.13. **"SELECTION COMMITTEE"** shall mean a committee established by the municipality to assess bursary applications, verify eligibility, apply selection criteria, and recommend suitable candidates for approval in line with the Mayoral Bursary Policy and relevant legislation and shall consist of HR representative, Director Corporate Services, CFO or Delegated representative from finance, Manager office of the Executive Mayor shall be the chairperson, manager office of the deputy executive mayor and manager office of the speaker.

6. OBJECTIVES OF THE POLICY

The bursary policy aims: -

- 6.1. To offer external bursaries as a means of acquiring relevant scarce and critical skills in anticipation of the current and future Municipal needs.
- 6.2. To provide for clear principles and guidelines for the management of the Bursary Scheme of the Municipality.
- 6.3. To provide financial assistance to community members pursuing qualifications selected to be funded by the Municipality.
- 6.4. To improve the employment prospects of persons previously disadvantaged by unfair discrimination.
- 6.5. To increase the levels of investment in education and training in the labour market within the Municipal area of its jurisdiction.

7. BURSARY POLICY PRINCIPLES

7.1. The effective and efficient management of the bursary scheme of the Municipality shall be anchored on the following principles: -

7.1.1. The Municipality's bursary scheme / award will be focused on the needs of the Municipality in terms of scarce and critical skills identified in the Local Government Sector.

7.1.2. All bursary interventions arising from the partnership will be handled fairly and transparently in accordance with the contract.

7.1.3. A partnership is formed when the Municipality grants a bursary to the learner and the learner enters into a contract to that effect with the Municipality. Each party must keep to the terms and conditions of the contract.

7.1.4. It is intended that the awarding of bursaries will address the government's transformation processes.

7.1.5. Learners will not be permitted to change from one tertiary institution to another without prior recommendation by the relevant mentor and written approval from the Municipal Manager.

7.1.6. Learners will be granted a bursary to study in a specific study direction as agreed upon in the contract and no changes will be permitted. The contract will be terminated where this condition has not been complied with.

7.1.7. Where study fields provide a choice of subjects, learners must choose / change subjects direction will only be considered with prior approval by the relevant mentor. Should this provision not be complied with, the costs of irrelevant and/or unauthorized studies will be at the expense of the learner.

7.1.8. Continuation of the bursary is determined by the progress of the bursar towards obtaining his/her qualification.

7.1.9. Study progress of the bursar shall be closely monitored through quarterly visits by the Mentor and progress reports from the bursars.

7.1.10 Applicants are required to declare any personal or familial relationship with current employees, officials, or councillors of the Bitou Municipality.

8. REQUIREMENTS or APPLICATION PROCESS

8.1. Admission to the Bursary scheme will only be considered in accordance with the bursary allocation criteria provided in the policy.

8.2 Learners will be recruited by means of advertisements in the Municipality website, local school, media and other platforms.

8.3. Entry into the Bursary Scheme will only be considered if the minimum relevant requirements are met.

8.4. Applications must be submitted prior to or on the due date as stipulated from time to time.

8.5. late applications may be considered in the discretion of the Executive Mayor subject to availability of funding.

8.6. The following documents must accompany applications:

- a) Certified copy of ID.
- b) Proof of residence (not older than 3 months).
- c) **Proof of household income** or affidavit of unemployment.
- d) Certified academic transcripts and acceptance letter from an accredited institution.

8.7. the human resource manager together with the manager in the office of the Executive Mayor or the Director Corporate Services must verify the information in the application in order to table a longlist of the applicants to the panel.

8.8. Interested learners will be expected to apply through the relevant Municipal application form (**Annexure A**).

8.9. Selected bursary candidates will be expected to enter into a legitimate written contract (**Annexure B**) with the Municipality.

9. SCOPE AND APPLICABILITY

9.1 The policy applies to all qualifying applicants who are permanent residents within the Bitou Municipality jurisdiction.

9.2 It applies to full-time studies at public universities, universities of technology, or accredited TVET colleges.

9.3 honours degree, Masters or doctoral degrees will be considered by the Executive Mayor should funding be available.

10. CRITERIA FOR THE AWARDING OF BURSARY

10.1. ACADEMIC MERIT

10.1.1. Academic merit will be the primary consideration for the awarding of the bursaries and will be based on the Grade 10,11 results, Grade and grade 12 midyear results and if already completed matric the National Senior Certificate of the applicant.

10.1.2. Applicants must gain an overall rating of points which shall be determined by the selection committee in line with the rating system applicable in relevant tertiary institutions for admission in order to qualify for a bursary.

10.1.3 Acceptance letter or provisional admission to an accredited tertiary institution for full-time study.

10.2. FIELD OF STUDY

10.2.1. The field of study chosen for funding shall be determined by the Municipality in terms of its skills needs and the scarce and critical skills of the Local Government Sector.

10.2.2. The applicant must be studying towards a qualification registered on the NQF.

10.3. FINANCIAL NEEDS

10.3.1. The financial needs of the applicant shall also be taken into account when awarding bursaries.

10.3.2. An indication of the financial needs of the applicant must be accompanied by a proof of job held by the parents or guardian of the applicant their income.

10.3.3. Learners / applicants who are beneficiaries of other bursary schemes from other providers / organisations shall be considered based on the shortfall for the Municipal bursary scheme.

10.4. MUNICIPAL JURISDICTION

10.4.1 Applicant must be a South African citizen and a permanent resident of Bitou Municipality (proof of residence required).

11. SELECTION

11.1. Completed applications will be considered by the Selection Committee.

11.2 The Bursary Selection Committee and Line Department shall consider all applications received in line with the relevant requirements of the field of study to be pursued and the guidelines which shall be provided by the Municipality.

11.3. The selection of bursary candidates shall be representative of the geographical spread of the Municipality and the equity issues.

11.4. Recommendations of the selection committee shall be submitted to the Executive Mayor for approval.

11.5. A list of all successful candidates shall be circulated to all the schools within the Municipal area and media.

12. FINANCING OF THE BURSARY

12.1. The Municipal Council shall make budgetary provisions on an annual basis for the Bursary Scheme in line with its quest to address scarce. and critical skills within the Sector and according to the Municipality's needs.

12.2. the amount will differ in accordance to the fees required by tertiary institutions and other relevant fees as alluded to in 12.3 below. The Executive Mayor may also exercise her discretion on the amount to be awarded to beneficiaries after considering all relevant factors.

12.3. The bursary amount may be used for registration fees, tuition fees, examination fees, accommodation, books, travelling, and food vouchers.

13. RESPONSIBILITIES

The following Role players have the responsibilities as set out below:

Executive Mayor

13.1 Approves or disapprove applications for bursary.

Director Corporate Services

13.2 Signs the agreements

Financial Services Department

13.3 a) Pays the bursary

b) keeps a record of expenditures incurred.

Manager HR and Manager in the Office the Executive Mayor

13.4 a) Administers the scheme and enforce policy and bursary agreement

b) Ensures submission of programme budget

c) Co-ordinate the meeting of the selection panel

d) Submits the recommendations as to eligibility to the panel

- e) Keeps the complete records of all application, agreements, payments and other relevant documentation
- f) Communicate with applicants and Bursars
- g) Ensures that observatory status of unions is maintained.

APPLIACANT

- 13.5
- a) Familiarize him/herself of the content of the scheme
 - b) Make sure that the study is relevant to the scheme
 - c) Make sure that all documents are completed and correctly furnished
 - d) Make sure that all documents are submitted on time.

14. TRAINING PROVIDERS

- 14.1 Study assistance will be granted only in respect of studies undertaken at institutions accredited by a body contemplated by the South African Qualification Authority.

15. APPLICABLE FORMS

- 15.1 The following forms are attached:

- I. Application form
- II. Study agreement signed by the student and the Director Corporate Services.

16. EXCLUSIONS

- 16.1 Employees of Bitou Municipality
- 16.2 Applicants over the age of Thirty Five (35 years)
- 16.3 Persons residing out of the Bitou Municipal Jurisdiction

17 DISBURSEMENT OF FUNDS

- 17.1 Payments shall be made directly to the academic institution.
- 17.2 Payment shall be made to beneficiaries only for travelling expenses.
- 17.3 Disbursement is subject to proof of registration and submission of academic results.

18. TERMINATION

18.1. The bursary shall be terminated if the beneficiary:

- a) Fails to submit academic results.
- b) Provides false information during application.
- c) Discontinues studies without prior approval.
- d) A beneficiary who fails a study year will forfeit any further study assistance
- e) A beneficiary who fails more than two modules or learning areas in one summative assessment will forfeit the bursary.

19. EVALUATION AND REVIEW

19.1. This policy shall be implemented once approved by council.

19.2. This policy shall be reviewed on an annual basis.

19.3. Changes in legislation must be taken into account for future amendments to this policy.

19.4. Any amendments to the policy must be submitted to council for approval.

20. REPORTING

20.1 The Mayoral Bursary Committee shall submit reports to Council on transfers and actual expenditure in line with MFMA Section 67.

ANNEXURE“A”

BITOU MUNICIPALITY

BURSARY SCHEME APPLICATION FORM FOR FULL TIME STUDY

AT ANY Tertiary Institution IN SOUTH AFRICA

PLEASE NOTE:

The information required must be furnished in full. Failure to do so may jeopardize the applicant's chances of obtaining the Bursary. A certified copy of grade 12 (or June) results or any end-year results from Tertiary Institution should be attached.

The closing date for applications is end of.....Fill in clear block letters

1. PERSONAL DETAILS

1.1 _____ Surname.

1.2 _____ First Names

1.3 _____ Residential/Physical Address

1.4 _____ Municipality

1.5 Postal Address

1.6 Contact Telephone Number_____

1.7 Date of Birth_____

1.8 Identity Number_____ (If applicable)

1.9 If employed state name and address of employer_____

2. FAMILY BACKGROUND

2.1 Full name of both parent(s) or guardian

2.2 Address of parent(s) or guardian_____

2.3 Contact Number_____

2.4 Number of dependents_____

2.5 Occupation of both parent(s) or guardian_____

2.6 Name and address of employer (of parent/s or guardian)_____

2.7 Total income of both parent(s)/ guardian_____

(attached proof of income)

3. DESIRED FIELD OF STUDY

3.1 Desired qualification (e.g. Degree or Diploma)_____

a) FIELD OF STUDY (Civil Engineering, Town Planning/Property valuation)_____

b) INSTITUTION_____

4. FINANCIAL SUPPORT

4.1 Are you currently receiving another bursary? If so, specify the name and the Amount_____

4.2 Have you previously received a Bursary Loan from the Government or are you currently receiving any Bursary Loan from Government? If so, furnish Particulars_____

4.3 Give details of the above_____

5. EDUCATIONAL QUALIFICATIONS

5.1 Grade 12 Certificate

a. Name of school_____

b. Municipality_____

c. Village._____

d. Year obtained_____

e. Subjects and symbols _____

5.2 If you are already studying at a tertiary institution furnish the information regarding

5.3

the following: -

(i) Present field of study

(ii) Year of study (e.g. I/II/III)

(iii) Institution:

(iv) Student No:

6. EXTRA MURAL ACTIVITIES

6.1 Furnish particulars concerning your interests, hobbies, sporting and extracurricular activities

6.2 Indicate positions of leadership held e.g. chairperson, captain, etc.

7. REFERENCES

Give name and addresses of two persons (preferably your school principal or professor, a

Minister of religion, a Magistrate or other respected members of your community) from whom

inquiries concerning you could be made.

7.1. Name _____

Address _____

Telephone Number _____

7.2. Name _____

Address. _____

Telephone Number _____

8. DECLARATION

/ certify that the information given above is true and correct and that I have read and understood the conditions governing the granting of Bursary scheme. In the event of a Bursary being awarded to me, I am prepared to enter into the required contractual agreement with the Bitou Municipality.

Signature of Applicant

Guardian

Signature of Parent or

In the case of a minor

DATE

Attach:

- i) Salary advice of parent(s)\guardian
- ii) End Year Statement of results

iii) Proof of residence

Return to:

4 SEWELL STREET

PLETTENBERG BAY

6600

Contact persons

Mayoral Office:

T: 044 501 3000

DATE

ANNEXURE B

MEMORANDUM OF AGREEMENT

Concluded between

BITOU MUNICIPALITY

(hereinafter called the “MUNICIPALITY”)

And

(FULL NAMES AND SURNAME)

ID Number (hereinafter called the “STUDENT”)

WHEREAS the STUDENT wishes to undertake studies towards (hereafter called the “QUALIFICATION”).

AND WHEREAS the MUNICIPALITY has agreed to financially assist the STUDENT in regard to the attainment of the QUALIFICATION, subject to the conditions of this agreement.

NOW THEREFORE THE PARTIES HERETO HAVE AGREED EACH WITH THE OTHER:

1. RESPONSIBILITIES OF THE BITOU MUNICIPALITY

The MUNICIPALITY undertakes to grant a bursary in the amount of R_____ (to the successful STUDENT for a year as stated herein, provided that:

1.1 The MUNICIPALITY undertakes to make available a bursary to the STUDENT for the minimum period prescribed by the academic institution for completing his/her qualification.

1.2 The MUNICIPALITY will make available a bursary which must be utilised for registration, class fees, examination fees, study material, accommodation, travelling expenses, excluding fees for any registration and/or subject that the STUDENT has failed.

1.3 The bursary will only be payable by the MUNICIPALITY if it is satisfied that the STUDENT has enrolled and registered as a full time student and has produced official documentation in this regard.

1.4 Bursary assistance will only be awarded to STUDENTS who are studying towards the achievement of their first degree or national diploma.

1.5 If a STUDENT has paid the registration, class fees, examination fees, and study material etc, he/she may claim reimbursement on submission of documentary proof of the said amount.

1.7 No payments will be approved or activated without the prescribed documentary proof.

2. OBLIGATIONS AND UNDERTAKING BY STUDENT

The STUDENT undertakes -

2.1 To enrol and register as a STUDENT at an accredited South African academic institution which has been approved by the MUNICIPALITY.

2.2 After enrolment and registration, to undertake all studies and do all such other things as may be necessary to qualify himself/herself for the qualification.

2.3 To complete the qualification within the minimum period prescribed by the academic institution.

2.4 To furnish the MUNICIPALITY with acceptable written proof of registration for the qualification at the commencement of each year of study.

2.5 To furnish the MUNICIPALITY with a certificate detailing his/her examination results and general progress report by the end of July and the end of November.

DATED and SIGNED at this day of _____ 20_____

**STUDENT (Initials and Surname)_____STUDENT
SIGNATURE_____**

AS WITNESS:

**WITNESS (Initials and Surname)_____ WITNESS
SIGNATURE_____**

DATED and SIGNED at this day of _____ 20.

**Bitou Municipality (Initials and
Surname)_____**

AS WITNESS:

**WITNESS (Initials and Surname)_____SIGNATURE WITNESS
SIGNATURE**