

CONFIDENTIAL
BURSARY APPLICATION FORM

Dear Applicant/Parent/ Legal Guardian/Spouse

Please complete the bursary application form carefully and ensure that all relevant documents are enclosed.

Please take note of the following in completing the application form:

SECTION TO BE COMPLETED	TO BE COMPLETED BY PARENT	TO BE COMPLETED BY APPLICANT
Section A	✓	✓
Section B	✓	✓
Section C	✓	
Section D		✓
Section E	✓	✓
Section F1	✓	✓
Section F2	✓	✓
Section G	✓	✓


For applicants applying for sponsorship please complete the following sections:

- Section A, C, D1, D2, E, F1, F2, G

In circumstances where the applicant is receiving financial assistance or is financially dependent on a parent/legal guardian or spouse, please complete the following sections:

- Section B, F1, F2, G


SECTION A
STUDENT'S DETAILS





TITLE:	MR <input checked="" type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MASTER <input type="checkbox"/>
MARITAL STATUS:	MARRIED <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/>
FIRST NAME:	Click or tap here to enter text.
SURNAME:	Click or tap here to enter text.
HOME ADDRESS:	Click or tap here to enter text.
POSTAL CODE:	Click or tap here to enter text.
CELL NUMBER:	Click or tap here to enter text.
RACE	INDIAN <input type="checkbox"/> AFRICAN <input type="checkbox"/> COLOURED <input type="checkbox"/> WHITE <input type="checkbox"/> OTHER <input type="checkbox"/>
GENDER	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
ID NUMBER	Click or tap here to enter text.

AGE	Click or tap here to enter text.
DO YOU HAVE A DISABILITY?	Click or tap here to enter text.
IF YES, PLEASE SPECIFY	Click or tap here to enter text.
DRIVERS LICENCE	Click or tap here to enter text.
NATIONALITY	Click or tap here to enter text.
HOBBIES / INTERESTS	Click or tap here to enter text.
CURRENTLY STUDYING AT:	Click or tap here to enter text.
YOUR FIELD OF INTEREST:	Click or tap here to enter text.



SECTION B

PARENTS/ LEGAL GUARDIAN/ SPOUSE EMPLOYMENT INFORMATION

	FATHER / LEGAL GUARDIAN	MOTHER / LEGAL GUARDIAN	SPOUSE
NAME AND SURNAME	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
EMPLOYER NAME	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
DEPARTMENT	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
POSITION	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
GROSS SALARY	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
CONTACT CELL NUMBER	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
E-MAIL ADDRESS	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

SECTION D

SECTION D1

DETAILS AND COST OF INTENDED STUDY

DETAILS OF YEAR OF STUDY THAT YOU WOULD LIKE TO BE SPONSORED FOR	Click or tap here to enter text.
NAME OF QUALIFICATION	Click or tap here to enter text.
NAME OF INSTITUTION	Click or tap here to enter text.

PLEASE INDICATE BELOW THE DETAILS OF THE SUBJECT THAT YOU WOULD LIKE TO BE SPONSORED FOR (Attach a list if the space below is not enough).

YEAR	SEMESTER	NAME OF SUBJECT	COST
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.		Click or tap here to enter text.
COSTS		DESCRIPTION	COST	
		TUITION	Click or tap here to enter text.	
		ACCOMODATION	Click or tap here to enter text.	
		BOOKS	Click or tap here to enter text.	
		OTHER (PLEASE SPECIFY)	Click or tap here to enter text.	
TOTAL COSTS (INCLUDING SUBJECT AND ADDITIONAL COSTS)		Click or tap here to enter text.		

SECTION E**PERSONAL ACCOMPLISHMENTS:**

(LIST OF BURSARIES, SCHOLARSHIPS, COURSES OR OTHER ACADEMIC ACHIEVEMENTS OR LIFE ACHIEVEMENTS YOU ARE PROUD OF)

DATE	ACHIEVEMENT
Click or tap to enter a date.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.
Click or tap to enter a date.	Click or tap here to enter text.

MOTIVATION FOR APPLICATION:

Click or tap here to enter text.



SECTION F1

CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF INFORMATION ACT, 4 OF 2013 (“POPI”)

Consent Form for Applicants, Parents / Legal Guardians

1. Introduction

- 1.1 Toyota Tsusho Africa (Pty) Ltd (“**TTAF**”) provides bursaries and financial support to successful Applicants. TTAF is committed to protecting the right to privacy.
- 1.2 In terms of POPI, a responsible party (in this case being TTAF) has a legal duty to process a data subject’s personal information (in this case your personal information and/or that of your child/dependent) in a lawful, legitimate, and responsible manner.
- 1.3 TTAF’s POPI Policy, which regulates the processing of personal information, is available upon request from the Information Officer.
- 1.4 In order to discharge TTAF’s duty in terms of POPI, TTAF requires your informed and voluntary permission/consent to process your personal information and/or that of your child/dependent.
- 1.5 In the event of you refusing to give the required consent, and/or revoking consent previously given, TTAF will:
 - 1.5.1 not process your personal information and/or that of your child/dependent;
 - 1.5.2 consider that you have withdrawn your application for bursary assistance;
 - 1.5.3 not be able to provide you and/or your child/dependent with any scholarship, bursary or other benefit;
 - 1.5.4 de-identify or delete/destroy, as appropriate, any traces of information received from you.

2. Purpose for the Collection of Personal Information

- 2.1 The reason why TTAF require(s) your personal information and/or that of your child/dependent, is to enable TTAF to, amongst other things:
 - 2.1.1 determine whether or not to provide bursaries and other financial support for tuition study at pre-primary, primary, secondary and/or tertiary levels; and

2.1.2 administer and process such bursaries and other financial support.

- 2.2 All personal information that you provide to TTAF (through the appropriate channels) will only be used for the purposes for which it is collected as set out herein.
- 2.3 TTAF will not use personal information for direct marketing without your written consent.
- 2.4 Personal Information will be shared with third parties both internally within TTAF's staff members, and externally, for purposes of the administration of the scholarship applications, to TTAF's B-BBEE auditors.

3. Storage, Retention and Destruction of Information

- 3.1 All personal information you provide to TTAF will be held and stored securely.
- 3.2 Your personal information and/or that of your child/dependent will be stored electronically in a database, which is only accessible by authorised personnel of TTAF and protected by anti-virus and firewall systems. Where appropriate, some information may be retained in hard copy.
- 3.3 In either event, storage will be secure and audited regularly regarding the safety and the security of the information.
 - 3.3.1. Once this information is no longer required, such personal information will be safely and securely archived for a period as required by applicable South African Legislation.
- 3.4 Thereafter, all your personal information and/or that of your child/dependent will be de- identified, alternatively destroyed.

4. Right to Object

- 4.1 In terms of S11(3) of the POPI Act, you have the right to object on reasonable grounds and in the prescribed manner to TTAF processing your personal information and/or that of your child/dependent.
- 4.2 Upon receipt of your objection, TTAF will place a hold on any further processing until the cause of the objection has been resolved.

5. Access to the Information by the Data Subject

- 5.1 You have the right at any time, on proof of identification, to ask TTAF to provide you with:
 - 5.1.1 TTAF's PAIA and/or POPI Policy;

5.1.2 the details of any of your personal information and/or that of your child/dependent which TTAF holds on your behalf; and

5.1.3 the details as to what TTAF has done with your personal information.

5.2 The request to access information shall be made in writing and submitted to TTAF's Information Officer.

6. Complaints

You have the right to address any complaints to TTAF's Information Officer, as well as to the Information Regulator at:

JD House, 27 Stiemens Street / PO Box 31533

Braamfontein, Johannesburg, 2017

Tel: 010 023 5207

Email: complaints.IR@justice.gov.za / POPIAComplaints@inforegulator.org.za

Signature of Applicant	Click or tap here to enter text.	Date	Click or tap to enter a date.
Signature of Parent 1 /Guardian	Click or tap here to enter text.	Date	Click or tap to enter a date.
Signature of Parent 2	Click or tap here to enter text.	Date	Click or tap to enter a date.

SECTION F2
PHOTOGRAPH, VIDEO AND AUDIO CONSENT FORM

1. I hereby give consent to TTAF, to use my image, photo or capture and sound of my voice as recorded in any video in TTAF's publications, including but not limited to training materials, websites, newsletters, pamphlets and marketing materials.
2. I accept and agree that this is a consent to publication on any platform, including but not limited to magazines, newspapers, social media and the like, both internal and external.
3. I waive any right to royalties or other compensation arising from or related to the use of my image, likeness and/or sound of my voice as recorded in any photograph, photographic image and/or video.
4. I hereby grant to TTAF the irrevocable and unrestricted right and permission to use, re-use, publish or re-publish the photograph, photographic image or video recording taken of me or in which I may be included, without restriction as to changes or alterations, or reproductions thereof in colour or otherwise, in any and all media now or hereafter known for illustration, promotion, art editorial, advertising, trade, or any other purpose whatsoever.
5. I hereby agree to release, defend and hold harmless TTAF, its legal representatives, licensees and assigns and all persons acting under its permission or authority, from and against any claims, damages or liability arising from or related to the use of my image, likeness and/or sound of my voice as recorded in any photograph, photographic image and/or video, or by virtue of any alteration, processing or use thereof in composite form, whether intentional or otherwise, as well as any publication or distribution thereof.
6. I have read this release before signing below and fully understand the contents, meaning and impact of this release.

Signature of Applicant	Click or tap here to enter text.	Date	Click or tap to enter a date.
Signature of Parent 1	Click or tap here to enter text.	Date	Click or tap to enter a date.
Signature of Parent 2	Click or tap here to enter text.	Date	Click or tap to enter a date.

SECTION G
CHECKLIST

<u>DOCUMENTS REQUIRED</u>	<u>ENCLOSED</u>
Certified Copies of the Student's and Parent / Legal Guardians /Spouse Identity Document	Click or tap here to enter text.
Certified copy of latest Results / Transcript of Results Statement of Results achieved	Click or tap here to enter text.
Invoice or a quote from the Service Provider detailing the costs	Click or tap here to enter text.
Copy of latest Payslip of both Parents/ Legal Guardians/Spouse must be submitted	Click or tap here to enter text.

Please note that Toyota Tsusho Africa (Pty) Ltd are under no obligation whatsoever to award any Bursaries. In the event that Toyota Tsusho Africa (Pty) Ltd decide to award any Bursaries, then the amount awarded will be at the sole and absolute discretion of the Company and will not be the full amount claimed for. If Toyota Tsusho Africa have previously awarded a Bursary to any Applicant, there is no obligation on the part of the Company to award another Bursary to the Applicant

ACCEPTANCE OF BURSARY

Should your application be successful, and you accept the bursary from Toyota Tsusho Africa (Pty) Ltd, you cannot accept another bursary from any other company or sponsor.

ALL COMPLETED HARD COPIES OF APPLICATION FORM AND SUPPORTING DOCUMENTS TO BE HANDED TO THE BURSARY ADMINISTRATOR AT THE INSTITUTION





FOR INTERNAL USE ONLY

APPROVAL BY TOYOTA TSUSHO AFRICA (PTY) LTD

APPROVED BY DIRECTOR: Click or tap here to enter text.

DATE: Click or tap to enter a date.

APPROVED BY AUTHORISED PERSON: Click or tap here to enter text.

DATE: Click or tap to enter a date.

APPROVED BY HUMAN RESOURCES: Click or tap here to enter text.

DATE: Click or tap to enter a date.

