

2022 School Support Benefit VOUCHER Application Form

MISA Head Office

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1. MISA offers of R1 000 to each of the 1 000 eligible MISA members who received School Support Benefit Vouchers to provide support for their children's high school studies, subject to specified criteria.

2. Applications will be treated on a first-come-first-serve basis.

Incomplete applications will not qualify in terms of the first-come-first-serve basis until such time that all required documentation/information have been received by MISA.

3. Documentation may be e-mailed, faxed or hand-delivered to MISA's head office at the above address for the attention of the Training Department.

4. School Support Benefit Voucher Criteria

4.1. MISA members **excluding** a director of a company or a member of a closed corporation) needs to have 26 weeks' consecutive MISA membership contributions up until date of payment of this benefit, to either the institution or to the member.

The only exception to the twenty-six (26) consecutive weeks' contributions is when a member is/was on Maternity Leave and have notified their employer accordingly during the period in question;

4.2. Submission of a fully completed and signed application form for the R 1000 School Support Benefit Voucher (SSBV) together with the required supporting documents certified by a Commissioner of Oaths.

4.3. Registration for school studies, specifically from grade 1 to grade 12 or the equivalent thereof.

4.4. The school/training institution should be registered with the Department of Basic Education and/or with an organization accredited by the Department of Basic Education.

4.5. The School Support Benefit shall be utilised towards:

- a) Stationery;
- b) School fees;
- c) School Uniform.

4.6. The following categories of applicants shall not be eligible for the MISA School Support Benefit Voucher payment:

- a) The grade registered does not meet the grade (grade 1 to 12) requirements for the year;
- b) The school is not registered with the Department of Basic Education and/or with an organization accredited by the Department of Basic Education.
- c) Where the supporting documents required do not correspond with main documents and application form and/or do not meet the requirements set, as per page 3: "**Required Source Documentation**"

MISA Member 's Details					
Surname					
Full names					
MISA Membership Number		ID Number			
Work Tel Number		Home Tel Number			
Cell Number					
Physical address					
Postal Code					
Postal address					
Postal Code					
E-mail	Work:				
	Personal:				
MISA Member's Employment Details					
Company Name					
Occupation					
Details of Learner (Member's child)					
Surname					
Full names					
ID Number					
Home Tel Number		Cell Number			
Institution where registered					
Field of study					
Part-time Student?	YES	NO	Employed?	YES	NO
Grade registered for in 2022 (e.g. grade 1-12)					
Have you applied for other bursaries?	YES	NO	If yes, was it approved?	YES	NO
Date the bursary was approved					
Details of Institution					
Name					
Tel Number					
Physical address					
Postal Code					
Tick where payment must made:	Directly to the school		To member's personal banking account		
Banking Details					
Bank Account Name					
Bank Account Number					
Bank		Type of account			
Branch code		Branch name			

Required Source Documentation		
Attached	The following documents should accompany your application form, and should be CERTIFIED by a COMMISSIONER OF OATHS . Certification to be clear and no older than 3 months as at date of application. Documents received in any other format or after the closing date will NOT be accepted. Incomplete application forms will not be accepted/processed.	Received by MISA
1.	ID copy of both parents	
2.	ID copy/Copy of birth certificate of learner*	
3.	Confirmation/ proof of registration by institution# (not Provisional Acceptance, but <u>FINAL ACCEPTANCE (confirmation received when registering For 2022 studies)</u>), indicating: a) Grade or course for which learner is registered for; b) Name of school where learner is registered; c) That the school is registered with the Department of Basic Education.	
4.	Invoice# Invoice for costs of studies of a student account indicating year of study, grade which the student is registered and costs of studies <u># This proof of registration and invoice/ statement of account needs to be on the school's official letterhead and have an official school Stamp</u>	
<p>I, _____ (MISA Member), hereby declare that all information supplied by me in this form are, to the best of my knowledge, true and correct.</p> <p style="text-align: center;">SIGNATURE OF MEMBER SIGNATURE OF LEARNER</p> <p style="text-align: center;">DATE : DATE:</p>		

* Where the child on whose behalf the application is submitted is not the applicant's biological child or has a different surname to that of the applicant, the will be required to provide documents confirming the relationship between him and the child, e.g. proof of adoption or an affidavit stamped and signed by the SAPS.

For Office use					
Confirmation of contributions attached	Yes	No	Ordinary member (not Associate)	Yes	No
I, _____, the undersigned of MISA, confirm the above information in respect of membership as being correct.					
Signature			Date		
Date complete Application received					
Is this the member's first School Support Benefit Application?	Yes	No	If no, elaborate		
Letter from Institution confirming registration?	Yes	No	If no, elaborate		
Institution registered with Dep of Basic Education	Yes	No	Details or Registration or accreditation of institution		
Has member contributed for 26 consecutive weeks?	Yes	No			
Certified ID Copy of both parents attached?	Yes	No	Certified ID Copy or copy of birth certificate of learner attached?	Yes	No
Proof of registration attached	Yes	No	Previous results attached	NA	Yes No
Invoice attached	Yes	No			
I, _____, the undersigned of MISA, confirm that all source documentation in respect of this application has been received and verified and that I have fully investigated this application and hereby certify it fully compliant with the objects and Rules of MISA School Support Benefit Voucher.					
Signature			Date		
Authorisation					
Application Declined					
Reason if declined:					
Member notified of declined application		Date:		By way of:	
Application Approved					
National Training Manager			CEO (Operations)/ Supervisor Operations/ Administration		
Date			Date		
Approval of _____ (1 st /2 nd /3 rd) application for this member.					
Claim No	Amount		EFT/Cheque No		Date