

**SANLAM UCT ONLINE HIGH  
SCHOOL  
SCHOLARSHIP PROGRAMME  
POLICY**



## OVERVIEW

<b>Purpose</b>	The Sanlam UCT Online High School (OHS) Scholarship Policy outlines the policy and procedure relating to the UCT Online High School selection and retention of scholars for the Sanlam UCT OHS Scholarship Programme
<b>Custodian</b>	Registrar (Valenture Institute), Head of Strategic Opportunities (Valenture Institute)
<b>Approval Authority</b>	Head of Strategic Opportunities
<b>Version History</b>	Version 1, Effective 15th October 2021



## 1. Introduction

The Sanlam UCT Online High School Scholarship programme was birthed to invest in the education of talented individuals from historically disadvantaged families, who demonstrate academic potential, have aspirational mindsets, the intent to make a positive, impactful contribution to our nation and who are unable to access high-quality education as a result of financial constraints. One of the primary goals of the programme is to advance the transformation of the talent pipeline to South Africa such that the workforce is representative of the racial demographics of South Africa.

We are launching this programme because we believe that these ambitious, intrinsically motivated and responsibly minded young people have the potential, but not the path to access leading universities for further education and development that will set them up for success and an impactful contribution to society.

In October 2021, leadership from Sanlam Life Insurance Limited (“Sanlam”) and Valenture Institute Proprietary Limited (“Valenture”) agreed to partner in launching what will now become the Sanlam UCT Online High School Scholarship Programme for a cohort of 100 students in 2022 (the “Sanlam scholars”), to attend UCT Online High School for the duration of their high school career.

## 2. Applicable to

- 2.1. Individuals who wish to apply for the scholarship (including their guardians);
- 2.2. Individuals involved in the selection process of the Sanlam scholars;
- 2.3. Staff in respect of their responsibilities for the scholarship selection; and
- 2.4. The Sanlam UCT OHS Scholarship Selection Committee.

## 3. Definitions



Unless the context clearly indicates a contrary intention, the following terms, as used in this policy, shall have the meanings assigned to them below:

- 3.1. **Applicant:** Guardian/s that submit(s) an application for the Sanlam UCT Online High School Scholarship
- 3.2. **Applicant learner:** Child legally dependent upon the legal guardian(s)
- 3.3. **Learner:** a UCT OHS Learner
- 3.4. **Guardian(s):** The parent(s) or legal guardian(s) of the learner
- 3.5. **Proof of income:** copies of bank statements from the guardian(s)
- 3.6. **Designated groups:** South African citizens of African, Indian/Asian or Coloured ethnicity.
- 3.7. **Scholarship Programme:** The Sanlam UCT Online High School Scholarship Programme.

## 4. Policy summary

This policy sets out the principles, procedure, and criteria for applying, selecting, awarding, and retaining Sanlam UCT Online High School scholarships.

## 5. Policy principles

- 5.1. This Scholarship Programme is aimed at current grade 7, 8 and 9 learners, between the ages 12 - 15 years old, who in 2022 will be entering either grade 8, 9 or 10.
- 5.2. This Scholarship Programme has been designed to nurture a cohort of talented young South African learners who are financially dependent on their guardian(s); are classified under a designated group, and who come from historically disadvantaged backgrounds.
- 5.3. The Scholarship Programme seeks to provide opportunities to learners, as defined in 5.2, in order to transform and diversify the talent pipeline of South Africa (including Sanlam) in line with South Africa's demographics, based on financial need and academic merit.
- 5.4. The applicant learner must be fully dependent on the guardian(s).
- 5.5. Applicants for the Scholarship Programme must meet the criteria as outlined in this policy and provide evidence to support this.
- 5.6. Those awarded a scholarship under the Scholarship Programme will receive a 100% coverage of the annual tuition fees for the full duration of



the secondary education subject to the retention criteria being met and subject to any further terms and conditions set out in this policy.

- 5.7. In addition to full coverage of the annual tuition fees, learners may benefit from Sanlam personal development sessions from Sanlam leaders and employees; as well as exposure to potential career opportunities and access to apply for University bursaries offered by Sanlam beyond their secondary education phase.
- 5.8. Where awarded, the Scholarship Programme does not supply any equipment, connectivity, examination fees, stationary or other costs over-and-above the annual tuition. Guardian(s) must take responsibility for familiarising themselves with these expected costs and will be responsible for them.
- 5.9. To retain the award of the Scholarship Programme, learners are required to sustain a high degree of overall academic performance; specifically achieving;
  - 5.9.1. At least 70% for Mathematics (pure maths for grade 10-12)
  - 5.9.2. At least 70% for English Home Language;
  - 5.9.3. An overall grade % average of at least 70% for each exam cycle.
- 5.10. Guardian(s) of learners who have been awarded a scholarship under the Scholarship Programme are responsible for ensuring that their child has access to a computer or laptop, high-speed internet and a headset that are in good working condition, and are maintained accordingly throughout the high school education of the learner.
- 5.11. Guardians of all learners, irrespective of their scholarship status, are legally required to provide a safe conducive learning space with adult supervision.
- 5.12. Guardians of all learners who have been awarded the scholarship are responsible for purchasing the necessary stationery as outlined on the UCT OHS stationery list.
- 5.13. Guardians of all learners who have been awarded the scholarship are responsible for funding the South African Comprehensive Assessment Institute (SACAI) matric examination fees.



- 5.14. It is expected that guardian(s) will provide ongoing encouragement and support to their child, in conjunction with the UCT Online High School Support Coach.
- 5.15. Save for the specific provisions of the Scholarship Programme pertaining to the criteria for eligibility, tuition exemption and retention thereof; guardians and learners benefitting from the Programme are required to comply with the UCT Online High School Terms and Conditions, including the Handbooks and policies, of UCT Online High School (collectively, the "UCT OHS Terms and Conditions").

## 6. Policy details and scope

This Scholarship Programme, the tuition fees of which are fully funded by Sanlam, is the result of an agreement between Sanlam and Valenture and only applies to the UCT Online High School offering.

## 7. Scholarship application procedure

- 7.1. Applications for the Scholarship Programme must be submitted by the primary guardian of the applicant learner.
- 7.2. Before submitting an application for the Scholarship Programme the primary guardian must have read through the UCT OHS Terms and Conditions, Guardian Declaration as well as this policy. Guardians must review the scholarship criteria outlined in this policy and ensure all criteria are met by the applicant learner.
- 7.3. All applications for the Scholarship Programme must be submitted by the primary guardian via the scholarship application form on the UCT OHS website. No applications will be accepted through any other means.
- 7.4. The online application form requires the submission of personal details, a video interview and proof of income. UCT OHS reserves the right to request a letter of recommendation from a school leader or teacher involved in the applicant learner's education.
- 7.5. Once applications close, the guardian will be notified via email if the applicant learner has been shortlisted to write UCT OHS' online academic mathematics and language assessment.



- 7.6. The applicant learner will be required to login into the assessment platform and complete the academic assessment within the stipulated time period.
- 7.7. By submitting an application for the Scholarship, the guardian(s) accepts (and hereby provides consent) that the information provided as part of the application process will be made available to Sanlam and Valenture, including Personal Information (as such term is defined in the Protection of Personal Information Act, 4 of 2013) in relation to the applicant learner. The provision of such personal information is mandatory in order for the application to be considered and shall be used for the following purposes:
  - 7.7.1. Evaluating the application;
  - 7.7.2. Administering the application;
  - 7.7.3. Reporting in relation to the scholarship (should it be awarded to the applicant learner);
  - 7.7.4. In relation to the applicant learner's education and extra-mural activities at UCT OHS (should a scholarship be awarded to the applicant learner); and
  - 7.7.5. Lawful purposes related to and compatible with the purposes listed above.

## 8. Scholarship programme selection and awarding procedure

- 8.1. Applicant learners who achieve more than 70% for the English language and more than 70% for maths will be ranked from highest average to lowest using their combined mathematics and language scores.
- 8.2. "Financial need", "Support required" and "race" metrics will be included in the report ranking the top 200 applicant learners.
- 8.3. The Sanlam UCT Online High School Scholarship Selection Committee (the "Selection Committee") will convene to review the shortlisted candidates in accordance with their Terms of Reference and the prescripts of this policy.



- 8.4. A member from the Valenture Institute Finance Team will support the Selection Committee in verifying financial information provided by the guardian(s) to demonstrate household income and financial need.
- 8.5. The Selection Committee will review all information provided during the application process and reserves the right to verify such information with third parties as it deems necessary.
- 8.6. The Selection Committee may mandate a member and/or the research lead to contact guardians or applicant learners to clarify any information that is unclear and may influence the decision around an applicant learner.
- 8.7. The Selection Committee will finalise the top 100 applicant learners, ensuring that the cohort meets the selection criteria and aligns as closely as possible with the racial demographics of the Republic of South Africa from the latest census as published by Statistics South Africa.
- 8.8. Conditional scholarship offers will be sent to the top 100 applicant learners and they will be notified that a follow-up email requesting the applicant learner's ID (birth certificate or ID or Passport) and most recent report card submission will follow.
- 8.9. The top 100 applicant learners will enter the pre-orientation phase and their guardian will complete the learner Identity verification process and upload the applicant learner's term 2 grade 7 or 8 or 9 report card on the application portal.
- 8.10. Should this information not reconcile with the information provided in the application form, this will lead to the conditional offer being revoked.
- 8.11. Once ID and report documents are verified, the applicant learners will move into the pre-orientation phase where activities such as benchmarking testing, subject selection and the development of personalised timetables will take place.
- 8.12. At the end of the fourth term, applicant learners will be required to submit their final grade 7 or 8 or 9 report for final validation that the applicant learner has met the promotion requirements to enter grade 8, 9 or 10 (as applicable).
- 8.13. Once the applicant learner's grade 7 or 8 or 9 report has been successfully verified, the guardian will receive the final scholarship offer letter.



- 8.14. The guardian will be required to accept the scholarship offer letter within 2 days of receiving the offer. As noted above, submission of an application and acceptance of a scholarship offer will be subject to the applicant's (and applicant learner's) acceptance of the UCT OHS Terms and Conditions and this policy. Failure to accept the offer letter will result in a withdrawal of the offer.
- 8.15. Should any of the final shortlisted applicants fail the document verification process, not submit on time or fail to accept the final offer, all offers made up until that point will be withdrawn. The Selection Committee will then review the shortlist and make an offer to the next applicant on the shortlist.
- 8.16. All decisions reached by the Selection Committee are final.

## 9. Deadlines for scholarship applications for 2022

1	Scholarship applications open	25 October 2021
2	Deadline for Scholarship applications	17 November 2021
3	Academic assessment deadline	22 November 2021
4	Shortlisted applicant learners move to screening and document submission phase	23 November 2021
5	Conditional award/rejection letters sent to scholarship applicants	2 December 2021
6	Learners enter into pre-orientation phase	2 December 2021
7	Final grade 7 or 8 or 9 report submitted	15 December 2021
8	Final grade 7 or 8 or 9 report verified	3 January 2021
9	Scholarship final offers sent to successful applicants	4 January 2021
10	100 scholarship learners start the General Orientation Course	10 January 2021

## 10. Scholarship eligibility criteria

Table 1

<b>Criteria</b>
<p><b>1. Grade and age</b> The applicant must be completing Grade 7, 8 or 9 in 2021</p>



The applicant must be 12/13 years old in grade 7; 13/14 years old in grade 8 and 14/15 years old in grade 9. Scholarships will be awarded to learners entering grades 8, 9 and 10 in 2022.

**2. Historically disadvantaged**

The applicant learner must come from a historically disadvantaged South African family and be African, Coloured or Indian/Asian

**3. Academic performance**

The applicant learner must have obtained a minimum of 70% for Mathematics and 70% for English in their latest school report  
The applicant learner must have obtained a minimum overall average of 70%

**4. Requiring financial assistance**

The applicant learner must demonstrate financial need and an inability to afford the UCT OHS school fees

**5. Nationality**

The applicant learner must be a South African citizen

**6. Potential to thrive at UCT Online High School**

The applicant learner must have

- the desire to attend an online school
- basic computer literacy skills that would enable them to access online education
- access to adult supervision
- a safe space that is conducive for learning
- Access to high-speed internet
- A reliable laptop and headset

## 11. Scholarship retention conditions

In order for a learner to retain the benefits of the scholarship whilst enrolled with UCT OHS the following requirements apply:

- 11.1. Both the guardian(s) and the learner must adhere to the UCT OHS Terms and Conditions (including all UCT Online High School Handbooks) and this policy.
- 11.2. The learner is also required to sustain their academic performance as follows

- 11.2.1. At least 70% for Mathematics;



- 11.2.2. At least 70% for English Home Language; and
- 11.2.3. an average grade % of 70% or above in their summative assessments.
  
- 11.3. Learners will be required to select Core Mathematics as opposed to Mathematical Literacy in grade 10 and continue with this subject for grades 10 - 12.
- 11.4. Sanlam will be provided with an academic review of all Scholarship learners bi-annually. The purpose of this is to ensure that the retention conditions for the Scholarship continue to be met.
- 11.5. Where a learner has failed to meet the academic criteria for retention of the Scholarship, they will be placed on academic probation and be granted:
  - 11.5.1. a two year period of remediation if they are in Grade 8 in 2022; and
  - 11.5.2. a one year period of remediation if they are in any other Grade in 2022,to achieve the required results. A learner may only be placed on academic probation once throughout their high school career. UCT OHS may exercise its discretion to extend any remediation period based on the specific circumstances of an individual learner.

## 12. Termination of Scholarship

An awarded Scholarship may be terminated where:

- 12.1. There has been a breach of the UCT Terms and Conditions or any UCT Handbooks and policies (including this policy) by the guardian(s) and/or learner.
- 12.2. The learner fails to meet the academic standards notwithstanding being given the opportunity to remediate their performance whilst on academic probation in accordance with Section 11 above. This will result in the termination of the learner's enrollment unless the learner has met the minimum promotion requirements and their guardian/s are in a position to take over the payment of the tuition fees.



- 12.3. Should either Valenture or Sanlam decide to terminate the agreement between them regulating the Scholarship Programme in accordance with its terms, Valenture, UCT OHS and Sanlam cannot be held responsible for ensuring the sustained tuition payments. Valenture, UCT OHS and Sanlam will, however, use reasonable efforts to ensure that the learners are not unduly prejudiced by such termination. The guardian of the learner will have to take responsibility for sustaining the education of their child either at UCT OHS or elsewhere.
- 12.4. Should the guardian no longer wish for their child to attend UCT OHS, they are required to provide at least three (3) months' notice to UCT OHS in writing to provide sufficient time to enable another learner to benefit from the scholarship.

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UCT Online High School has made every effort to ensure the accuracy of the information in our handbooks and policies. However, we reserve the right at any time, if circumstances dictate, to:

- (i) make alterations or changes to any of the published details of the substance and opportunities on offer; and/or
- (ii) add to or withdraw any of the provisions, and opportunities on offer.

Staff and their dependants are given every assurance that changes will only be made as and when appropriate and you will be fully informed as soon as possible.