

IITPSA WOMEN IN IT CHAPTER

WIIT Bursary Programme

Bursary Information Guide

Supporting women on the path to ICT careers

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Acronyms

Acronym	Meaning
DHET	Department of Higher Education and Training
ICT	Information and communications technology
IITPSA	Institute of Information Technology Professionals South Africa
IRP5	Employee tax certificate issued by an employer
NQF	National Qualifications Framework
NSC	National Senior Certificate (Grade 12)
NSFAS	National Student Financial Aid Scheme
POPIA	Protection of Personal Information Act 4 of 2013
QCTO	Quality Council for Trades and Occupations
SAPS	South African Police Service
SAQA	South African Qualifications Authority
SASSA	South African Social Security Agency
TVET	Technical and Vocational Education and Training
WIIT	Women in IT, a chapter of IITPSA

Glossary of terms

Term	Meaning in this guide
Academic year	The study year at your institution, usually February to November 2027.
Accredited qualification	A qualification registered on the NQF by SAQA, or a QCTO-registered occupational qualification.
Applicant	A person who applies for the WIIT Bursary.
Bursary	Funding for study costs that does not have to be repaid if the conditions are met.
Bursary agreement	The contract a recipient signs with WIIT before any payment is made.
Certified copy	A copy of an original document stamped and signed as a true copy by the SAPS or a commissioner of oaths.
Financial need	A household income too low to cover the full cost of study.
Full-time study	Registration for the full-time academic load set by your institution for your qualification.
Household	Everyone who contributes to, or depends on, the same income as you.
ICT-related	Fields such as computer science, information systems, informatics, applied computing, software development, data science, cybersecurity and networking.
Recipient	An applicant who has been awarded the bursary.
Recognised institution	A public university, university of technology or TVET college, or a private higher education institution registered with DHET.
Renewal	Continuation of the bursary into the next academic year without a new application.
Repeat module	A module or subject you are registered for again because you did not pass it before.
Shortlist	The group of applicants selected for final consideration.
Sworn affidavit	A written statement signed under oath before a commissioner of oaths.

1. Introduction

This guide explains the WIIT Bursary, who can apply, what the bursary covers, which documents you need, how applications are selected, and what recipients are expected to do. Read it in full before you apply. Sections [5](#) and [6](#) tell you exactly what to prepare.

2. Background

ICT skills are in short supply in South Africa, and women remain under-represented in the profession. The IITPSA is a SAQA-recognised professional body for the ICT industry.

The Women in IT (WIIT) Chapter of the IITPSA established the WIIT Bursary to extend this support to women. The bursary removes financial barriers to study so that capable women can complete an ICT qualification and enter the profession.

3. Who can apply

3.1. You can apply if you:

- Are a woman.
- Are a South African citizen or permanent resident.
- Are registered full-time, or accepted for full-time study, in an accredited ICT-related qualification at a recognised South African institution for the academic year.
- Achieved an overall average of at least 65% in your most recent examinations.
- Can demonstrate financial need with supporting documents.
- Do not hold another bursary.

3.2. You cannot apply if you are:

- A member of the WIIT committee, a bursary assessor, or an immediate family member of either.
- Fully funded by NSFAS or another funder for the same costs.

4. What the bursary covers

Each bursary covers the following costs per academic year and renews each year for the minimum duration of your qualification, subject to academic performance (see [section 8](#)). Payments are made directly to the institution against a fee statement, or to the supplier against an invoice. No cash is paid to recipients.

Cost of study	Covered	Notes
Tuition fees	Yes	Paid to your institution
Registration and examination fees	Yes	Paid to your institution
Prescribed textbooks and study materials	Yes	Paid to the supplier
Laptop	Once-off	Only where you do not own a suitable device
Accommodation	Yes	Institution-administered or accredited student accommodation, paid to the institution or provider
Meals, transport and personal expenses	No	

Cost of study	Covered	Notes
Repeat modules	No	The bursary does not fund modules you are repeating
Outstanding fees from previous years	No	

5. Supporting documents

Upload only what applies to you.

If this applies to you	Upload this
Every applicant	▪ Certified copy of your ID or permanent residence permit, certified within the last three months ▪ Proof of enrolment or acceptance from your institution ▪ Motivational letter, maximum one page ▪ Proof of household income (see below)
You are in Grade 12 in the current academic year	Grade 11 final results and Grade 12 June results
You have completed Grade 12	National Senior Certificate statement of results
You are studying at an institution	Full academic record and your latest results
A parent or guardian is employed	Latest three months of payslips
A parent or guardian is unemployed	Sworn affidavit confirming unemployment
A parent or guardian is self-employed	Sworn affidavit stating annual income or three months of bank statements
Someone in the household receives a SASSA grant	SASSA letter confirming the grants received
A parent or guardian has died	Death certificate
Your parents are divorced or separated	Court order stating child support, or an affidavit from the parent stating the amount received
You applied to NSFAS	NSFAS outcome letter, if received

5.1. Instructions for uploading documents

Tip	What to do
1. Scan the whole page	Capture every edge in good light. Cropped corners, shadows and blurred ID numbers are the most common reasons a document is rejected.
2. No scanner? You have two options	A copy shop such as PostNet will scan your documents to PDF for a small fee. If your mobile phone has a good camera, photograph each page instead: place the document on a flat surface in bright natural light, hold the phone square above the page, and save the photographs as a PDF with a free scanning app.
3. One PDF per upload	Save each document as one PDF of no more than 10 MB. Combine all financial documents into a single PDF.
4. Certify recently	Certification must be dated within three months of your application. SAPS stations certify free of charge.

Tip	What to do
5. Check before you submit	Open each file to confirm it is complete and legible. Submitted applications cannot be changed.

6. How to apply

- 1. Check eligibility.** Confirm you meet every criterion in [section 3](#).
- 2. Prepare your documents.** Use [section 5](#) and the checklist below.
- 3. Complete the online form.** Click **Apply for the Bursary** at womeninit.org.za/bursary-programme. Sign in to a Google account to upload documents. Allow about 30 minutes.
- 4. Submit before the deadline.** Keep the confirmation email as proof of submission.
- Applications sent by email, post or hand delivery are not accepted.

Application Checklist

Done	Application checklist
	I meet every eligibility criterion
	My ID copy is certified within the last three months
	I have proof of enrolment or acceptance and my latest results
	My motivational letter is one page, signed and in my own words
	My financial documents are combined into one PDF

7. How applications are selected

Stage	What happens
1. Screening	Applications are checked for eligibility and completeness. Incomplete applications do not proceed.
2. Assessment	At least two assessors score each application independently.
3. Shortlist	The Committee will notify shortlisted applicants and invite them to an online interview.
4. Award	The WIIT Bursary Committee confirms awards. Successful applicants are informed.

Criterion	Weight	Evidence
Financial need	30%	Household income and supporting documents
Academic merit	30%	Academic results
Motivation and career commitment	25%	Motivational letter/recommendation
Leadership and community involvement	15%	Participation in community outreach and extramural activities demonstrating social responsibility and leadership
Total	100%	

A strong motivational letter names a specific ICT career goal, shows evidence of commitment, explains your financial circumstances and describes how you support other women and girls in technology. Write it yourself. Letters without personal detail score poorly. The WIIT Bursary Committee's decision is final.

8. Conditions of the bursary

8.1. Before payment, you must:

- Sign the bursary agreement
- Submit proof of academic year registration, and your NSC statement of results if you are a first-year student

8.2. During the year, you must:

- Remain registered full-time for the full academic year
- Submit your mid-year and end-of-year results to WIIT
- Inform WIIT within 14 days of any change to your studies, including deregistration or a change of qualification
- Attend at least one WIIT event or take part in the WIIT mentorship programme

8.3. The bursary may be withdrawn if you:

- Deregister, stop attending classes or change to part-time study
- Provide false or incomplete information
- Do not meet the conditions of the bursary agreement

WIIT may recover funds already paid if it withdraws the bursary. The bursary carries no work-back obligation.

8.4. Renewal

The bursary is awarded one academic year at a time and renewed for the minimum duration of your qualification. You do not reapply. To be renewed, you must pass all registered modules with an overall average of at least 65% and submit your final results within 14 days of their release. The bursary does not fund repeat modules.

9. Key dates

Milestone	Date
Applications open	Refer to the website for current bursary programme dates https://womeninit.org.za/bursary-programme/
Closing date	
Shortlist notification	
Online interviews	
Award announcement	

10. Frequently asked questions

10.1. Eligibility

Can I apply if I study part-time?

No. The bursary is for full-time students only.

I study at a private institution. Can I apply?

Yes, if the institution is registered with the Department of Higher Education and Training and your qualification is registered on the NQF. Your institution can confirm both.

My qualification is not in the list of ICT fields. Can I still apply?

Email WIITChair@iitpsa.org.za with the name of your qualification before you apply. The Committee will confirm whether it qualifies.

I receive NSFAS funding or another bursary. Can I apply?

No, the WIIT Bursary is not available for applicants who have already received funding.

10.2. Documents

I have not received my Grade 12 results. What do I submit?

Submit your Grade 11 results and Grade 12 June results. If shortlisted, you must submit your National Senior Certificate statement of results.

Registration for the next academic year has not opened at my institution. What do I submit?

Submit your proof of registration or your acceptance letter for the academic year. You must provide proof of academic registration before making any payment to the institution.

I have several financial documents. How do I upload them?

Combine them into one PDF file for the proof of financial need upload, in the order listed in the Bursary Information Guide.

My documents are paper copies. How do I make PDF files?

Use a scanner or the free scan function in a phone app such as Google Drive. Check that every page is clear and save each document as a single PDF.

My documents are paper copies, and I do not have a scanner. What do I do?

A copy shop such as PostNet will scan them to PDF for a small fee. You can also photograph each page in bright light with a good phone camera and save the photos as a PDF using a free scanning app. Check that every page is clear and complete.

10.3. Applying

Do I need a Google account?

Yes. Google requires you to sign in to upload documents. You can create a Google account for free at accounts.google.com.

Can I save my application and finish it later?

Yes. Your progress is saved as long as you stay signed in to the same Google account.

Can I change my application after I submit it?

No. Check every answer and document before you submit. If you find a serious error, email WIITChair@iitpsa.org.za before the closing date.

Is there an application fee?

No. WIIT never charges a fee and never asks for banking details during the application process.

10.4. After you apply

Will I be told if I am unsuccessful?

Yes. We inform all applicants of the outcome by email.

Can I get feedback on my application?

The Committee does not provide individual feedback because of the number of applications received.

I already hold the WIIT Bursary. Do I need to apply again?

No. Your bursary is renewed each year if you meet the renewal requirements in the Bursary Information Guide. Submit your results within 14 days of their release.

Do I have to work for WIIT or IITPSA after I qualify?

No. The bursary carries no work-back obligation.

11. Privacy and your information

WIIT processes your personal information in line with POPIA, only to assess your application, verify your details and administer the bursary. Access is limited to the WIIT Bursary Committee and assessors. Your information is not sold or used for marketing. We delete unsuccessful applicants' documents within 12 months of the award announcement. To access, correct or delete your information, email WIITChair@iitpsa.org.za.

12. Contact and fraud warning

Email: WIITChair@iitpsa.org.za. We reply within three working days.

Website: womeninit.org.za/bursary-programme

WIIT will never ask you to pay

Apply only through the official form on the WIIT website. WIIT never charges an application fee and never asks for banking details, passwords or payment. Ignore agents, WhatsApp messages and social media accounts offering to apply for you or speed up your application. Report anything suspicious to WIITChair@iitpsa.org.za.