

LEARNING MATERIAL **BURSARY ADMINISTRATION**



EXECUTIVE SUMMARY

Van Schaik Bookstore is South Africa's largest and most established academic bookstore chain, with a legacy of providing trusted solutions to students, educators, and institutions for over a century. Our commitment extends beyond simply supplying textbooks - we deliver a comprehensive, integrated service that supports the students' academic journey.

Through our bursary management platform, Van Schaik Bookstore enables institutions and bursars to efficiently administer funds allocated for prescribed textbooks, learning materials, devices, and other academic support items. Beneficiaries benefit from secure, transparent access to their materials, while bursars and institutions gain from robust reporting, cost control, and established processes.

Our services are built on:

- **Scale and Reach** – With a national footprint of on-campus and online stores, students can access prescribed learning and support materials wherever they are.
- **Comprehensive Offering** – From prescribed textbooks in print or e-book formats to stationery, laptops, lab coats, dissection kits, and other specialised learning tools.
- **Trusted Supplier Relationships** – Over 800 active supplier accounts locally and internationally ensure broad availability, competitive pricing, and reliable supply.
- **Student-Centric Experience** – Beneficiaries enjoy seamless purchasing, access to promotions, and participation in the Van Schaik Rewards Programme.

By partnering with Van Schaik Bookstore, institutions and bursars can be assured of a professional, ethical, and reliable partner that places student success at the centre of its service model. Our mission is not only to supply materials but to enable access, reduce administrative complexity, and support educational excellence across Sub-Saharan Africa.



BURSARY ADMINISTRATION

Through our advanced debtor's software, Van Schaik Bookstore provides full administration and control of all approved academic learning and support materials. From textbooks and e-books to stationery, devices, and specialised equipment, our system ensures that every beneficiary's needs are managed efficiently, transparently, and in line with bursar approvals.

This streamlined approach not only reduces administrative burden for institutions but also guarantees that students receive the right materials without unnecessary delays.



BURSARY PROCESS

The following outlines the Van Schaik Bookstore bursary management process and available module options:

- **Student Purchases:** Beneficiaries present their student card and/or ID document (e.g., ID required for UNISA students) to purchase prescribed materials at their nearest Van Schaik Bookstore.
- **Account Statements:** Depending on your requirements, either detailed or consolidated monthly statements are provided to your creditor's department - consolidated accounts are payable within 30 days of statement.
- **Student Registration:** The bursar supplies Van Schaik Bookstore with a list of beneficiary details, including surname, initials, student number, institution, campus, and enrolled course/degree.
- **Custom Accounts:** Van Schaik can open separate consolidated accounts based on bursar requirements, e.g., by institution, faculty, or province.

Option 1: Category-Based Purchases

- Purchases are limited to predefined categories such as textbooks only; textbooks and stationery; or textbooks, stationery, and computer equipment.
- Agreed limits are set, and individual beneficiary accounts are opened accordingly.
- Students use their student cards to purchase approved materials at any Van Schaik Bookstore.
- Credit limit increases are only granted on receipt of formal written authorisation (via email or letter on official bursar letterhead).
- Note: This option does not fully prevent beneficiaries from purchasing duplicate products.

Option 2: Quotation-Based Purchases

- Beneficiaries obtain a quotation for required items at their nearest Van Schaik Bookstore.
- The quotation is submitted by the beneficiary to the bursar for authorisation.
- The authorised quotation is then forwarded to Van Schaik's nominated representative.
- Accounts are opened with purchase limits set strictly according to the approved quotation.
- Beneficiaries are restricted to purchasing only the listed products. Any changes require a new quotation and approval before purchases can proceed.

OUR RANGE OF ACADEMIC LEARNING SUPPORT PRODUCTS

At Van Schaik Bookstore, we recognise that student success depends on having timely access to the right academic resources. That's why we offer a comprehensive portfolio of products designed to support every stage of the learning journey. From prescribed textbooks in both print and digital formats, to a full range of approved stationery, bespoke computer equipment, and specialised learning support materials, we ensure beneficiaries are fully equipped to meet the demands of their studies.

By integrating these products into our bursary management system, we provide a one-stop solution that delivers convenience for students and efficiency for bursars and institutions - ensuring that the right resources reach the right students, at the right time.

Prescribed Textbooks – In Print or Digital

Van Schaik Bookstore ensures that beneficiaries have seamless access to their prescribed textbooks in the format that best suits their study needs. Whether in traditional print (p-book) or convenient digital (e-book) editions where available, all materials are supplied as required and approved by the bursar or institution. Our flexible offering ensures that every student receives the right content, in the right format, at the right time.

Stationery to Support Every Academic Journey

Van Schaik Bookstore offers a comprehensive range of stationery designed to meet the diverse academic needs of students. From everyday essentials such as pens, notebooks, and files, to specialised items like scientific calculators, drawing boards, and technical instruments, beneficiaries can conveniently source everything they require under one roof. By providing access to both basic and specialised stationery, we ensure that students are fully equipped to excel in their studies—whether in the classroom, laboratory, or studio.

Bespoke Computer Equipment & Accessories for Every Line of Study

At Van Schaik Bookstore, we understand that students' technology needs vary according to their chosen field of study. That's why we offer tailored computer equipment and accessories, curated to align with specific academic disciplines.

Whether it's high-performance laptops for engineering and design, specialised software and peripherals for IT and data science, or reliable, cost-effective devices for business and education studies - Van Schaik can present customised solutions to meet both institutional requirements and individual student needs.

Our extensive supplier network and established agreements allow us to deliver competitive pricing, trusted brands, and reliable after-sales support, ensuring that students are equipped with the right tools to succeed in their academic journey.

Specialised Learning Support Materials Made Accessible

Van Schaik Bookstore extends bursary management beyond textbooks and stationery to include a wide range of specialised academic support materials. From lab coats, dissection kits, and Crox shoes to sports gear and other programme-specific essentials, we ensure that beneficiaries have seamless access to the tools required for their field of study.



BURSARY REPORTS

To: DOH - UNISA KIVIDO G (42669726)

C/O MS JOJOZI
P/BAG X0038
BISHO

5606

Tel: 0406093812

Account No: E045N0010085

Card No: E045100049545

From: VAN SCHAIK BOOKSTORE

PE
SANLAM STUDENTEDORP
P E TECHNIKON
SUMMERSTRAND
6013

Tel: 0415833171

Fax: 041 583 2418

VAT Registration: 4380240954

CO. Registration: 1903/002033/06

Code	Description	Price	Qty	Discount	Net
978040910050	INFORMATION SYSTEM IN THE SA BUSINESS	451.95	1	0.00	451.95
978070217683	ENTREPRENEURSHIP & HOW TO ESTABLISH	210.50	1	0.00	210.50
978062702712	ECONOMICS FOR SA STUDENTS	319.95	1	0.00	319.95
978062702723	COST & MANAGEMENT ACCOUNTING	249.95	1	0.00	249.95
QTY TOTAL:			4		
				TOTAL:	1232.35

Card No: E049N0000535	Client Name: DOH - UNISA - NINI N (36324981)	Student No: 36324981
Opening Balance	0.00	0.00
E049 001000011859 CREDIT SALE 09/03/2009 16:52:02	1,936.35	1,936.35
E049 001000011861 CREDIT SALE 09/03/2009 17:01:12	60.95	60.95
TOTALS	1,997.30	2,000.00
		1,997.30
		2.70

Card No: E049N0000666	Client Name: DOH - UNISA - MGWATYU VF (07999461)	Student No: 07999461
Opening Balance	0.00	0.00
E049 001000013009 CREDIT SALE 11/05/2009 09:16:39	478.90	478.90
E049 001000013102 CREDIT SALE 09/03/2009 16:28:32	184.95	184.95
E049 001000013874 CREDIT SALE 21/05/2009 08:40:13	1,333.50	1,333.50
TOTALS	1,997.35	2,000.00
		1,997.35
		2.65

Card No: E049N0000681	Client Name: DOH - UNISA - WINCHI (42627990)	Student No: 42627990
Opening Balance	0.00	0.00
E049 001000011719 CREDIT SALE 28/02/2009 08:46:09	265.50	265.50
E049 001000011641 CREDIT SALE 04/03/2009 16:28:39	189.95	189.95
E049 001000011848 CREDIT SALE 29/03/2009 16:02:42	249.95	249.95
E049 001000013156 CREDIT SALE 15/05/2009 10:38:08	73.95	73.95
E049 001000013680 CREDIT SALE 27/06/2009 10:05:58	750.85	750.85
TOTALS	1,530.20	2,000.00
		1,530.20
		469.80

BURSAR BENEFITS OF BURSARY MANAGEMENT CONTROLS

By partnering with Van Schaik Bookstore for bursary management, bursars and institutions gain:

- **Transparency & Control** – Full visibility of all beneficiary purchases through detailed or consolidated monthly reporting.
- **Customisation** – Ability to set purchase categories (e.g., textbooks only, textbooks & stationery, or full academic support materials) or authorise items via approved quotations.
- **Budget Discipline** – Credit limits per student ensure spending stays within approved allocations, with increases only allowed on written authorisation.
- **Administrative Efficiency** – Reduced burden on bursar staff through automated systems and consolidated accounts.
- **Flexibility** – Separate accounts can be structured by institution, faculty, or province to suit bursar requirements.
- **Student Support Alignment** – Assurance that funding is used only for approved academic materials based on the bursary management option chosen.

Together, these controls ensure that bursary funds are used responsibly, efficiently, and transparently, while giving students easy access to the resources they need to succeed.





STUDENT BENEFITS

Students don't just gain access to their prescribed learning materials—they also enjoy an enriched, supportive retail experience that puts their success at the centre.

By simply presenting their photo-enabled student card or ID, they can make purchases quickly and securely at any of our stores. This means no complicated processes, no unnecessary delays—just straightforward access to the right materials at the right time.

Students also benefit from fair pricing across the board. Whether they are paying in cash, using their bursary allocation, or purchasing on account, the price remains the same. This ensures transparency and fairness, giving students and bursars peace of mind that funding is being used responsibly and consistently.

Beyond convenience and pricing, Van Schaik also offers students exclusive opportunities that add real value to their academic journey. They can take part in national promotions, seasonal campaigns, and special offers tailored to the student market. In addition, they are eligible to sign up for the Van Schaik Rewards Program, which provides extra benefits, discounts, and loyalty rewards.



PRICING OF PRODUCT

The retail prices of all books and stationery are market-related, and our policy is to maintain a consistent national pricing structure, with adjustments made in line with exchange rate fluctuations.

While we do not claim to always be the lowest-priced supplier, our pricing is positioned in the mid-range of the market, ensuring that beneficiaries receive fair value alongside the high levels of service and reliability for which Van Schaik Bookstore is known.

SUPPLIER AGREEMENTS

Over the years, Van Schaik Bookstore has earned the trust and respect of leading suppliers worldwide. We maintain more than 800 active accounts with publishers, stationery suppliers, and book wholesalers across South Africa, Europe, and the United States.

In addition, our dedicated agents in the US and UK enable us to source titles from smaller publishers and specialised institutions, ensuring broad access and availability for our customers.



CUSTOMER PROFILE

Van Schaik Bookstore services a wide range of customer profiles across the education sector, from large universities and private colleges to bursary providers, schools, and individual learners. Our ability to cater to diverse requirements allows us to achieve the critical mass needed for sustainable operations, while maintaining a stockholding strategy that reflects strong governance, efficiency, and reliability.

Many institutions and customers have remained loyal to Van Schaik for extended periods, a testament to our consistent service delivery, ethical business practices, and trusted reputation. Clients take comfort in knowing they are partnering with a company that is not only highly respected in the academic sector but also operates with integrity, transparency, and a genuine commitment to advancing education.

Our long-standing partnerships underscore the value of a supplier who can deliver reliability, accountability, and tailored solutions—qualities that position Van Schaik Bookstore as the preferred partner for academic learning materials in South Africa and beyond.

CUSTOMER TESTIMONY



CUSTOMER TESTIMONY



9 October 2020

Mr Cheslin Rhode

1 Old Oak Road,
2nd floor, Delphi Arena Building
Tygervalley
Cape Town
7530

Dear Cheslin

RE: Van Schaik Reference Letter

The Thuthuka Education Upliftment Fund (TEUF) is an entity of the South African Institute of Chartered Accountants (SAICA), established to drive the transformation agenda of the Chartered Accountancy profession. The principal activities of the Thuthuka Education Upliftment Fund (TEUF) are to establish and maintain structures for carrying out and promoting skills development activities which will contribute to changing the membership demographics of the Chartered Accountancy Profession with the ultimate aim that the membership of the profession will reflect the country's population demographics.

When it was established in 2002, TEUF launched its first programme in the Eastern Cape. From its humble, single project beginnings, the TEUF has grown to support 47 programmes (completed and still active) in all nine provinces around South Africa supporting African and Coloured learners and students. The TEUF teams and representatives search across the country for talented candidates from previously disadvantaged backgrounds and have reached over 1 million learners since those humble beginnings.

In 2005, SAICA added a second leg to its transformation projects by introducing a bursary programme through the Thuthuka Bursary (TB) to assist 100% African and Coloured students from previously disadvantaged backgrounds to study towards a career in Chartered Accountancy. TB funds the undergraduate studies of the students through funds that are donated by partner donor firms from the Chartered Accountancy profession, commerce and industry, government sources and foundation funds.

In 2017, TEUF began procuring books through Van Schaik. This began as a pilot for 4 Universities. This pilot was a success and the procurement of books through Van Schaik was since rolled out to our 10 Partner Universities across the country since 2018 benefiting over 1200 students.

The relationship with Van Schaik has meant that Thuthuka is able to enjoy the operational efficiencies of ensuring that the correct students receive the correct textbooks. Further to this, students receive an sms to collect their books and no additional costs are spent on books where they are not needed.

Van Schaik ensures timely delivery of student textbooks each semester and where there are delays, they ensure that these are resolved and that students are not left behind by not having their textbooks. Due to the bulk orders that are made by Thuthuka and Van Schaik have a relationship where they administer the prices in this regard. The invoices from Van Schaik are sent timely and also allow for tracking of which students have taken which books and the requisite cost per student.

In 2020, for the first time, Thuthuka procured laptops through Van Schaik to be able to cater for students who had to go home due to Covid-19. Van Schaik ensured that students received the laptops on time in order for them to be able to continue with learning online.

As Thuthuka, working with Van Schaik has assisted us to ensure that we are able to deliver textbooks and learning material to our students who are at universities across the country.

Kind regards,

Project Director: Thuthuka
South African Institute of Chartered Accountants (SAICA)

CUSTOMER TESTIMONY



ISFAP

Ikusasa Student Financial Aid Programme

29 September 2020

Mr. Cheslin Rhoode
Van Schaik Bookstore (Pty) Ltd
1 Old Oak Road, Tygervally
Cape Town, South Africa

RE: Reference to distribution of academic books to ISFAP bursary student

Dear Cheslin

This letter serves as reference that Van Schaik Bookstore (Pty) Ltd has assisted 1 690 off our students country wide by supplying or delivering their academic textbooks, stationery and other study material since 2018.

I can confirm that we have a good standing relationship and that we are still happy with the services that they are offering to us and our students.

Should you require any additional information, feel free to contact me.

Regards,

Martin Mukwenko

Project Manager

28 September 2020



POWERED BY

SAICA

THE SOUTH AFRICAN INSTITUTE
OF CHARTERED ACCOUNTANTS

CUSTOMER TESTIMONY



Access to education should not be dependent on wealth

17th September 2020

To whom it may concern,

Feenix was launched in June 2017 as a response to the #FeesMustFall movement that spread across campuses in South Africa during 2015 and 2016. This movement highlighted the extremely high cost of tertiary education and the impact financial stress has on student success rates.

We created Feenix, an online fundraising platform that connects communities; providing a tool for students to formalize their fundraising efforts and a channel for funders to find students they wish to support.

One of the most affected groups of the Covid-19 shutdown is the student population. Universities across the country have had to shut down, leaving thousands of students unable to continue with the academic year. Feenix research shows that one of the biggest challenges with campus closures for students is the accessibility to online learning, second to that, is the loss of emotional support from friends and student networks.

Feenix wants to ensure that final year and postgraduate students who are not eligible for this support are equipped with a laptop, data and food to see them through the academic year. These students will be among the first to enter and build South Africa's economy post-COVID-19.

In light of these challenges to students, Feenix launched the #CapTheGap Covid-19 Response Fund. This campaign has one fundamental aim - to limit the digital divide students are experiencing across South Africa and, in effect, enable students to continue with their academic year, safely.

A key determinant of the success of the project is the efficient and rapid distribution of devices and data. Based on a number of variables, Van Schaik's proposal stood head and shoulders above the other distribution solutions available. Their wide footprint, their experience in dealing with device and data distribution, their experience dealing with tertiary education and students, their trusted brand, their stock availability and their ability to procure through their network, were category winners. Over and above these factors, one which cannot be discovered until you actually work with Van Schaik, is their exceptional service delivery. The response time, attention to detail, open channels of communication and willingness to solve my challenges were brilliant.



Based on my experience, the feedback from students, universities and other external stakeholders, I'm glad that I chose Van Schaik as the service provider for this project. Thus far, five months into the campaign, we have purchased a monthly allocation of 3GB data vouchers for 288 students, and **335 laptops** for university students throughout the country. These laptops were distributed throughout South Africa using the extensive Van Schaik store footprint. With the campaign coming to a close, we have ordered an additional **43 laptops** for distribution in October 2020, bringing our total purchase to **378 laptops** from Van Schaik.

I am deeply satisfied with Van Schaik's service and recommend Ugan and his team highly.

Kind regards,

Sebastian Prim
Operations Manager, Feenix
sebastian@feenix.org

CUSTOMER TESTIMONY



Dear Van Schaik Team,

On behalf of ISFAP, I would like to extend our warmest congratulations to you on your 110th birthday. This is a remarkable milestone, and it is a testament to the exceptional service and dedication you have consistently provided over the years to all your customers.

Since 2017, Van Schaik has been an invaluable partner to Ikusasa Student Financial Aid Programme Foundation NPC (ISFAP). Your unwavering support has enabled us to assist over 3,000 students, with approximately 1,500 having already graduated within this period. Your flexibility in accommodating our requirements and your commitment to putting the customer first (our students) have been key to our success.

We deeply appreciate your outstanding service and look forward to continuing our fruitful collaboration in the years to come.

Happy 110th Birthday, Van Schaik!

- **Mukatuni Martin Mukwevho** | Executive
Programme Manager | Information Officer



"I still find each day too short for all the thoughts I want to think, all the walks I want to take, all the books I want to read and all the friends I want to see."

- John Burrough



Serving students and lecturers countrywide with textbooks through conveniently located branches.

To make an appointment contact:

Chris Fouche
Special Project Manager
e-mail: cfouche@vanschaik.com
Cell: 082 468 3373