



THE UNITING
PRESBYTERIAN
CHURCH
IN SOUTHERN
AFRICA

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Empowerment
Through
Education

PRESBYTERIAN EDUCATIONAL FUND

BOARD OF TRUSTEES

6 July, 2016

TO : ALL MINISTERS and SESSION CLERKS
RE : PEF APPLICATION FORMS for 2017

Dear All,

Greetings from the Task Team Trustees of the PEF! **Application for PEF bursaries in 2017 is now open.**

- Very few applicants have submitted 'original' printed forms in recent years. Most have printed forms off the internet or from documents emailed to ministers and congregations. The PEF Task Team has therefore **decided not to print hard copies of the Application forms for distribution in future.**
- Forms will be available on the PEF webpage on the internet and also from the Presbytery Clerk or any minister who does have email access.
- Electronic copies of both form are attached to this email and you are requested to print the number of forms you need.

Please notify your congregation that application forms for bursary assistance are available, and please ensure that the conditions of the granting of bursaries are understood by anyone requesting an application form.

Please also ensure that interested parties understand that forms must be completed in full and returned with all the required documentation by **the closing date of 30 September, 2016.**

Should any of your congregants have internet access, the forms can also be found on the UPCS website at the following address: <http://unitingpresbyterian.org/ministry/presbyterian-education-fund-pef/>

Please contact me if you have any query re these forms or the notes on how to complete them.

- ✚ Forms attached and on the internet appear in different colours to distinguish the High School form from the College /University form: The application form for HIGH SCHOOL study is printed in burgundy ink.
The application form for COLLEGE / UNIVERSITY is printed in blue ink.
- ✚ When printing it is not necessary to print in coloured ink. Black ink is acceptable.
- ✚ Forms may also be photocopied. Where possible please ensure back to back printing to save paper.
- ✚ Please ensure that applicants complete the correct form:
Grades 7-11 applying for High School should complete the HIGH SCHOOL Application Form
Grade 12 or 'A' level should complete the UNIVERSITY / COLLEGE Application Form.
'O' level students returning to school to complete an 'A' level complete the HIGH SCHOOL Form
'O' level students continuing to a college (not to do 'A' levels) complete the UNIVERSITY/COLLEGE Form.

There are two **PEF Information Sheets** which accompany the application forms and give all the information applicants should need to complete their forms. You are requested to acquaint yourselves with the content of these Information Sheets so as to assist your congregants with their applications to the PEF. Please read them carefully, and check that applicants comply with all the requirements at initial submission and subsequently when they must submit results and information about registration/enrolment and fees in the new year.

- Late submissions and submissions which do not have the proper documentation, and forms which are incorrectly completed cause unnecessary delays and jeopardise the chances both of the applicant and the applicants who have met the requirements.
- Please advise applicants where possible to make a photocopy of their forms before mailing them in case the mailed form does not arrive, and to keep the proof of mailing for the same reason.
- The Information Sheet has been created/downloaded as a separate document with the CHECKLIST as part of this document. Applicants should not return these pages to the PEF when they submit their application forms: they should retain the Information Sheet and the CHECKLIST for reference purposes.
- Lastly, it is vitally important that an actual amount is reported as an estimate of the family income. This information is kept confidential, but is used, with other information to calculate the amount of assistance given. Missing information re income means the calculation cannot be made.

With kind regards on behalf of the Trustees of the PEF, and thanking you for your assistance,

Liz White

Elizabeth White (Miss)
(PEF Administrator)

CELEBRATING more than 40 YEARS OF EDUCATION

Please address correspondence to: The Administrator, Presbyterian Educational Fund

