

**THE UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA
PRESBYTERIAN EDUCATIONAL FUND
(COLLEGE/UNIVERSITY)**

PEF INFORMATION SHEET: TO BE READ CAREFULLY and NOTED BEFORE COMPLETING AN APPLICATION FORM and **to be kept by the applicant for reference purposes.**

1. PEF BURSARIES are

Contributions towards tuition fees (**never** full fees payment) **available to**

- a) **MEMBERS of the UPCSA** who are in good standing (Communicant members of the UPCSA), whether resident in South Africa, Zimbabwe or Zambia, **OR**
- b) **CHILDREN** of UPCSA members

who do not have the financial means to fully fund their own studies, (those with greatest need will get preference),

WHO ARE already attending, or WILL BE attending a College / University of Technology / University in 2017 **provided that** the applicant is **not already 25 years of age or turning 25 in 2017.**

(Bursaries are **not available to adults.**)

Bursaries are towards TUITION fees only - The PEF **DOES NOT** pay for boarding, books or transport costs.

PEF bursaries are dependent on the family making SOME contribution themselves, and will not be paid until the family contribution has been paid. The PEF works in partnership with the family: it does not take over the family's responsibility. Any PEF bursary recipient who receives a FULL bursary from another source will be required to refund the PEF payment.

2. ACADEMIC STANDARDS REQUIRED:

Results must equal or exceed the standard required by the fund:

IF you are applying to study at a university / college after your final year at school, but before commencing any post schooling study, the requirement is: an overall average of **no less than 50%** in your final school exams.

IF you are already at College/University the requirement is: an average (across all your courses) in your most recent College/University exams (and end-of-year results if applicable) of **no less than 50%**.

3. DOCUMENTATION REQUIRED

Please submit the following with your application:

i) A CERTIFIED COPY of whichever is applicable:

- a) your **June / Term II school report** (if you are in your final year at school) **OR**
- b) your **Matric Certificate / 'O' or 'A' Level results**

(applicants who are no longer at school, but not yet enrolled at a college or university) **OR**

- c) your **most recent University / College results** and a copy of your 2016 fees account statement (applicants who are **already at a University / College**, or have previously been at a university / college)

- **IF YOU ARE NOT STUDYING IN 2016 or are DOING ONLY SEMESTER I courses in 2016, YOU MUST MAKE IT CLEAR in your essay THAT YOU WILL HAVE NO NEW RESULTS TO SUBMIT AT YEAR-END.**
- If you did not study in Semester I but are studying in Semester II (2nd half of 2016), please make this clear.
- If results have been withheld because of unpaid fees, say so, and send the most recent results you do have, and also a current statement of your fees account showing how much is outstanding as well as what has been paid.

ii) If you are already 18 years or older:

- a) **A CERTIFIED COPY of your Confirmation Certificate (NOT your Baptism Certificate)**

OR b) a LETTER from the minister giving details of your confirmation and explaining why you do not have a certificate **or** explaining why you are not confirmed and when you will be.

iii) CERTIFIED Copy / Copies of parents' / guardians' / family members' pay slips / proof of income.

IF PARENTS are UNEMPLOYED but OTHERS in the family are WORKING and will assist with your fees, please EXPLAIN WHO is working, what work they do, how much they are earning (with proof of income as requested). This information is essential to an understanding of the family's situation. Letters from Pension Funds and employers, giving gross earnings, should be submitted where payslips are not issued. Give details of any pension received from a deceased family member. **NB:** Running a spaza shop / vending vegetables / cross border trading are all forms of employment bringing an income into the home – this income must be reported as average income (per month or per annum). Any affidavit that states any form of work to earn money must state the average amount earned. Please do not send an affidavit that says "I am unemployed" or "I can't afford fees". Unless a clear picture of family finances is presented, it will not be possible to assess assistance required and how much can be given. Failure to submit clear, comprehensive information risks no assistance.

N.B. N.B. -- DO NOT SEND ORIGINAL CERTIFICATES: send COPIES ONLY, please.

4. AWARDING OF BURSARIES:

NO APPLICATION WILL BE CONSIDERED UNTIL ALL DOCUMENTATION REQUESTED HAS BEEN RECEIVED – RESULTS SHOULD BE SUBMITTED IMMEDIATELY THEY BECOME AVAILABLE, AND NO LATER THAN **THE FINAL DEADLINE FOR SUBMISSION OF DOCUMENTATION - 23 JANUARY, 2017.**

A) FOR APPLICANTS WHO ARE STUDYING IN 2016:

YOU MUST SUBMIT A CERTIFIED COPY OF YOUR FINAL 2016 RESULTS AS SOON AS YOU RECEIVE THEM
NO decisions on the award of bursaries will be made until

- a) **A certified copy of your Final results for the year** (October/November, Semester II) **has been submitted and received by** the PEF Administrator **AND**
- b) **Any outstanding documents**, that should have been submitted with the Application Form, have been **submitted and received by** the PEF Administrator.

Even if your mid-year marks met the bursary requirement, and your College/University promotes you to the next year of study, failure to obtain the required academic standard in the October / November examinations will put your application at risk of being rejected.

B) FOR APPLICANTS WHO ARE NOT STUDYING IN 2016 or who are undertaking ONLY SEMESTER I in 2016:

PROVIDED THAT ALL THE REQUESTED DOCUMENTATION HAS BEEN RECEIVED: Awards will be **based on your most recent results** (e.g. Matric / 'O' or 'A' Levels/ Semester I results submitted with Application / previous College / University results).

ONCE ALL the above DOCUMENTS have been received successful applicants will be notified.

DOCUMENTS MAY BE SCANNED AND EMAILED TO THE PEF, FAXES OF RESULTS ARE NOT ACCEPTED
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5. FURTHER STIPULATIONS:

- a) Bursaries are for **ONE YEAR AT A TIME** and **DO NOT CARRY OVER** to the following year. Even if you had a bursary **this / last year**, you **must re-apply** for next year, submit updated income statements, etc. i.e. you MUST fill in this form & return it to the PEF office, and in July/August 2017 you will have to re-apply for 2018 and submit NEW documentation: your 2017 reports if not already submitted, and updated income information.
- b) **High school learners** will get **first preference** when bursaries are awarded, therefore there is not an unlimited amount of money to be allocated to applicants wishing to study at college/university.
- c) Since bursaries **do not cover** full fees, YOU / YOUR PARENT(S) OR GUARDIAN(S) will **STILL BE RESPONSIBLE** for the **payment of all amounts not covered by the PEF award.** (This is assuming that your application is successful.)
- d) **The PEF does NOT pay registration fees** therefore you **must** have enough money set aside for your registration fee, deposit or any fees required up-front by your College / University.
- e) Because of the restriction on funds available for College / University study, **contributions towards hostel / boarding fees for university / college students will not be possible.**
- f) Application forms that do not have either Page 6 completed by the Minister / Interim Moderator / Session Clerk or do not have the church stamp affixed, **will be rejected.**
- g) **WHERE POSSIBLE ALL CORRESPONDENCE from the PEF WILL BE VIA EMAIL, SO YOU MUST CHECK YOUR EMAIL for the PEF response. Correspondence will be copied to your minister. IF YOU HAVE NOT RECEIVED A REPLY FROM THE PEF IN A REASONABLE TIMEFRAME, please EMAIL, fax or PHONE the PEF ADMINISTRATOR for information. IT MAY BE THAT YOUR APPLICATION FORM or FINAL RESULTS HAVE NOT BEEN RECEIVED or that there is other required information outstanding.**

Please enter the Applicant's NAME AND SURNAME in the Subject line of every email sent to the PEF

- h) Applicants doing post schooling studies must be enrolled for, or planning to enrol for, an approved qualification, such as a College / National Diploma or a university diploma / degree.
Bursaries are **not** given if the applicant wishes to undertake just **one or two subjects.**
PROOF OF APPLICATION to THE COLLEGE / UNIVERSITY MUST ACCOMPANY YOUR APPLICATION FOR A PEF BURSARY. IF you have received a letter of ACCEPTANCE or PROVISIONAL acceptance, a copy of this letter must be submitted with your application.

- i) **ALL post-secondary students must sign the “Letter of Consent” for the institution to supply information to the PEF”. This letter will be sent to successful applicants.**
- j) **AWARDS ARE AT THE DISCRETION OF THE TRUSTEES**, and an award may in some cases not be granted even if the minimum requirements have been met. ALL awards are dependent on funds being available.
- k) **NB Successful applicants** will be required to submit **all Semester results / progress reports and fees statements received from the university/college during the year of PEF bursary award i.e. 2017.**
- l) **FOR ZAMBIA/ZIMBABWE: results slips that show your results as a symbol (A, B+, C, etc) or a number (1, 2.1, 3, etc) MUST include the KEY to interpret the results: e.g. 3 = 65-69%; 4 = 60-64%**

6. PAYMENT OF AMOUNTS AWARDED:

A copy of your university/college fees account statement showing that you have made the first payment(s) is required before the committee can decide on amounts to be paid, therefore:

AS SOON AS YOU HAVE REGISTERED FOR THE NEW ACADEMIC YEAR:

please send proof of registration, a copy of your university/college fees account statement showing that you have made the first payment(s) required, and the university/college’s banking details to the PEF administrator.

If your statement shows only SEMESTER I charges, please also send an estimate of expected SEMESTER II fees.

Payments will be made **only** once the conditions for the confirmation of the award have been met **in full** and will only be made **directly to the institution** once the following has been done:

If you received bursary assistance in 2016 you must ensure that a copy of your fees statement(s) showing PEF payment(s) made in that year has/have been submitted to the PEF office.

NO PAYMENT WILL BE MADE BEFORE THE ABOVE FEES STATEMENT(S) SHOWING PEF PAYMENTS HAVE BEEN RECEIVED

NO PAYMENT WILL BE MADE TO AN INDIVIDUAL UNDER ANY CIRCUMSTANCES

SUBMISSION OF APPLICATIONS:

HANDED IN AT:
28 RHODES AVENUE
PARKTOWN
JOHANNESBURG

APPLICATION FORMS MAY BE

OR

MAILED TO:
THE ADMINISTRATOR
PRESBYTERIAN EDUCATIONAL FUND
P O BOX 96188
BRIXTON 2019

THE **APPLICANT** IS RESPONSIBLE FOR MAILING THIS FORM.

APPLICATIONS should be sent **by REGISTERED MAIL** to ensure safe arrival.

APPLICATIONS MUST REACH THE OFFICE OF THE PEF ADMINISTRATOR **BY 30 SEPTEMBER 2016**

THIS DEADLINE WILL BE STRICTLY ADHERED TO!

ALL REQUESTED DOCUMENTATION AND INFORMATION MUST BE SUPPLIED:

See the accompanying check list to ensure that your application is complete, and keep this checklist so that you know what you must still submit.

Application forms that have not been completed in full as requested **or** which are not accompanied by the requested documentation, **will only be considered once all other applications have been assessed and the missing documentation / information is supplied.**

Failure to complete the form in full / submit all documentation required may result in the application being rejected.

Electronic submissions will **NOT** be accepted.

ORIGINAL FORMS MUST be submitted by POST or HANDED in at 28 Rhodes Ave, Parktown.

FOR ANY QUERIES THAT YOU MAY HAVE please email the Administrator at pef@presbyterian.org.za
or phone +27 11 727 3511

CHECK LIST TO ENSURE THAT ALL REQUIREMENTS HAVE BEEN MET:

APPLICATION for COLLEGE/UNIVERSITY STUDY

BEFORE MAILING YOUR APPLICATION FORM,
ENSURE THAT THE FOLLOWING ARE IN ORDER:

**TICK IF
DONE:**

- 1) **HAVE YOU WRITTEN YOUR ESSAY** (on page 3)?
NB it must be **HAND-WRITTEN BY YOU!**
- 2) **HAVE YOU ATTACHED** a), b) or c)?
 - a) **IF YOU ARE in GRADE 12 / FINAL year at SCHOOL:**
A CERTIFIED COPY OF YOUR JUNE SCHOOL REPORT
 - b) **IF ALREADY AT UNIVERSITY / COLLEGE:**
A CERTIFIED COPY OF YOUR LATEST RESULTS
 - c) **IF YOU ARE NOT STUDYING in 2014:**
RESULTS from MOST RECENT study undertaken (**since** leaving school) **OR**
A CERTIFIED COPY OF YOUR MATRIC / 'O' or 'A' Level CERTIFICATE
(if you have not done any studying since leaving school)
- 3) **ONLY IF OVER 18 YEARS:** a) **COPY OF YOUR CONFIRMATION CERTIFICATE**
(THIS IS NOT YOUR BAPTISM CERTIFICATE) – **DO NOT** SUBMIT THE ORIGINAL
OR b) Letter from Minister explaining why this is not possible.
- 4) **YOUR PARENTS', GRANDPARENTS', GAURDIAN'S PROOF OF INCOME**
i.e. copy of latest pay slip, **or** proof of receipt of a pension / government grant
or a letter from your minister confirming your family member/guardian's work situation
or for informal sector workers, some pensioners, etc: an affidavit stating the amount of
any income received from whatever source
- 5) **HAS YOUR PARENT / GRANDPARENT / GUARDIAN COMPLETED THE**
FAMILY DETAILS SECTION ON AND SIGNED YOUR FORM (Page 5)?
- 6) **HAS YOUR MINISTER / INTERIM MODERATOR / SESSION CLERK**
SUPPLIED REQUESTED INFORMATION AND SIGNED YOUR FORM (Page 6)?
- 7) **HAS YOUR FORM BEEN STAMPED WITH CONGREGATION STAMP?**
- 8) **HAVE YOU ENCLOSED PROOF THAT YOU HAVE APPLIED TO A**
COLLEGE / UNIVERSITY? i.e. A COPY of letter of PROVISIONAL ACCEPTANCE
or ACKNOWLEDGEMENT of RECEIPT of APPLICATION

IF ALL THE ABOVE HAVE BEEN COMPLETED AND YOU CAN HONESTLY TICK EACH BOX, THEN YOU ARE READY TO SUBMIT YOUR APPLICATION.

KEEP this page so that you know **WHAT MUST STILL BE SUBMITTED.**

TAKE NOTE: IF YOU ARE STUDYING IN 2016, YOUR **APPLICATION IS NOT COMPLETE UNTIL YOU HAVE SUBMITTED YOUR FINAL RESULTS FOR 2016 AND ALL OUTSTANDING DOCUMENTS** (anything that is not ticked above).

IN DECEMBER/JANUARY, CHECK the following:

- 9) **HAVE YOU SUBMITTED A CERTIFIED COPY of your MATRIC CERTIFICATE / FINAL UNIV/COLLEGE RESULTS FOR 2016?**

DO NOT SUBMIT YOUR APPLICATION FORM IF ANY OF THE BOXES 1) to 8) HAS NOT BEEN TICKED, **UNLESS YOU EXPLAIN WHY** THE BOX HAS NOT BEEN TICKED, AND HOW AND WHEN YOU WILL BE ABLE TO SUBMIT THE APPROPRIATE DOCUMENT OR INFORMATION.

NB: **FINAL DEADLINE** for **outstanding documentation** IS **23 JANUARY, 2017.**

