

**THE UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA
PRESBYTERIAN EDUCATIONAL FUND
(HIGH SCHOOL)**

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 HIGH SCHOOL in 2017.

(Bursaries are **NOT granted** for **primary school** years.)

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

Applying for a bursary for Grade 8 / Form I : **average over all subjects of 65% or more**

Applying for a bursary for Grade 9 / Form II onwards : **average over all subjects of NO LESS THAN 50%**

3. DOCUMENTATION REQUIRED

Please submit the following with your application:

i) A CERTIFIED COPY of

your **June / Term II school report** (all learners / scholars who are at school in 2016) **OR**

your **most recent school report** (if you are not at school currently).

If you will be at the same school in 2017, please send a **copy of your 2016 school fees statement**.

IF YOU are NOT STUDYING IN 2016 (e.g. awaiting 'O' Level results before continuing to 'A' level) YOU MUST MAKE THIS CLEAR in your essay and that you WILL HAVE NO NEW RESULTS TO SUBMIT AT YEAR-END. Similarly if for some reason you have completed Grade 7 prior to 2016.

ii) If you are 18 years or older:

a) **A CERTIFIED COPY of your Confirmation Certificate (This is 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 - SCHOOL REPORTS SHOULD BE SUBMITTED AS SOON AS THEY BECOME AVAILABLE, AND NO LATER THAN THE FINAL DEADLINE FOR SUBMISSION OF REPORTS AND DOCUMENTATION - 23 DECEMBER, 2016.

A) FOR APPLICANTS WHO ARE AT SCHOOL IN 2016:

YOU MUST SUBMIT A CERTIFIED COPY OF YOUR 2016 END-OF-YEAR SCHOOL REPORT/ RESULTS AS SOON AS YOU RECEIVE THEM. REPORTS MUST HAVE THE CHILD'S NAME ON THE SAME PAGE AS THE MARKS

NO decisions on the award of bursaries will be made until

a) **A certified copy of your Final school report for the year (October/November/December, Term IV (or Term III if your school has three terms) **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 TERM II marks met the bursary requirement, and even if your school promotes you to the next Grade / Form / year, **failure to obtain the required academic standard** in the October / November / December examinations will put your application at risk of being rejected.

B) FOR APPLICANTS WHO ARE NOT attending school IN 2016:

Awards will be based on your most recent school results e.g. 'O' Levels. **YOU MUST MAKE IT CLEAR in your essay THAT YOU ARE NOT STUDYING in 2016 and that you WILL HAVE NO NEW RESULTS TO SUBMIT AT YEAR-END.**

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

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 or last year**, you **must re-apply** for next year, submit updated income statements, etc. i.e. **you need to fill in this form** and 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) Since bursaries **do not cover** full fees, **PARENT(S) / GRANDPARENT(S) OR GUARDIAN(S)** of successful applicants **WILL STILL BE RESPONSIBLE** for the **payment of all amounts not covered by the PEF award.**

c) **The PEF does not pay registration fees** therefore you **must** have enough money set aside for registration and / or any fees required up-front by your school.

d) Contributions towards hostel / boarding fees will **only** be considered if the school is in another town **and / or** there are compelling reasons why the learner/scholar can **not** stay at home.
The application **form must include this information.**

e) 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.**

f) **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 (in this order) 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

g) **PARENT(S) / GRANDPARENT(S) OR GUARDIAN(S)** of school-going applicants **must sign the "Letter of Consent" for the school to supply information to the PEF". This letter will be sent to successful applicants.**

h) **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.**

i) NB Successful applicants will be required to submit all school reports and fees statements received from the school DURING THE YEAR OF THE PEF BURSARY AWARD i.e. 2017.

j) FOR ZAMBIA/ZIMBABWE: reports/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 school 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 SCHOOL STARTS in 2017:

You must send proof of enrolment, your school fees statement showing that at least the first payment has been made, and the school's banking details to the PEF administrator.

If your statement shows only TERM I charges, please also send information to confirm the number of terms in your school year.

If your school fees are charged monthly, please confirm the number of months over which the school fees will be spread/charged.

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 school** 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) 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

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 has been 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 HIGH SCHOOL 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 **CERTIFIED COPY OF YOUR TERM II SCHOOL REPORT ?**

- 3) **ONLY IF OVER 18 YEARS:** a) **COPY OF YOUR CONFIRMATION CERTIFICATE**
(THIS IS NOT YOUR BAPTISMAL CERTIFICATE) **DO NOT SUBMIT 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 payslip, **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 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?**

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: YOUR **APPLICATION IS NOT COMPLETE UNTIL** YOU HAVE
SUBMITTED YOUR FINAL REPORT / OFFICIAL MATRIC RESULTS FOR 2016 AND ALL
OUTSTANDING DOCUMENTS (anything that is not ticked above).

IN DECEMBER, CHECK the following:

- 8) **HAVE YOU SUBMITTED YOUR FINAL SCHOOL REPORT FOR 2016?**

DO NOT SUBMIT YOUR APPLICATION FORM IF ANY OF THE BOXES 1) to 7) 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 DECEMBER, 2016.**