



NEC TAMEN CONSUMEBATUR

THE UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA  
PRESBYTERIAN EDUCATIONAL FUND

**APPLICATION FOR BURSARY FOR**

**COLLEGE or UNIVERSITY STUDY in 2018**

**DO NOT USE THIS FORM IF YOU ARE APPLYING FOR HIGH SCHOOL**

**If you need a form for HIGH SCHOOL STUDY**  
**Please ask your minister for the correct form**

**Dear Parent / Guardian and Applicant,**

Greetings in the most precious name of Jesus!

The Educational Fund (the PEF) is a ministry of the UPCSA. The aim of the PEF is to partner with families to help them pay for their children's education. This is a partnership and your help and input is necessary if the partnership is to succeed.

The PEF is not a wealthy fund, so not everyone can be helped: for those who do receive help it is a great privilege, and should be appreciated as such. This means there must be **CONDITIONS** which will identify the families and students who will be helped. It also means the families **must do certain things** in order to receive the help. Please read SECTION I (the INFORMATION SECTION) below very carefully to understand these conditions. Your minister will help you with any area you do not understand and you are welcome to contact the administrator if you still need help (contact details can be found at the end of the Information Section).

There are three steps which you must follow in the process of completing this form, and they are all important. Please take the time to work through each section carefully:

- 1) INFORMATION SECTION – important information and instructions on what you need to do
- 2) APPLICATION FORM SECTION - Complete all questions on the form carefully please

There are three sections in the Application Form:

- A) The information about the STUDENT who is called THE APPLICANT
  - B) Information about the FAMILY, which must be completed by the person responsible for paying the fees
  - C) Information about the CONGREGATION (to be completed by Minister/Interim Moderator/Session Clerk).
- 3) CHECKLIST - found on the last page, this will tell you if you have done and included everything needed before you submit the application.

**CLOSING DATE: 30 SEPTEMBER 2017**

**NO EXCEPTIONS – LATE FORMS and INCOMPLETE FORMS WILL BE DISCARDED.** It is therefore very important that you submit all the requested information in the required way. We do not want to exclude your application, but if the required information is not submitted the application will not be considered and you will not get assistance. Please avoid this by submitting everything. PLEASE AIM TO SUBMIT YOUR FORM EARLY (by the end of AUGUST). START WORKING ON THE APPLICATION AT THE BEGINNING OF AUGUST TO GIVE TIME TO GET ALL THE REQUIRED DOCUMENTS.

Thank you and God bless you as you work through this application.



**BEFORE YOU GO ON TO FILL IN THE APPLICATION FORM  
STOP**

**and**

**READ THIS CAREFULLY:**

**There is lots of information, so take it slowly so you don't miss anything**

**I INFORMATION SECTION**

**KEEP THESE PAGES for reference purposes.**

N.B. the "APPLICANT" is the STUDENT, NOT the parent/guardian.

**1. PEF BURSARIES are**

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

- a) **MEMBERS of the UPCS**A who are in good standing (Communicant members of the UPCS), whether resident in South Africa, Zimbabwe or Zambia, **OR**
- b) **CHILDREN** of UPCS 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 2018, **provided that** the applicant is **not already 25 years of age or turning 25 in 2018**.

(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 2017 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 2017 or are DOING ONLY SEMESTER I courses in 2017, 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 (2<sup>nd</sup> half of 2017), 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 or ADULT (NOT INFANT) BAPTISM Certificate**  
**OR** b) a **LETTER** from the minister giving details of your confirmation (when, where, by whom) 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. RSA state pensioners/ grant receivers must submit current letters from SASSA stating type of grant and amount of grant. **NB:** Running a spaza shop / vending vegetables / sewing / 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, 2018.**

**A) FOR APPLICANTS WHO ARE STUDYING IN 2017:**

YOU MUST SUBMIT A CERTIFIED COPY OF YOUR FINAL 2017 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 2017 or who are undertaking ONLY SEMESTER I in 2017:**

**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**

**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 2018 you will have to re-apply for 2019 and submit NEW documentation: your 2018 results 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 10 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 (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**

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**.

**NB NB 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. 2018.**

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 2017** 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**

**FEES STATEMENTS & RESULTS MUST BE OFFICIAL UNIV/COLL PRINTOUTS, NOT OFF STUDENT PORTALS**

**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 2017**

**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](mailto:pef@presbyterian.org.za) or phone +27 11 727 3511**

**II**  
**APPLICATION FORM SECTION**

**APPLICATION FOR BURSARY FOR**  
**COLLEGE or UNIVERSITY STUDY in 2018**

**Remember: DO NOT USE THIS FORM IF YOU ARE APPLYING FOR HIGH SCHOOL**

**NAME of PRESBYTERY:** .....

**NAME OF UPCS A CONGREGATION:** .....

**A) DETAILS of APPLICANT(the STUDENT):**

**1. SURNAME:** ..... **AGE:** ..... **DATE OF BIRTH:** YYYY / MM / DD

**MALE / FEMALE:** ..... **I D NUMBER:** .....

**FIRST NAMES:** ..... **KNOWN AS:**.....

**HOME ADDRESS:** .....

.....

**POSTAL ADDRESS:** .....

.....

..... **CODE:** .....

**TEL NO:** .....(Land line) **CELL NO:** .....

**E-MAIL ADDRESS:** .....

**HAVE YOU BEEN CONFIRMED?:**  **YES**  **NO.**

**If you are 18 years old and NOT CONFIRMED EXPLAIN WHY NOT:**

.....  
**If you are confirmed but you do not have a Confirmation Certificate, EXPLAIN WHY NOT:**

.....  
**YOU MUST ALSO submit a letter from your minister with his/her explanation.**

**COMPELETE 2a) OR 2b) – NOT BOTH:**

**2 a) IF YOU ARE in FINAL YEAR at SCHOOL or NOT STUDYING IN 2017:**

ANSWER the following:

**i) HAVE YOU sent your APPLICATION for admission to college(s)/university(ties)?**  **YES / NO**

**ii) HAVE YOU received provisional acceptance from a college/university?**  **YES / NO**

**iii) NAME of DEGREE / DIPLOMA / CERTIFICATE you wish to enroll for:**  
.....

**iv) IN WHAT YEAR / MONTH WILL YOU COMMENCE YOUR STUDIES?:** **YEAR:**

**MONTH:**

**IN WHAT MONTH(S) WILL YOU WRITE Examinations?:**

**2 b) IF YOU ALREADY STUDYING at a COLLEGE / UNIVERSITY IN 2017?:**

NAME of COLLEGE/UNIVERSITY YOU ARE ATTENDING in 2017:

.....

**E-MAIL ADDRESS** of Student Accounts/ Financial Aid at College/University:

.....

**FAX NUMBER:** ..... **TELEPHONE NUMBER:** .....

**NAME of DEGREE / DIPLOMA / CERTIFICATE**

you are registered for: .....

**WHAT ACADEMIC YEAR ARE YOU IN?:** .....(1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc)

**DO YOU INTEND TO CONTINUE AT THIS UNIV/COLLEGE in 2018?**  YES /  NO

If  NO, please explain why not and state name of UNIV/COLL for 2018 .....

**3 a) DID YOU RECEIVE A BURSARY from the Presbyterian Educational Fund in 2017?**  YES /  NO

**b) DID YOU RECEIVE A BURSARY / ASSISTANCE from any OTHER source in 2017?**  YES /  NO

IF YOUR ANSWER to b) IS  YES, PLEASE **SUPPLY DETAILS:**

NAME OF SPONSOR/FUND: ..... AMOUNT RECEIVED: .....

**c) WILL YOU RECEIVE ASSISTANCE FROM THE SPONSOR in b) in 2018?**  YES /  NO

If not, why not? .....

**d) Have you applied / Will you still apply to ANOTHER FUND (NOT PEF) for HELP IN 2018?**  YES /  NO

**IF YES, PLEASE GIVE DETAILS:**

.....

**IF NO, PLEASE EXPLAIN WHY NOT:**

.....

**e) IF you are South African and studying or planning to study at any of the following South African institutions you MAY apply via the institution for NSFAS (National Student Financial Aid Scheme) funding via a loan or bursary if you meet the criteria (In most cases, does not apply to 1st year students):**

UNIVERSITY / UNIVERSITY of TECHNOLOGY / Further Education and Training College

(Information is available from these institutions. A brief summary page is available on the PEF webpage.)

**HAVE YOU applied / WILL YOU apply for NSFAS funding?**  YES /  NO .

**IF SO, FOR HOW MUCH: R** .....

**4 APPLICANT'S ESSAY: THIS ESSAY MUST BE HAND-WRITTEN BY THE APPLICANT**

Your essay should tell us about yourself and your family, your interests and plans for your future, and explain to the Bursaries Committee why you think you should be considered for a bursary. If you are not studying this year (or are doing only Semester I) say so here and explain why. It is not good enough to say the reason you need a bursary is that you can't pay fees. Why not? Family must contribute as well.

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.....



**B) FAMILY DETAILS:**

**THIS SECTION TO BE COMPLETED IN BY THE PERSON RESPONSIBLE FOR PAYING FEES:**

<u>NAMES of ADULT MEMBERS OF FAMILY:</u>	<u>RELATIONSHIP of adult member TO APPLICANT(student):</u>	<u>WORKING/NOT WORKING:</u>
1 .....	.....	.....
2 .....	.....	.....
3 .....	.....	.....
4 .....	.....	.....

**The following question is COMPULSORY:**

SOME PAYMENT BY THE FAMILY IS COMPULSORY IF YOU WISH TO RECEIVE PEF ASSISTANCE. **IF THIS QUESTION IS NOT ANSWERED, THE PEF WILL NOT CONSIDER THE APPLICATION.**

**1. HOW MUCH WILL YOU and/or your FAMILY PAY TOWARDS APPLICANT'S FEES? :**

**AMOUNT YOU and the FAMILY WILL PAY:**  Rands / US\$ / Zambian K  
 Enter a MONEY VALUE here (indicate currency)

**2. THE PEF MAY PAY AS LITTLE AS 10% of the tuition fees:  
 HOW WILL YOU MEET THE BALANCE OUTSTANDING?:**

- 1) APPLY FOR FINANCIAL AID from COLL/UNIV?
- 2) TRY TO FIND ANOTHER SPONSOR, BURSARY ?
- 3) SEEK ASSISTANCE FROM CONGREGATION / FAMILY/ FRIENDS?

**3. NUMBER OF ADULTS who are working/receive income (eg pension) who will HELP pay fees:**   
 ('working' means employed OR self-employed (eg vending) whether FULL TIME, PART TIME or CASUAL)

<u>FAMILY MEMBERS with INCOME who will assist with payment of fees</u>	<u>OCCUPATION / SOURCE OF INCOME</u>	<u>NAME OF EMPLOYER *: (*company name / private individual)</u>
1 .....	.....	.....
2 .....	.....	.....
3 .....	.....	.....
4 .....	.....	.....

**(Proof of income must be supplied by way of a copy of latest payslip, or if in the informal sector: a letter of confirmation from employer/minister/Interim Moderator or an affidavit, stating amount of money you earn / receive on average per month for ALL FAMILY MEMBERS LISTED HERE. SEE Information section.) Pension /Grant recipients must supply a letter from SASSA or Pension Fund stating amount(s).**

**4. NUMBER of SIBLINGS LIVING WITH YOU for whom you pay school/college fees: .....**

PLEASE SUPPLY DETAILS: **(DO NOT include applicant (p5) or children you do not pay fees for)**

<u>NAME &amp; SURNAME</u>	<u>AGE</u>	<u>SCHOOL (Grade/Form) OR COLL/UNIV (Year) and QUALIFICATION</u>	<u>SIBLING'S RELATIONSHIP TO APPLICANT (name on p5)</u>
1 .....	.....	.....	.....
2 .....	.....	.....	.....
3 .....	.....	.....	.....
4 .....	.....	.....	.....
5 .....	.....	.....	.....



**B) FAMILY DETAILS (cont.):**

If any of the above siblings is a cousin / not a member of the immediate family, please explain why you are responsible for his/her fees.

.....  
.....  
.....

If any of the above siblings is receiving a bursary or financial aid, please give details:

NAME & SURNAME                      FINANCIAL AID / BURSARY RECEIVED                      AMOUNT EXPECTED

.....  
.....  
.....

NAME and SURNAME of ADULT RESPONSIBLE FOR FEES:                      RELATIONSHIP TO APPLICANT  
(e.g. AUNT/ UNCLE/ MOTHER/ FATHER/ GUARDIAN):

.....

IF A SINGLE MOTHER, PLEASE EXPLAIN WHY FATHER IS NOT ASSISTING                      **OR**  
IF YOU ARE NOT THE PARENT OF THE APPLICANT, PLEASE EXPLAIN WHY YOU ARE PAYING  
AND NOT PARENT(S):

.....  
.....  
.....

(IF PARENT(S) IS (ARE) DECEASED, PLEASE SUBMIT COPY/COPIES OF DEATH CERTIFICATE(S).)

SIGNATURE of PARENT/G'PARENT/GUARDIAN: .....

DATE: YYYY / MM / DD

Telephone No.(Landline)                      Cell Number                      E-mail address

.....

**ARE YOU A MEMBER IN FULL STANDING OF THE UPCSA?**                       YES /  NO

(Minister to confirm this in his/her comments)

IF NOT A MEMBER OF UPCSA, please give details of church affiliation:

.....  
.....  
.....  
.....  
.....



**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) **THE ESSAY** (on page 5,6)?  
NB it must be **HAND-WRITTEN BY YOU, THE STUDENT!**
- 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 2017:**  
if you have not done any studying since leaving school:  
A CERTIFIED COPY OF YOUR MATRIC / 'O' or 'A' Level CERTIFICATE  
(including the page with the key to the grades/scale for marks!) **OR**  
RESULTS from MOST RECENT study undertaken **since** leaving school
- 3) **ONLY IF OVER 18 YEARS:** **DO NOT SUBMIT THE ORIGINAL** 
  - a) **COPY OF YOUR CONFIRMATION / ADULT BAPTISM CERTIFICATE**  
(NOT INFANT BAPTISM CERTIFICATE)
  - OR** b) Letter from Minister stating when, where and by whom you were confirmed
  - OR** c) Explaining you have not been confirmed and when you will be.
- 4) **YOUR PARENTS', GRANDPARENTS', GAURDIAN'S PROOF OF INCOME**   
**i.e.** copy of latest pay slip, **or** letter from SASSA / other Pension Fund re 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) **IF YOU WILL BE AT SAME INSTITUTION IN 2018:**   
a copy of your 2017 student fees account statement
- 6) **HAS YOUR PARENT / GRANDPARENT / GUARDIAN COMPLETED THE**   
**FAMILY DETAILS SECTION ON AND SIGNED YOUR FORM (Page 9)?**
- 7) **HAS YOUR MINISTER / INTERIM MODERATOR / SESSION CLERK**   
**SUPPLIED REQUESTED INFORMATION AND SIGNED YOUR FORM (Page 10)?**
- 8) **HAS YOUR FORM BEEN STAMPED WITH CONGREGATION STAMP?**
- 9) **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.**

IF ANY OF THE BOXES 1) to 8) HAS **NOT** BEEN TICKED, **YOU MUST EXPLAIN WHY** THE BOX HAS NOT BEEN TICKED, AND HOW AND WHEN YOU WILL BE ABLE TO SUBMIT THE APPROPRIATE DOCUMENT OR INFORMATION... AND THEN YOU MUST DO AS YOU HAVE PROMISED TO DO

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

**NB:** IF YOU ARE STUDYING IN 2017, YOUR APPLICATION IS NOT COMPLETE UNTIL YOU HAVE SUBMITTED YOUR FINAL RESULTS FOR 2017 AND ALL OUTSTANDING DOCUMENTS (anything that is not ticked above).

**IN DECEMBER/JANUARY, CHECK the following:**

- 10) **HAVE YOU SUBMITTED A CERTIFIED COPY of your MATRIC CERTIFICATE / FINAL UNIV/COLLEGE RESULTS FOR 2017?**

**NB: FINAL DEADLINE for outstanding documentation IS **26 JANUARY, 2018.****