



NEC TAMEN CONSUMEBATUR

THE UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA
PRESBYTERIAN EDUCATIONAL FUND

**APPLICATION FOR BURSARY FOR
HIGH SCHOOL STUDY in 2018**

**USE THIS FORM if the APPLICANT (child/young adult) will be in
GRADE 8 to GRADE 12 / 'O' or 'A' LEVEL in 2018**

**IF the APPLICANT is in FINAL YEAR OF SCHOOL in 2017 and APPLYING FOR COLLEGE /
UNIVERSITY, DO NOT USE THIS FORM: the correct form to complete is the
“APPLICATION FOR BURSARY FOR COLLEGE or UNIVERSITY STUDY” form.**
Please ask your minister for the correct form to complete

Dear Parent / Guardian,

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 all children 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 children 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 **CHILD** 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 learner/scholar/student NOT the parent/guardian.

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), and **WHO ARE already attending, or WILL BE attending HIGH SCHOOL in 2018.**

(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.

A PEF bursary recipient who also 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

the applicant's **June / Term II school report** (all learners / scholars who are at school in 2017) **OR** his/her **most recent school report** (if s/he is not at school currently).

IF s/he is NOT STUDYING IN 2017 (e.g. awaiting 'O' Level results before continuing to 'A' level) **this MUST be MADE CLEAR in the applicant's essay: that is, there WILL BE NO NEW RESULTS TO SUBMIT AT YEAR-END.**

(Similarly if for some reason the applicant completed Grade 7 prior to 2017.) If results are given in grades or symbols, the page showing the percentage range for each grade/symbol MUST be submitted with the report.

ii) If s/he will be at the same school in 2018, please send a copy of the 2017 school fees statement.

iii) If the applicant is 18 years or older:

- a) **A CERTIFIED COPY of his/her Confirmation Certificate or ADULT BAPTISM certificate (NOT INFANT BAPTISM certificate) OR**
- b) a LETTER from the minister giving details of the applicant's confirmation (when, where, by whom) and explaining why the applicant does not have a certificate **or**
- c) explaining why the applicant is not yet confirmed and when s/he will be.

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

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

Anyone who does not receive a payslip MUST submit an affidavit which states what s/he does to earn income and an actual figure of HOW MUCH s/he earns on average, stating whether this amount is weekly, monthly or in certain months only (in which case the months must also be stated).

IF PARENTS are NOT working but OTHERS in the family **are WORKING** and will assist with the school 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. South African 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.

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, 2017.

A) FOR APPLICANTS WHO ARE AT SCHOOL IN 2017:

YOU MUST SUBMIT A **CERTIFIED COPY** OF THE CHILD'S 2017 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 2017:

Awards will be based on the most recent school results e.g. 'O' Levels. **APPLICANT MUST MAKE IT CLEAR in the essay THAT S/HE IS NOT STUDYING in 2017 and that there WILL BE 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 2018 you will have to re-apply for 2019 and submit NEW documentation: 2018 reports if not already submitted/ 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 10 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, after all required documentation has been received.
- 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. 2018.**
- 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%**

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 2018:

- You must send **proof of enrolment**, your **school fees statement** showing **at least the first payment**, and the **school’s banking details** and **reference for your child/account** to the PEF administrator.
- If your statement shows only TERM I charges, please state 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.

6. PAYMENT OF AMOUNTS AWARDED:

Payments will be made **only** after the conditions for the confirmation of the award have been met **in full** and will only be made **directly to the school.**

If you received bursary assistance in 2017 you must also ensure that a copy of your 2017 fees statement(s) showing the PEF payment(s) made in 2017 has/have been submitted to the PEF office. Until this is done, no PEF payment will be made.

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 2017**

THIS DEADLINE WILL BE STRICTLY ADHERED TO!

ALL REQUESTED DOCUMENTATION AND INFORMATION MUST BE SUPPLIED:

See the check list on the last page to ensure that your application is complete, and keep the 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**, may be discarded and if not discarded **will only be considered once all other applications have been assessed and then only when 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

II
APPLICATION FORM SECTION
APPLICATION FOR BURSARY FOR
HIGH SCHOOL STUDY in 2018

(GRADE 8 to GRADE 12 / 'O' or 'A' LEVEL ONLY)

Remember: DO NOT USE THIS FORM IF YOU ARE APPLYING FOR COLLEGE/UNIVERSITY

NAME of PRESBYTERY:

NAME of UPCS A CONGREGATION:

A) DETAILS of APPLICANT (the child):

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

MALE / FEMALE: **ID 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 yes, attach copy of Confirmation Certificate

If you **are 18 years old** and **NOT CONFIRMED** please **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.

WHAT GRADE / FORM ARE YOU IN this year?:

COMPLETE 2a) or 2b). If you are in Primary School in 2017, Question 3 does not apply to you.

2a) IF YOU ARE in GRADE 7 in 2017:

ANSWER the following:

i) What is the name of your Primary School:

Telephone number of Primary School:

ii) Have you been accepted at the High School of your choice for 2018? **YES / NO**

If YES, please enter

NAME of SCHOOL you will attend in 2018:

.....

E-MAIL address of school:.....

FAX NUMBER: **TELEPHONE NUMBER:**

If NO, please submit details of your new school as soon as you have them.

B) FAMILY DETAILS:

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

<u>NAMES of ADULT MEMBERS OF FAMILY:</u>	<u>RELATIONSHIP of adult member TO APPLICANT(the child):</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 REDUCTION IN FEES?
- 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/grant) 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 *:</u> (*company name / name of person)
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 the amount of money you earn / receive on average per month for ALL FAMILY MEMBERS LISTED HERE. SEE Information sheet.) 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/UNIV FEES:
 PLEASE SUPPLY DETAILS: **(DO NOT INCLUDE applicant or children YOU DO NOT PAY FEES FOR)**

<u>NAME</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(of sibling) 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:

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

C) CONGREGATION INFORMATION

To be completed by MINISTER, INTERIM MODERATOR or SESSION CLERK:

(Session Clerk to sign only in the absence of the Minister OR if Interim Moderator is not available.

Ministers/Session Clerks: do not sign for your own dependants, please.

Ministers: Full emoluments are required, not just stipend. Thank you.)

N.B. NOT TO BE FILLED IN BY APPLICANT!

FULL FIRST NAME(S)

SURNAME

MINISTER :

.....

.....

or INTERIM MODERATOR :

.....

.....

or SESSION CLERK

.....

.....

TELEPHONE NUMBER(S): Landline: Cell:

E-MAIL ADDRESS (of person signing this page):

FULL ADDRESS OF CONGREGATION:

STREET ADDRESS:

POSTAL:

.....

.....

.....

.....

.....

.....

.....

.....

E-MAIL ADDRESS (of congregation):

RUBBER STAMP OF CONGREGATION:

.RUBBER STAMP.

.RUBBER STAMP.

RUBBER STAMP

.RUBBER STAMP

RUBBER STAMP

RUBBER STAMP

RUBBER STAMP

REMARKS:.....

.....

.....

.....

.....

I certify that the **applicant (if over 18 years of age) and/or Responsible Adult** (Parent/Guardian) is/are known to me and is/are **(a) full communicant member(s) of my congregation** and that, as far as I know, the information provided is correct. (Please indicate who is a confirmed member: applicant / adult...)

SIGNATURE:

DATE: YYYY / MM / DD

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) THE **ESSAY** (on page 5,6)?
NB it must be **HAND-WRITTEN BY** the LEARNER/SCHOLAR/STUDENT!
- 2) HAVE YOU ATTACHED
A **CERTIFIED COPY OF YOUR CHILD'S TERM II SCHOOL REPORT ?**
- 3) **ONLY IF (APPLICANT is) OVER 18 YEARS: DO NOT SUBMIT ORIGINAL**
a) **COPY OF APPLICANT'S CONFIRMATION / ADULT BAPTISM CERTIFICATE**
(NOT INFANT BAPTISMAL CERTIFICATE)
OR b) Letter from Minister stating when, where and by whom you were confirmed
OR c) Explaining why you have not been confirmed and when you will be.
- 4) PARENTS', GRANDPARENTS', GAURDIAN'S **PROOF OF INCOME**
i.e. copy of latest payslip, **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: letter from your employer or an
affidavit stating the amount of any income received from whatever source
- 5) A COPY OF YOUR 2017 SCHOOL FEES STATEMENT
- 6) HAVE YOU, the PARENT / GRANDPARENT / GUARDIAN COMPLETED THE
FAMILY DETAILS SECTION AND **SIGNED** THE FORM (page 9)?
- 7) HAS YOUR MINISTER / INTERIM MODERATOR / SESSION CLERK
SUPPLIED REQUESTED INFORMATION AND **SIGNED** YOUR FORM (page 10)?
- 8) HAS THE 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 THE 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.**

TAKE NOTE: THE **APPLICATION IS NOT COMPLETE UNTIL** YOU HAVE SUBMITTED **FINAL REPORT FOR 2017** AND ALL OUTSTANDING DOCUMENTS (anything that is not ticked above).

IN DECEMBER, 2017: CHECK the following:

- 9) HAVE YOU SUBMITTED YOUR CHILD'S **FINAL SCHOOL REPORT FOR 2017?**
ONLY MATRICULANTS MAY SUBMIT RESULTS IN THE NEW YEAR, AND MUST DO SO AS SOON AS THEY RECEIVE THEM, PLEASE.

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