



NEC TAMEN CONSUMEBATUR

THE UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA
PRESBYTERIAN EDUCATIONAL FUND

**APPLICATION FOR BURSARY FOR
COLLEGE or UNIVERSITY STUDY in 2016**

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

CLOSING DATE: 30 SEPTEMBER 2015

NB: BEFORE you fill in this form **READ THE INFORMATION SHEET (pages 7, 8)**

NAME of PRESBYTERY:

NAME OF UPCSA CONGREGATION:

I DETAILS of APPLICANT:

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

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

FIRST NAMES:

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** you must **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.

2 a) ARE YOU STUDYING IN 2015?: YES / NO

IF ANSWER to 2a) is **NO**:

i) HAVE YOU sent your APPLICATION for admission to the college/university? YES / NO

ii) HAVE YOU received provisional acceptance from the 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: 2015 / 2016

MONTH: Jan Feb May June July August Sept Other: state month.....

IN WHAT MONTH(S) WILL YOU WRITE Examinations?: May / June July / August October / November

ONLY IF ANSWER to 2a) is YES:

2 b) NAME of SCHOOL/COLLEGE/UNIVERSITY YOU ARE ATTENDING in 2015:

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?:

DO YOU INTEND TO CONTINUE AT THIS UNIV/COLLEGE in 2016? YES / NO

If NO, please explain why not and state name of UNIV/COLL for 2016

3 a) DID YOU RECEIVE A BURSARY from the Presbyterian Educational Fund in 2015? YES / NO

b) DID YOU RECEIVE A BURSARY / ASSISTANCE from any **OTHER** source in 2015? 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 2016? YES / NO

If not, why not?

d) Have you applied / Will you still apply to **ANOTHER FUND (NOT PEF)** for HELP IN 2016? YES / NO

IF YES, PLEASE GIVE DETAILS:

IF NO, PLEASE EXPLAIN WHY NOT:

e) IF you are studying or plan to study at any of the following South African institutions you MAY apply via the institution for NSFAS (**N**ational **S**tudent **F**inancial **A**id **S**cheme) funding via a loan or a bursary if you meet the criteria (In most cases, does not apply to first year students):

UNIVERSITY / UNIVERSITY of TECHNOLOGY / Further Education and Training College

(Information is available from these institutions. A brief summary page is also attached.)

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

IF SO, FOR HOW MUCH: R

II FAMILY DETAILS:

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

NAME:

RELATIONSHIP TO APPLICANT:

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

The following question is COMPULSORY:

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

AMOUNT YOU WILL PAY:..... Rands / US\$ / Zambian K
(indicate currency)

IF THIS QUESTION IS NOT ANSWERED THE PEF WILL NOT CONSIDER THE APPLICATION.

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

(Proof of income must be supplied by way of a copy of latest payslip, Pension / Grants income receipts or if in the informal sector: a letter of confirmation from minister/Interim Moderator or an affidavit, stating amount of money you earn / receive on average per month. SEE Information sheet.)

4. NUMBER of SIBLINGS at SCHOOL/COLLEGE/UNIVERSITY:.....
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</u> <u>COLL/UNIV (Year) and</u> <u>QUALIFICATION</u>	<u>RELATIONSHIP</u> <u>TO APPLICANT</u>
.....
.....
.....
.....
.....

NAME:..... **SIGNATURE:**

DATE: YYYY / MM / DD

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

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

IV **TO BE FILLED IN 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 stipends. Thank you.)

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

	<u>FULL FIRST NAME(S)</u>	<u>SURNAME</u>
14. 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:

.....
.....
.....
.....
.....CODE

E-MAIL ADDRESS (of congregation):

RUBBER STAMP OF CONGREGATION:

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REMARKS:.....
.....
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.....

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

SIGNATURE:

DATE: YYYY / MM / DD

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 4)?
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 3)?**
- 6) **HAS YOUR MINISTER / INTERIM MODERATOR / SESSION CLERK
SUPPLIED REQUESTED INFORMATION AND SIGNED YOUR FORM (Page 5)?**
- 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 A COPY of this page so that you know **WHAT MUST STILL BE SUBMITTED.**

TAKE NOTE: IF YOU ARE STUDYING IN 2015, YOUR APPLICATION IS NOT COMPLETE UNTIL YOU HAVE SUBMITTED YOUR FINAL RESULTS FOR 2015 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 2015?**

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 DECEMBER, 2015.**

**THE UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA
PRESBYTERIAN EDUCATIONAL FUND**

INFORMATION TO BE NOTED **BEFORE** COMPLETING AN APPLICATION FORM (COLLEGE/UNIVERSITY)

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 2016 **provided that** the applicant is **not already 25 years of age or turning 25 in 2016**. (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**
(applicants who are **already at a University / College**, or have previously been at a university / college)

IF YOU ARE NOT STUDYING IN 2015 or are DOING ONLY SEMESTER I courses in 2015, YOU MUST MAKE IT CLEAR in your essay THAT YOU WILL HAVE NO NEW RESULTS TO SUBMIT AT YEAR-END.

- ii) If 18 years or older:** a) **A CERTIFIED COPY of your Confirmation Certificate (NOT your Baptism Certificate) OR**
b) a LETTER from the minister explaining why you do not have a certificate or are not confirmed.

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 and submit the information about what work they are doing and how much they are earning (with the proof of income as requested). NB: Running a spaza shop / vending vegetables / cross border trading are all forms of employment – they do not classify you as “unemployed” – this is earning money and you need to report your average income (per month or per annum) from this work. Any affidavit that states any form of work to earn money must also state the average amount earned. Please do not send an affidavit that just 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. You risk receiving no assistance, if you do not submit clear, comprehensive information.

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 - **THE FINAL DEADLINE FOR SUBMISSION OF RESULTS AND DOCUMENTATION IS 23 DECEMBER, 2015.**

A) FOR APPLICANTS WHO ARE STUDYING IN 2015:

YOU MUST SUBMIT A CERTIFIED COPY OF YOUR FINAL 2015 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. **ONCE ALL the above DOCUMENTS have been received** successful applicants will be notified.

B) FOR APPLICANTS WHO ARE NOT STUDYING IN 2015 or who are undertaking ONLY SEMESTER I in 2015:

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).

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 2016 you will have to re-apply for 2017 and submit **NEW** documentation: your 2016 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 Page 5 completed by the Minister / Interim Moderator / Session Clerk **and** 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.**
- 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 "Consent to supply Information to the PEF" letter which will be sent to them with their letter of acceptance.**
- 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) **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.**
- 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:

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: **AS SOON AS YOU HAVE REGISTERED FOR THE NEW ACADEMIC YEAR: You must send proof of registration, your university/college fees statement showing that you have made the first payment(s) required, and the university/college's banking details to the PEF administrator.**

If you received bursary assistance in 2015 you must ensure that a **copy of your fees statement(s) showing PEF payment(s) made in that year 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:	APPLICATION FORMS MAY BE	
HANDED IN AT:	OR	MAILED TO:
28 RHODES AVENUE		THE ADMINISTRATOR
PARKTOWN		PRESBYTERIAN EDUCATIONAL FUND
JOHANNESBURG		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 2015**
THIS DEADLINE WILL BE STRICTLY ADHERED TO!

ALL REQUESTED DOCUMENTATION AND INFORMATION MUST BE SUPPLIED: (See check list to ensure that your application is complete.) 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.