



NEC TAMEN CONSUMEBATUR

THE UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA
PRESBYTERIAN EDUCATIONAL FUND

**APPLICATION FOR BURSARY FOR
HIGH SCHOOL STUDY in 2016**

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

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

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: **ID 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** 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.

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

b) DID YOU RECEIVE A BURSARY or 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:

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

3. NAME of SCHOOL YOU ARE ATTENDING in 2015:

.....

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

FAX NUMBER: TELEPHONE NUMBER:

WHAT GRADE / FORM ARE YOU IN this year?:.....

4. IF NOT THE SAME AS IN 3.:

NAME OF SCHOOL YOU HOPE TO ATTEND IN 2016:

.....

E-MAIL ADDRESS of this school:

FAX NUMBER: TELEPHONE NUMBER:

II FAMILY DETAILS:

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

NAMES of ADULT MEMBERS OF FAMILY: **RELATIONSHIP TO APPLICANT:** **WORKING/NOT WORKING:**

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

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.

II FAMILY DETAILS (cont.)

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) 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)
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 the amount of money you earn / receive on average per month for ALL FAMILY MEMBERS LISTED HERE. 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>
.....
.....
.....
.....

IF YOU HAVE INCLUDED COUSINS OR OTHERS WHO ARE NOT IMMEDIATE FAMILY MEMBERS, PLEASE EXPLAIN WHY YOU ARE RESPONSIBLE FOR THEIR FEES AND WHETHER YOU RECEIVE ANY GOVERNMENT ASSISTANCE, SUCH AS GRANTS FOR THEM.

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 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:

.....

.....

.....

.....CODE

E-MAIL ADDRESS (of congregation):

RUBBER STAMP OF CONGREGATION:

.RUBBER STAMP.
.RUBBER STAMP.
RUBBER STAMP
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REMARKS:.....

.....

.....

.....

.....

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 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 4)?
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 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?

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: YOUR **APPLICATION IS NOT COMPLETE UNTIL** YOU HAVE
SUBMITTED YOUR FINAL REPORT / OFFICIAL MATRIC RESULTS FOR 2015 AND ALL
OUTSTANDING DOCUMENTS (anything that is not ticked above).

IN DECEMBER, CHECK the following:

- 8) HAVE YOU SUBMITTED YOUR **FINAL SCHOOL REPORT** FOR 2015 ?

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, 2015.**

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

INFORMATION TO BE NOTED BEFORE COMPLETING AN APPLICATION FORM (HIGH SCHOOL)

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 2016

(i.e. 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 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:

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

Applying for 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 still at school) **OR**

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

IF YOU are NOT STUDYING IN 2015 (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.

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 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 REPORTS AND DOCUMENTATION IS 23 DECEMBER, 2015.

A) FOR APPLICANTS WHO ARE STUDYING IN 2015: 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 only 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.

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

B) FOR APPLICANTS WHO ARE NOT STUDYING IN 2015:

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 2015 and that you WILL HAVE NO NEW RESULTS TO SUBMIT AT YEAR-END.**

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 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) Since bursaries **do not cover** full fees, **PARENT(S) / G'PARENT(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 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 Page 5 completed by the Minister / Interim Moderator / Session Clerk **and** 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**.
- g) **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.
- h) **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) **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:

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:

AS SOON AS SCHOOL STARTS in 2016: You must send proof of enrolment, your school fees statement showing that the first payment has been made, and the school'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) HAVE BEEN RECEIVED
NO PAYMENT WILL BE MADE TO AN INDIVIDUAL UNDER ANY CIRCUMSTANCES

SUBMISSION OF APPLICATIONS: APPLICATION FORMS MAY BE

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 2015**
THIS DEADLINE WILL BE STRICTLY ADHERED TO!

ALL REQUESTED DOCUMENTATION AND INFORMATION MUST BE SUPPLIED:

(See accompanying 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 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.