



THE UNITING  
PRESBYTERIAN  
CHURCH  
IN SOUTHERN  
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Empowerment
Through
Education

PRESBYTERIAN EDUCATIONAL FUND

BOARD OF TRUSTEES

8 July, 2019

**TO : ALL MINISTERS and SESSION CLERKS**  
**RE : PEF APPLICATION FORMS for 2020**

Dear All,

Greetings from the PEF Task Team! **Application for PEF bursaries in 2020 is now open.**

- Forms will be available on the PEF webpage on the internet within the coming week: <http://unitingpresbyterian.org/ministry/presbyterian-education-fund-pef/> & also from the Presbytery Clerk.
- Electronic copies of both forms are attached to this email (and a separate email for College/University). You are requested to print the number of forms you need, using the attachments or the internet documents.
- We trust that Presbyteries and ministers and congregations with email, will assist those who don't have email or internet access to obtain the copies that they need. Thank you for assisting with this.

Please notify your congregation that application forms for bursary assistance are available, and **please ensure the conditions for granting of bursaries are understood by anyone requesting an application form.**

Please also ensure that interested parties understand that forms must be completed in full and returned with **all the required documentation by the closing date of 30 September, 2019.**

**It is suggested that applicants start working on their applications by the beginning of August and do not leave the completion of the form and gathering of documentation to the last day or so before the deadline. The standard of submission (and lateness of submissions) was the worst yet this past year, and this impacts on the smooth delivery of assistance to all applicants and causes many potential recipients not to receive assistance at all. PLEASE assist in raising the level of compliance so that the PEF can assist those most in need, and not just those who find the process easier.**

Should any of your congregants have internet access, they may print the forms off the internet themselves.

Please contact me with any query re these forms or the notes on how to complete them, **before submission.**

- ✚ Forms attached and on the internet appear in different colours to distinguish the High School form from the College /University form: The application form for HIGH SCHOOL study is printed in burgundy ink.  
The application form for COLLEGE / UNIVERSITY is printed in blue ink.
- ✚ When printing, it is not necessary to print in coloured ink. Black ink is acceptable.
- ✚ Forms may also be photocopied. Where possible please ensure back-to-back printing to save paper.
- ✚ In spite of putting the Information Sheet back into the body of the application form, applicants continue to overlook this section skipping straight to filling in the form. PLEASE ENSURE that applicants **read & keep it!**
- ✚ Please ensure that applicants complete the correct form:  
Grades 7-11 applying for High School should complete the HIGH SCHOOL Application Form  
Grade 12 or 'A' level should complete the UNIVERSITY / COLLEGE Application Form.  
'O' level students returning to school to complete an 'A' level complete the HIGH SCHOOL Form  
'O' level students continuing to a college (not to do 'A' levels) complete the UNIVERSITY/COLLEGE Form.

You are requested to acquaint yourselves with the content of both forms, paying special attention to SECTION I – the Information Section- so as to assist your congregants with their applications to the PEF. Please read them carefully, and check that applicants comply with all the requirements at initial submission and subsequently when they must submit results and information about registration/enrolment and fees in the new year.

- The PEF could assist another twenty or thirty more applicants if compliance was improved.
- Please advise applicants to make a photocopy of their forms before mailing (posting) them in case the mailed form does not arrive, and to keep the proof of mailing for the same reason. DO NOT EMAIL FORMS!
- Applicants should keep pp1-6 as these pages are meant for the applicants for reference purposes.
- Lastly, it is vitally important that an actual amount is reported as an estimate of the family income. This information is kept confidential, but is used, with other information to calculate the amount of assistance given. Missing information re income means the calculation cannot be made.

With kind regards on behalf of the PEF Task Team, and thanking you for your assistance,

*Liz White*

Elizabeth White (Miss)  
(PEF Administrator)

CELEBRATING more than 40 YEARS OF EDUCATION

Please address correspondence to: The Administrator, Presbyterian Educational Fund