



NEC TAMEN CONSUMEBATUR

THE UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA
PRESBYTERIAN EDUCATIONAL FUND

APPLICATION FOR BURSARY FOR

COLLEGE or UNIVERSITY STUDY in 2020

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 / instructions on what you need to do **KEEP THIS SECTION**
- 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 page 5 - please **complete this LAST**, after you have filled in the rest of form:
it will tell you if you **have done and included everything needed before you submit the application.**

CLOSING DATE: 30 SEPTEMBER 2019

NO EXCEPTIONS – LATE FORMS and INCOMPLETE FORMS WILL BE DISCARDED.

It is **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 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

PLEASE KEEP THIS SECTION: DO NOT RETURN PAGES 1-6 OF THIS FORM

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 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 a College / University of Technology / University in 2020, **provided that** the applicant is **not already 25 years of age or turning 25 in 2020**.

(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%**.

Repeating students will not be assisted.

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 2019 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 2019 or are DOING ONLY SEMESTER I courses in 2019, 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 (2nd half of 2019), 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, 2020.**

A) FOR APPLICANTS WHO ARE ALREADY AT COLLEGE / UNIVERSITY IN 2019:

YOU MUST SUBMIT A CERTIFIED COPY OF YOUR FINAL 2019 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, whether Semester I or 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 2019 or who are undertaking ONLY SEMESTER I in 2019:

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 from ALL applicants, successful applicants will be notified.

SUPPORTING DOCUMENTS MAY BE SCANNED & EMAILED TO THE PEF - DO NOT EMAIL APPLICATION FORMS

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 2020 you will have to re-apply for 2021 and submit NEW documentation: your 2020 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, books, transport for university / college students will NOT be possible.**
- f) Application forms that do not have either Page 12 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. Usually, correspondence will be copied to your minister. IF YOU HAVE NOT RECEIVED A REPLY FROM THE PEF IN A REASONABLE TIMEFRAME, please EMAIL 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.**

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, and is the last step in the process.**
- 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. 2020.**
- 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 IN 2020 (or for **your new academic year, e.g August, 2019**):

please send proof of registration, a copy of your university/college fees account statement showing that you have made the first payment(s) required, the university/college’s banking details, and required reference 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 2019 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:

APPLICATION FORMS SHOULD BE **MAILED (POSTED) TO:**

THE ADMINISTRATOR
PRESBYTERIAN EDUCATIONAL FUND
P O BOX 96188
BRIXTON 2019

OR HAND DELIVERED TO:

TIYO SOGA HOUSE
PLOT 18 DANN ROAD
GLEN MARAIS
KEMPTON PARK 1619

THE APPLICANT IS RESPONSIBLE FOR MAILING THIS FORM.

APPLICATIONS should be sent by **REGISTERED MAIL/courier to ensure safe arrival.**

APPLICATIONS MUST REACH THE OFFICE OF THE PEF ADMINISTRATOR BY 30 SEPTEMBER 2019

THIS DEADLINE WILL BE STRICTLY ADHERED TO!

ALL REQUESTED DOCUMENTATION AND INFORMATION MUST BE SUPPLIED:

See the check list on the next page to ensure that your application is complete, and keep the Information Section and 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 the missing documentation / information is supplied.**

Failure to complete the form in full / submit all documentation required may result in the application being rejected

SCAN OR PHOTOCOPY the application form & KEEP AS BACKUP, in case posted application does not arrive.

DO NOT EMAIL YOUR APPLICATION FORM: Electronic submissions will NOT be accepted.

ORIGINAL FORMS MUST be submitted by POST OR BY HAND

FOR ANY QUERIES THAT YOU MAY HAVE please email the Administrator at pef@presbyterian.org.za

or phone +27 11 727 3511

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 8,9)?
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 / Term II SCHOOL REPORT
 - b) **IF ALREADY AT UNIVERSITY / COLLEGE:**
A CERTIFIED COPY OF YOUR LATEST RESULTS
 - c) **IF YOU ARE NOT STUDYING in 2019:**
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) Letter from Minister explaining why you have not been confirmed and when you will be.
- 4) **YOUR PARENTS', GRANDPARENTS', GUARDIAN'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 2020:** your 2019 student fees account statement
- 6) **HAS YOUR PARENT / GRANDPARENT / GUARDIAN COMPLETED THE**
FAMILY DETAILS SECTION AND SIGNED YOUR FORM (Page 11)?
- 7) **HAS YOUR MINISTER / INTERIM MODERATOR / SESSION CLERK**
SUPPLIED REQUESTED INFORMATION AND SIGNED YOUR FORM (Page 12)?
- 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

NB: IF YOU ARE STUDYING IN 2019, YOUR APPLICATION IS NOT COMPLETE UNTIL YOU HAVE SUBMITTED YOUR FINAL RESULTS FOR 2019 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 relevant FINAL 2019 results?**
(MATRIC / 'O' or 'A' / FINAL UNIV/COLLEGE RESULTS)
NB: **FINAL DEADLINE** for outstanding documentation IS **23 JANUARY, 2020.**
- 11) **AS SOON AS YOU HAVE REGISTERED IN 2020** (or for **your** 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.

NB NB NB

KEEP PAGES 1-6

SUBMIT ONLY PAGES 7-10

**HAVE YOU READ THE INFORMATION
SECTION?**

YES? You may CONTINUE TO COMPLETE THE FORM =====▶

NO? GO BACK AND READ THE INFORMATION SECTION =====||

||

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◀=====||

II
APPLICATION FORM SECTION

APPLICATION FOR BURSARY FOR
COLLEGE or UNIVERSITY STUDY in 2020

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

NAME of PRESBYTERY:

NAME OF UPCSA 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 2019:

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?:

e.g mark 2019 and August if you will begin your Year 1 semester 1 in August, 2019 or 2020 and February if you will register for Sem I of Year 1, 2 or 3 in Feb 2020

2 b) IF YOU ARE ALREADY STUDYING at a COLLEGE / UNIVERSITY IN 2019:

NAME of COLLEGE/UNIVERSITY YOU ARE ATTENDING in 2019:

.....

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

TELEPHONE NUMBER:

NAME of DEGREE / DIPLOMA / CERTIFICATE

you are registered for:

WHAT ACADEMIC YEAR ARE YOU IN?:(1st, 2nd, 3rd, etc)

DO YOU INTEND TO CONTINUE AT THIS UNIV/COLLEGE in 2020? YES / NO

If NO, please explain why not and state name of UNIV/COLL for 2020

3 a) DID YOU RECEIVE A BURSARY from the Presbyterian Educational Fund in 2019? YES / NO

b) DID YOU RECEIVE A BURSARY / ASSISTANCE from any OTHER source in 2019? 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 2020? YES / NO

If not, why not?

d) Have you applied / Will you still apply to ANOTHER FUND (NOT PEF) for HELP IN 2020? 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:

UNIVERSITY / UNIVERSITY of TECHNOLOGY / Further Education and Training College
(Information is available from these institutions or the NSFAS website.)

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 i.e. YOU, THE STUDENT.. NOT YOUR PARENT/GUARDIAN OR FRIEND

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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.....

Handwriting practice lines consisting of 28 horizontal blue lines.

APPLICANT: NOW YOU, THE STUDENT, MUST SIGN AND DATE YOUR ESSAY

NAME:
PLEASE PRINT

.....
SIGNATURE OF APPLICANT
DATE SIGNED: YYYY / MM / DD

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 & SURNAME</u>	<u>AGE</u>	<u>SCHOOL (Grade/Form) OR COLL/UNIV (Year) and ALIFICATION</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

RELATIONSHIP TO APPLICANT

ADULT RESPONSIBLE FOR FEES:

(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

NAME:..... (PLEASE PRINT)

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 on page 12)

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

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

C) CONGREGATION INFORMATION

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>	SURNAME
14. MINISTER :
<u>or</u> INTERIM MODERATOR :
<u>or</u> 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.
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 RUBBER STAMP
 RUBBER STAMP

REMARKS:.....

.....

.....

.....

.....

I certify that the **applicant (student) and/or Responsible Adult** (Parent/Guardian) is/are known to me and is/are **(a) confirmed member(s) of my congregation**, (**applicant if over 18 years of age**) 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