THE UNITING PRESBYTERIAN CHURCH IN SOUTHERN AFRICA
BURSARIES COMMITTEE – PRESBYTERIAN EDUCATIONAL FUND

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

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1. PEF BURSARIES are

Contributions towards tuition fees, (& only in special cases boarding 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

WHO ARE already attending, or WILL BE attending

HIGH SCHOOL in 2015 (i.e. Bursaries are **NOT granted** for **primary school** years.)

Bursaries are towards TUITION fees only - The PEF **DOES NOT** pay for uniforms, books or transport costs.

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2. 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 2014 (eg awaiting 'O' Level results before continuing to 'A' level) please SAY SO, so that it is clear that results submitted are the most recent & that no further 2014 results should be expected.

ii) If you are **18 years or older:**

a) **A CERTIFIED COPY of your Confirmation 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' payslips / proof of income.

IF PARENTS are UNEMPEMPLOYED but OTHERS in the family are WORKING and will assist with school 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 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.

N.B. N.B. -- DO NOT SEND ORIGINAL BAPTISM or CONFIRMATION CERTIFICATES: send copies only, please.

3. 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%**

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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, 2014.

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 the above have been received those applicants who have met the requirements will be notified and the ACKNOWLEDGEMENT FORM will be sent to the school/ minister/ applicant for completion by the school.

CONFIRMATION OF ENROLMENT / REGISTRATION in 2015: The school must complete the Acknowledgement Form and return it to the PEF Administrator once the 2015 school year has begun.

FOR APPLICANTS WHO ARE NOT STUDYING IN 2014:

Awards will be based on your most recent school results e.g. 'O' Levels, and the Acknowledgement Form will be sent to your school when you are informed that your application has been successful. **YOU MUST MAKE IT CLEAR in your essay THAT YOU ARE NOT STUDYING in 2014 and that you WILL HAVE NO NEW RESULTS TO SUBMIT AT YEAR-END.**

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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. i.e. you need to fill in this form and return it to the PEF office.

b) Since bursaries **do not cover** full fees, **YOU / YOUR PARENT / G'PARENT OR GUARDIAN** WILL **STILL BE RESPONSIBLE** for the **payment of all amounts not covered by the PEF award**.

c) No payments will be made in January therefore you **must** have enough money set aside for your registration fee or any fees required up-front by your school.

d) Contributions towards hostel / boarding fees will **only** be made if the school is in another town **or** there are compelling reasons why the learner / scholar can **not** stay at home.

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 PHONE or EMAIL or fax the PEF ADMINISTRATOR for information. IT MAY BE THAT YOUR APPLICATION FORM or FINAL RESULTS HAVE NOT BEEN RECEIVED.

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, 3, etc) MUST include the scale to be used to interpret the results: e.g. 3 = 65-69%; 4 = 60-64%.....

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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 Acknowledgement Form has been completed and returned to this office. A copy of the applicant's fees statement(s) showing PEF payments made in the previous year (if any) and a copy of the current school fees statement must also be submitted.

NO PAYMENT WILL BE MADE BEFORE THE FEES STATEMENT SHOWING PEF PAYMENTS HAS 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 2014**

FAILURE TO MEET THIS DEADLINE MAY RESULT IN YOUR APPLICATION'S REJECTION

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.