



## BURSARY FUND APPLICATION FORM

### GUIDELINES AND VALUE SYSTEM FOR BURSARY APPLICATIONS

The following is the value system which will be used for the adjudication of all bursaries awarded to pupils attending the El Shaddai Christian School:

- Bursaries will only be granted in cases of genuine financial need. This will be determined by the Custodian, based upon your completed income and expenditure statement (see attached template). All information that you disclose in this statement will be treated as private and confidential and will only be for the “eyes of the Custodian”.
- Bursaries will only be granted to parents who are willing to be completely accountable to the Custodian of the Bursary Fund. This accountability should include disclosure, on an ongoing basis, of your financial position.
- Bursaries will only be granted to parents who are fully committed to the School’s value system. For example, they are “born again” Christians and are active in a local church, etc. For details of the value system, please refer to the Parents’ Information Manual.
- Bursaries will be granted for only one year at a time. Annual re-application will be necessary. If the demand on funds exceeds supply, the Custodian will give preference to existing bursary holders and will not be able to consider any new applications.
- Applications for bursaries close on **31 October** for the following year. Late applications will not be considered.
- At the end of each year there will be a review of the pupil’s attitude and performance against his estimated potential, along with a review of the relationship between the parents and the Staff, School Board and the Custodians of the Bursary Fund. There will also be an updated review of the parents’ financial position and commitment. The bursary will only be renewed subject to the above and the availability of funds. To this end, please submit a copy of your child’s latest report (Sept) with your application.
- However, should the recipient of such a bursary not conform to the accepted norms and values of ESCS, such a bursary may be terminated at the discretion of the school and/or custodian.

- 100% bursaries will not be granted as we are looking for a willingness on the part of parents to participate in the financial responsibility of educating their child/ren.
- Freedom will be given to the Custodian to use his/her discretion where there are anomalies to this value system and the need to make exceptions arises.
- School fees need to be fully paid up within a 30 day period in order for a bursary application to be considered and maintained by the Custodian. This bursary will automatically be suspended if the account is more than 30 days in arrears.
- Once a child has been awarded a bursary, the school will do its very best to sustain that bursary. Therefore should funds be limited, existing bursary holders would have first call upon available funds.

**1. PARENT INFORMATION:**

1.1 Father's name/s and surname: .....

1.2 Mother's name/s and surname: .....

1.3 Contact details: Father: [H] .....

[W] .....

[Mobile] .....

Mother: [H] .....

[W] .....

[Mobile] .....

1.4 Residential address: .....

..... Code: .....

1.5 Postal address [if other than 1.4 above].....

..... Code: .....

1.6 Are both parents currently employed: .....

1.6.1 Father's occupation: .....

1.6.2 Mother's occupation: .....

1.6.3 If one or both parents are currently unemployed, please state how you are currently attempting to gain employment and provide a time frame for this:

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1.7 If unemployed, state from when you have been so:

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1.8 Provide a detailed motivation of your need for a bursary:

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1.9 Attach a detailed, updated Income and expenditure statement to this application (use the template as a guide).

**2. PUPIL INFORMATION:**

2.1 Pupil's surname: .....

2.2 Pupil's name/s: .....

2.3 Gender: .....

2.4 Current Grade: .....

2.5 Siblings [if any]:

2.5.1 Name: ..... Grade .....

2.5.2 Name: ..... Grade .....

**NOTE:** Please complete a separate bursary application form for each child that you wish to have considered for financial assistance.

3. Please supply any additional information that may be useful to the Custodian in adjudicating your situation:

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4. Please ask your pastor to furnish a confidential letter to the Custodian. The attached letter should be passed on to your pastor, as it provides him with guidelines.

**DECLARATION:** I/We acknowledge that all the information given above is correct and, should any part of this application not be so, it will result in the immediate disqualification by the Custodian.

Signature: Father .....Signature: Mother .....

Date: .....

**Please send:**

1. The completed application form;
2. Your updated income and expenditure statement;
3. A covering letter from your Pastor;
4. A copy of your child's September report.

to: **The Custodian**  
**ESCS Bursary Fund**  
**El Shaddai Christian School**  
**P O Box 1980**  
**DURBANVILLE 7550**  
**7550**



Dear Pastor

The El Shaddai Christian School is committed to providing affordable Christian education wherever possible. To this end, financial aid, subject to a prescribed value system, is available to those parents who are in genuine need.

Please could you furnish a **confidential letter in a sealed envelope to the Custodian:**

- Confirming to the best of your knowledge that the family is in need of financial assistance;
- Confirming that the family is firmly based in your church;
- Confirming that, should it be necessary, your church as the covering authority would be prepared to provide financial planning/guidance to the applicant.

Would you be so kind as to address this letter to:

**The Custodian  
El Shaddai Christian School  
P O Box 1980  
DURBANVILLE  
7551**

Thank you for your assistance in this matter.

Yours in His service

IAIN GUTHRIE  
HEADMASTER