

Please tick the necessary assistance applied for :  Bursary Assistance Only or  Retrospective Financial Assistance & Bursary Assistance

## SECTION A: PERSONAL DETAILS

Student ID Number: \_\_\_\_\_ Campus: \_\_\_\_\_ Year/ Semester: \_\_\_\_\_

Full Name: \_\_\_\_\_ *(As it appears on your Birth Certificate)*

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Citizenship: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Number of Children : \_\_\_\_\_ Sex :  Female  Male  
*(Attach childrens birth certificate)*

Personal Email: \_\_\_\_\_ Telephone : \_\_\_\_\_

Programme \_\_\_\_\_

If your parents or siblings are also studying at USP this semester, state their Student ID numbers here:

## SECTION B: APPLICANT'S BANK DETAILS *(For refund purposes)*

Account Name : \_\_\_\_\_ Bank Account Number: \_\_\_\_\_ Bank: \_\_\_\_\_

## SECTION C: WHO PAYS YOUR FEES?

Please place a tick in the appropriate box below:

- a) Self-funding. Must show evidence of income and amount.  *(Please complete Section D)*
- b) Supported by parents/ guardian or spouse *(Please complete Section E and F)*
- c) Partly Self-funding and partly supported by parents/ guardian/ spouse *(Please complete section D, E, and F)*

## SECTION D: EMPLOYMENT DETAILS OF APPLICANT

Name of Employer *(if Employed)* : \_\_\_\_\_ Certified to be True by Employer: \_\_\_\_\_

Occupation : \_\_\_\_\_

Telephone: \_\_\_\_\_ Your Gross Annual Income \$ \_\_\_\_\_ *Signature and Official Stamp of Employer required in this section*

## SECTION E: FINANCIAL DETAILS OF SPOUSE

Full Name of Spouse: \_\_\_\_\_ Sex :  Female  Male

Date of Birth : \_\_\_\_\_ Age : \_\_\_\_\_ Citizenship \_\_\_\_\_

Postal Address: \_\_\_\_\_ Residential Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email : \_\_\_\_\_

Name of Employer *(if Employed)* : \_\_\_\_\_

Occupation : \_\_\_\_\_

Telephone: \_\_\_\_\_

Your Gross Annual Income \$ \_\_\_\_\_

Certified to be True by Employer: \_\_\_\_\_

*Signature and Official Stamp of Employer required in this section*

## SECTION F: FINANCIAL DETAILS OF PARENTS/ GUARDIAN

### FATHER's Details

Father's Full Name:

Date of Birth: DD / MM / YYYY

Place of Birth : Age:

Postal Address:

Telephone:

Email:

### **Employment Details:**

Name of Employer (if Employed) :

Occupation :

Telephone: Annual Gross Income \$

Certified to be True by Employer:

.....  
*Signature and Official Stamp of Employer  
required in this section*

### MOTHER's Details

Mother's Full Name:

Date of Birth: DD / MM / YYYY

Place of Birth : Age:

Postal Address:

Telephone:

Email:

### **Employment Details:**

Name of Employer (if Employed) :

Occupation :

Telephone: Annual Gross Income \$

Certified to be True by Employer:

.....  
*Signature and Official Stamp of Employer  
required in this section*

### GUARDIAN's Details

Guardian's Full Name:

Date of Birth: DD / MM / YYYY

Place of Birth : Age:

Postal Address:

Telephone:

Email:

### **Guardian's Employment Details:**

Name of Employer (if Employed) :

Occupation :

Telephone: Annual Gross Income \$

Certified to be True by Employer:

.....  
*Signature and Official Stamp of Employer  
required in this section*

## SECTION G: DECLARATION

I \_\_\_\_\_, the applicant, do solemnly and sincerely declare that the information provided in this application is complete and accurate to the best of my knowledge. **There are penalties for deliberately Submitting false or misleading information.**

Applicant's Signature:

Date:

*(Please check if you have accurately filled this form. Incomplete forms will not be assessed)*

## STUDENT BURSARY APPLICATION CHECKLIST

Please check these requirements before handing over this application for processing.

- Completed all sections in the Student Bursary Scheme Application form.
- TIN Letter of Applicant, and or Parent(s)/ Guardian(s) if supporting applicant. Spouse's TIN Letter if married.
- Evidence of family income (*latest Salary Slip*).
- If not working or of self-employed, please provide a valid Statutory Declaration as proof of family income.

(Statutory Declaration is a written statement that allows a person to declare something to be true. When making a statutory declaration, you are declaring that the statement in it is true. If you intentionally make a false statement in a declaration, you will be charged with an offence. Statutory declaration can be attained from a Lawyer or a Justice of Peace.)

- Applicant's Bank Account details.

### FOR OFFICIAL USE

#### 1. Vetting

1.1 **Application vetted:** Complete Incomplete HOLD

Comments: .....

1.2 **Registration:** New resuming Student Continuing Student Registered Non-registered

1.3 **Applicant's GPA**  **Grades for previous semester:** \_\_\_\_\_

Vetted by:  Date:

#### 2. Financial Details

Applicant's Income : \$ .....  
Spouse's Income : \$ .....  
Father's Income : \$ .....  
Mother's Income : \$ .....  
Guardian's Income : \$ .....

**Total Gross Annual Income:**  
\$ .....

*(A Sum of Section C and D)*

3. **Decision:** Recommend Do Not Approved

Notes by Authorised officer:

Recommending officer:  Date:

### WHERE TO SEND YOUR COMPLETED APPLICATION

Via EMAIL : [scholarships@usp.ac.fj](mailto:scholarships@usp.ac.fj)