

## STUDENT BURSARY APPLICATION CHECKLIST

Please ensure that you have provided all the requirements stated in this checklist before submitting this form.

- 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 self-employed, please provide a valid Statutory Declaration as proof of family income.  
(Statutory Declaration is a written statement affirming that something is true to the best knowledge of the Declarant; in the presence of a Solicitor, Justice of Peace, or Notary Public. The Statutory Declaration form can be obtained from a Lawyer or a Justice of Peace).
- Applicant's recent bank statement or a letter from the bank confirming your account details.
- TSLS Confirmation of ineligibility (For Fiji Students in undergraduate programme)
- Recent Progress Report endorsed by the Faculty Research Committee [For Continuing Research students]

## 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)*:

Occupation:

Telephone:  Your Gross Annual Income \$

Certified to be True by Employer:

.....  
*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:

Telephone:  Email :

Name of Employer (if Employed):  Occupation:

Employers Telephone contact

## 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:

### 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 \$

### **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*

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. I acknowledge that USP reserves the right to cancel assistance if information is deemed incomplete / invalid or if I withdraw from courses for the assisted academic term.

*Note: 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)*

### 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)**