



UNIVERSITY OF SRI JAYEWARDENEPURA

APPLICATION FOR BURSARY

(Please read carefully before filling this application)

Please indicate the index No. of

The G.C.E. (A / L)Examination

under which you sought University
admission.

Faculty

Applicant's selected course.....

This cage is for official use

Instructions to applicants : All questions should be read carefully and answered.

1. All avenues of income and all details should be provided. Details regarding the income stated by you will be checked from the Department of Inland Revenue and other relevant officers. **Especially in Nos 08, 09, 11 "a" and "b" of the application, the annual income of the parents and that of the applicant including salary particulars, retirement certificates, death certificates all documents relating to income from house and property, business income certificates should be attached to the application.**
2. No cage should be left blank or crossed. If no information to be provided, that should be indicated. Incomplete of applications that are not sent on time or not sent through Grama Niladhari or Assistant Government Agent or through the Divisional Secretary will be rejected.
3. This application should be handed over to the Grama Niladhari of the area to be sent **with in two weeks** Grama Niladhari will forward at to The Provincial Divisional Secretary to be submitted on time after completing the details in cage 15, As the Bursary application should be sent by registered post an envelope (9 x 4) with stamps to the value of Rs. 30.00 should be attached to the application and handed over to the Grama Niladhari. The certified application should not be handed over personally for whatever reason.
4. It should be clearly understood that the University authorities will impose punishment or cancel your internal studentship if the authorities are convinced that you have provided wrong information.
5. All decisions relating to Bursaries such as awarding reduction increase or rejection and stoppage will be decided by the University. As such no appeals will be forwarded to the University Grants Commission and it should be noted that no replies will be sent in this connection.

1. Full Name :

.....*Rev/ Mr./Miss.*

Name with initials :

Permanent Address :.....

.....

Telephone No :.....

Grama Niladhari Area :.....

Provincial Assistant Government Division :.....

District :

2. Distance from your permanent residence (from your home) to the University of Sri Jayewardenepura. (to the nearest kilo meter) (..... miles. k.m. 1.6)

k.m.

3. Details of the family

- (a) Please state the details of school going Brothers / sisters including priests who are 19 years or under 19 years. You will be required to produce birth certificates if necessary. (If married state the details of the children)

Name	Date of birth	Age as at 2019..01.01	Name of School
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

- (b) Please provide the details of brothers / sisters attending courses of any University affiliated University Institute of Aesthetic studies or Institute of Indigenous Medicine.

Name	Registration No	Name of the Institution	Course	Academic year	Whether in receipt of Bursary / Mahapola or other scholarship
1.					
2.					
3.					
4.					

4. If you or your father / mother /unmarried brother / unmarried sister / wife / husband is paying income tax please provide details.

Name	Relationship	Income tax file No	Annual estimated income
1.			
2.			
3.			
4.			

5. If in receipt of a scholarship or financial assistance from government or any other society state details such as amount received.

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6. Income from estates and other lands (If married please state the income of wife / husband)

Name of owner	Relationship	location	Kind of plantation	Extent of land	Annual income
1.					
2.					
3.					
4.					

7. Income from house

(If married state the income of your husband / wife)

Name of owner	Relation ship	Assessment No	Householders list No	Address	Annual income	If rental or leased name and address of person rented or leased

1. Grama Niladhari No. of the area where the houses are located :

2. Provincial Assistant Government Agent Division :

3. Name of the local government institution :

8. This section should be filled only if you are employed. Name and address of the institution where you are employed :

Position :

Annual income from employment :

(The annual income including all allowances from employment as at 31st December 2018... attach salary details.**If resigned or on study leave a letter should be attachd from the Institution / Department.**

9. This section should be filled only if you are married.

Date of marriage :

(Marriage certificate should be attached)

Name of husband / wife :

If employed name of the place of employment :

Position hold :

Annual income from employment :

(Annual income including all allowances. As at 31st December 2018...). Attach salary details.

10. State whether you are a citizen of Sri Lanka or not :

11. Parents / Guardians details (The applicants submitting guardians should cage 13 in addition)

(a) Details of Father

- (1) Full name :-
- (2) Whether living or deceased.
(If deceased death certificate should be attached)
- (3) If living age years..... months
- (4) Father's employment (if deceased employment before death. If retired employment before pension :
(If retired pension certificate should be attached.)
- (5) Address of place of employment or where employed earlier
- (6) Annual income from employment / pension
(Annual income as at 31st December 2018..... should be stated.)
(If employed a certificate from the head of the institution certifying the annual income with all allowance or if retired a letter from the Director of Pension certifying the annual income or certificate from the Provincial Secretary / Provincial Assistant Government Agent should be produced.)
- (7) Annual income from house and property:
- (8) Annual income from all other sources:
- (9) Total annual income of the father :

(b) Details of Mother.

- (1) Full name :-
- (2) Whether living or deceased.
(If deceased death certificate should be attached)
- (3) If living Age years..... months
- (4) Mother's employment (if deceased employment before death. If retired employment before pension :
(If retired pension certificate should be attached.)
- (5) Address of place of employment or where employed earlier
- (6) Annual income from employment / pension
(Annual income as at 31st December 2018... Should be stated.)
(If employed a certificate from the Head of the Institution certifying the annual income with all allowances or if retired a letter from the Director of Widows and Orphans or Director of Pensions certifying the annual income or certificate from the Provincial Secretary / Provincial Assistant Government Agent should be produced.)
- (7) Annual income from house and property:
- (8) Annual income from all other sources:
- (9) Total annual income of the mother:

12. (a) Father's mother's and applicants total annual income of (11) (a) and (b)

.....
(in words)

(b) If married total annual income of your family total income of cages (6, 7, 8, 9)

.....
(in words)

13. Details of guardians.

Applicants without parents or separated from parents and ordained applicants and other applicants under guardians should complete this section.

- (1) Name of guardian :
- (2) Age of guardian:
- (3) Permanent Address:
- (4) If employed position :
- (5) Annual salary (salary particulars should be attached)
- (6) Annual income from house and property and temple property.
(For this purpose certificate issued by the Grama Niladhari / Provincial secretary / Assistant Government Agent should be attached)

14. Declaration by the applicant :

I certify that according to my knowledge and belief that the information supplied by me are true and accurate and that I pay / I do not pay income tax. I am aware that if the University authorities are convinced that the information supplied by me are false that action can be taken against me under clause 4 of this application on instructions to applicants. I also agree to accept this Bursary on the conditions laid down Bursary application.

Date :

Signature of applicant

15. Instructions to Grama Niladhari / Provincial Assistant Government Agent / Provincial Secretary.

- (1) You should examine in detail the position with regard to the information supplied by the applicant in section 06 and 07 of the application regarding his income from house and property. Further the income of the brother and sisters and the annual income of the parents given under 11 (a) and (b) should be certified. The documents submitted in support of cages 08, 09 should also be checked for accuracy and declaration of the applicant should be certified by you.
- (2) The certified application should be forwarded to the Provincial Assistant Government Agent / Provincial Secretary of your region. Application should not be handed over to the applicant under any circumstances.
- (3) Provincial Assistant Government Agent / Provincial Secretary will certify Grama Niladhari's signature and past it under registered cover to reach the following address **with in two weeks** For this purpose applicant will hand over 9" x 4" envelop with stamps to the value of Rs. 30.00 to the Grama Niladhari.

Deputy Registrar
Student Welfare Division
University of Sri Jayewardenepura
Gangodawila – Nugegoda.

16. Name of Grama Niladhari :

Grama Niladhari No. and Region :

Annual income of Parents / Guardian stated under 11 / 12 or 13 and if the applicant is married
income stated under cage 06, 07, 08, 09 is rupees.....

.....

(in words)

and the details of property, income of the brothers and sisters declaration of the applicant were
compared with the documents submitted and according to my knowledge and belief they are
certified correct.

Date :

.....

Signature of Grama Niladhari

Official Telephone No :.....

Official seal of Grama Niladhari

Name of the Provincial Assistant Government Agent / Provincial Secretary :.....

.....

Signature of the Provincial Assistant Government Agent / Provincial Secretary :.....

Official Telephone No :.....

Official seal of the Provincial Assistant Government Agent / Provincial Secretary

Division : Post office:

Date :

Delete whichever is inapplicable.

For Senior Student only

1. Registration No.

2. Faculty :

3. Course followed :

4. Academic year of admission to university :

Conditions applicable for the award of Bursaries.

- (1) Your internal studentship is liable to be cancelled if any vital information is withheld from the application or proved to be false or inaccurate.
- (2) If there is any change in the family income, marital status or change of income from employment it should be brought to the notice of the Registrar of the University immediately.
- (3) The Bursary could be paid during the period you are engaged in academic activities. If for any reason you are temporarily kept away from engaging in academic activities or leave before termination of the course, it should be brought to the notice of the Registrar of the University in writing.
- (4) Payment could be temporarily suspended or fully suspended for any one or more of the following reasons.
 - (a) Your complete failure in any examination. If however you are referred in your first examination and registered for the second year the Bursary can be paid.
 - (b) Any reason unacceptable to the Vice chancellor for not setting an examination on the first available opportunity.
 - (c) Not continuing your academic work satisfactorily.
 - (d) Misconduct.
 - (e) Any reason deemed to be sufficient as decided by the Vice chancellor.
- (5) When payment of Bursaries is temporarily suspended or fully suspended restoration of payment could be made at the discretion of the University authorities.
- (6) Students qualifying for receipt of Bursaries will be paid a maximum of 10 installments for an academic year. Not more than 10 installments will be paid without the approval of the University Grant Commission.

University of Sri Jayewardenepura

Gangodawila

Nugegoda.

2019.10.28

