



## **GRANT – IN – AID APPLICATION FORM**

### **GUIDELINES AND VALUE SYSTEM TO THE APPLICATION**

- This short term financial assistance is aimed at parents who enrolled their child/ren at El Shaddai Christian School in the knowledge that they were in a sound financial position and were able to cover all school fees and related expenses at the time. However, circumstances have now changed.
- Application for a grant-in-aid can be made throughout the year to the school's Custodian if a family is in need of urgent bridging finance as a result of temporary unemployment or short term financial difficulties and will be handled on a case-by-case basis. Bridging finance will be approved or rejected solely by the Custodian.
- This financial assistance, if granted by the Custodian, is for a maximum period of 3 to 4 months. Should the family's financial position improve within this time, it is the family's responsibility to notify the Custodian via the Headmaster of this in writing. In this way the grant may then be utilised to assist similar needy families.
- The family is accountable to the Custodian and it is expected that the child/ren receiving this grant perform in accordance with the expected norms and values as prescribed by the school. If not, such financial aid may be terminated at the discretion of the school and/or Custodian.
- A complete, updated Income and Expenditure Statement needs to accompany this application (see attached template).
- As a guide, the maximum amount granted by the Custodian will be 40% of basic school fees. However, this percentage may be increased at the discretion of the Custodian provided the application is well motivated. It is expected that the parents cover the outstanding balance within 30 days. Failure to do so may result in the Custodian cancelling the family's aid.
- The aim of this aid, if all else fails, is to allow the child/ren to complete the semester and in so doing, minimise any educational disruption or inconvenience to them.
- This application is viewed as strictly confidential and for the "Custodian's eyes only".

**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 grant-in-aid:

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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 Grant-in-aid 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,  
  
to:  
**The Custodian  
El Shaddai Christian School  
P O Box 1980  
DURBANVILLE  
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

ERITH BUDGE  
HEADMASTER



**CONFIDENTIAL SCHOOL REPORT**

- To be completed by the class teacher and signed by the Headmaster.
- To be forwarded to the Custodian by the Headmaster to assist him in the adjudication of a request for financial assistance.

NAME OF PUPIL: .....

GRADE: .....

CLASS TEACHER: .....

GENERAL COMMENT ON ACADEMICS:

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GENERAL COMMENT ON BEHAVIOUR:

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GENERAL COMMENT ON CULTURAL INVOLVEMENT:

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GENERAL COMMENT ON SPORTING INVOLVEMENT:

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SIGNATURE [HEADMASTER]: ..... DATE: .....

## CONFIDENTIAL MONTHLY INCOME AND EXPENDITURE STATEMENT

**PARENTS' NAMES:** .....

**FAMILY SURNAME:** .....

<b>INCOME:</b>	
Gross salary – father	
Gross salary – mother	
Commission	
Interest	
Dividends	
Pension	
Annuity income	
Rental	
Other:	
<b>TOTAL INCOME:</b>	
<b>EXPENSES:</b>	
Rent and/or bond payments	
Rates and taxes	
Water and electricity	
Motor vehicle payments	
Other loan payments – Specify:	
Short term insurance	
Pension/Provident Fund contributions	
Life Assurance and/or Retirement annuities	
Endowment policies	
Unit trust investments	
Other savings	
Medical aid contributions	
Income tax deductions/provisions	
Motor vehicle running/transport costs	
Groceries, meat etc	
Telephone and mobiles	
Home maintenance	
Domestic worker	
Doctor/dentist/pharmacist	
School fees/books & uniforms	
Clothing	
Miscellaneous [furniture etc]	
Church	
Entertainment	
Hairdressers, make up etc	
Pets, hobbies etc.	
Other:	
<b>TOTAL EXPENDITURE:</b>	
<b>NET CASH FLOW PER MONTH:</b>	