



Rajarata University of Sri Lanka

Appeal Form for Bursary

Please read this carefully before attempting to fill your response.

Eligibility criteria for applying bursaries

Parental annual income should be equal or less than to Rs. 500,000/=

The following concessions to be added to the Income Ceilings specified above.

- a) Rs. 24,000/= concession per annum per school going sister/brother who is 19 year or under, up to maximum of three children.
- b) Rs. 36,000/= per annum per school going sister/brother following a course in a University but not in receipt of a Mahapola scholarship or a Bursary.

Only students, who are eligible according to the above criteria for bursary, should proceed (apply) through the following steps (Others should not require to complete and return this form)

Condition governing the payment of Bursaries

1. Any student who provides false, inaccurate statement or who fails to disclose any material fact in his/ her application is liable to have his/ her enrolment as an internal student cancelled.
2. The student who have applied for a Bursary or who are in receipt of Bursary should communicate in writing to the Registrar of the University in receipt of any changes of family income, marital status, employment income etc.
3. The Bursaries will be paid only during period of study in the University. The recipient of Bursary who for any reason temporarily ceases to follow the course of study or leaves the University before completion of study, should communicate that fact in writing to the Registrar of the University as the case may be.
4. The payment of a Bursary to any student may be completely stopped or temporarily suspended for any one or more of the following reasons;
 - a) The Bursary may be paid to any student who has been referred at the first year examination and who is following the course prescribed for the second year.
 - b) If the student fails to take any examination at the first available occasion for any reason which is not acceptable by the Vice Chancellor.
 - c) If the student conducts himself in an indisciplin manner.
 - d) For any other valid reason, to be decided upon at the discretion of the Vice Chancellor.
5. University authorities have their discretion on matters relating to the restoration of Bursaries, which have been stopped or temporarily suspended.
6. Each eligible student will be paid maximum of 10 monthly installments per academic year.
7. Conditions applicable to Mahapola scholarships are generally applicable to Bursaries too.
8. If you are in receipt of Mahapola scholarship, you will not be awarded the Bursary.
9. Under no condition duplicate Bursary form will be issued.

Instruction to the Applicant

1. All details asked for regarding all avenues of income must be mentioned. Information supplied by regarding your income will be verified from relevant officials and the Department of inland Revenue. Documents, relevant to the information sought for under No. iv of the application form regarding details of salary under annual gross income of parents Pension Certificates, Death Certificates, Detail of pension, Income of House, Property and Business Enterprises must be attached to the application form.
2. No cage must be left blank or closed by lines. Where is no relevant information to be supplied, that must be so mentioned. Incomplete forms, applications received later than due date and application not sent through the Grama Niladhari and Divisional Secretary will be rejected.
3. This application must be duly completed, and handed over to the Grama Niladhari of the area with the relevant documents to enable him to be received on or before the deadline specified in the covering letter of enrolment. The Grama Niladhari will (as per cage Viii) send it through the Divisional Secretary in time as required. As the Bursary form needs to be sent by registered post, an envelope (6"x9") stamped to the value of Rs.50.00 on which the University address written must be handed over to Grama Niladhari with application form. Under no circumstances must the application form be returned by the applicant.
4. It must be clearly understood that if the University authorities are convinced that the information provided on the application form is false, legal action will be taken against you, or even your internal studentship will be cancelled
5. All decisions regarding the award of the Bursary, rejection of the Bursary, or discontinuing are made by the University. Therefore, please note that request regarding Bursaries must not be made by the University Grants Commission, and such requests will not be responded.
6. ***All applicants shall have/open a new bank saving account at the Bank of Ceylon reserved for bursary transaction. The photocopy of the passbook, showing the account number, shall be attached along with the bursary application.**



(for office use only)

i.

1. Full Name :Rev./Mr./Mrs.

2. Name with initials :.....

3. NIC Number :.....

4. Faculty :..... Academic year :.....

5. Registration No :.....

6. Permanent address :.....

7. Telephone No :Land..... Mobile.....

8. Grama Niladari Division :.....

9. Divisional Secretariat Division :.....

10. District :.....

11. BOC Account No :.....

(Should be attached BOC pass book copy)

II. Distance from permanent residence (i.e. your home to the Rajarata University of Sri Lanka to the closest Kilometerkm.

III. Details of Family:

Enter here the details of Mother, Father, brothers and sisters or guardian. If required, you must be able to submit the relevant birth certificates.

| Name with initials | Date of Birth | School/Institute/HEI | Grade/Course | Academic year or Reg. No | Mahapola /Bursary or any |
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VI. INSTRUCTION TO GRAMA NILADHARI AND DIVISIONAL SECRETARY

1. Special attention must be paid to the average income of the applicant from houses and property according to the general situation of the area and the details provided by him/her under III and IV regarding the income from houses and property. You have to make a declaration with reference to the details provided by the applicant regarding his/her sisters and brothers, the parental income entered under IV above, and the authenticity of the supporting documents and certify accordingly.
2. The application thus certified by you must be forwarded to the Divisional Secretary. Under no circumstances must you ever hand over the application to the applicant.
3. The document forwarded by the Grama Niladari, must be counter signed (certified) and sent by the Divisional Secretary under registered post to each the following address as soon as possible. For the postage, postal stamp worth Rs.50/= affixed on envelope of 6"x9" in size, which the following address is written will be provided by the applicant along with the application.

Postal Address:

Senior Asst. Registrar ,Student Services Division ,Rajarata University of Sri lanka ,Mihinthale.
T.p. 025 2266577 (Student Services Division)

VII. Name of Grama Niladhari :

Name and area of the
Grama Niladhari :

Annual income of parents/ Guardian Rs. :

I have compared the annual income of the parents/ Guardian shown cage III and IV and the details of houses and property owned by the sisters and brothers with the documents submitted to me and I certify them to be correct according to the best of my knowledge and belief.

Date:

.....
Signature of the Grama Niladhari
Official Stamp

VIII. Certify that the above information are correct

Name of Divisional Secretary :

Signature of Divisional Secretary :

Official Stamp of Divisional Secretary :

Division : Post Office :

Date :

IV. Details of Family income

Provide the gross annual income of mother, Father, and Unmarried Brothers & Sisters. Certified pay sheets should be attached

| Name with initials | Relationship (to applicant) | Employment | | | Property | | | Total |
|--------------------|--------------------------------|------------|-------------|-----------------|----------|-------|-------|-------|
| | | place | Designation | Gross income | Land | House | other | |
| 01. | | | | | | | | |
| | | | | | | | | |
| 02. | | | | | | | | |
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| 03. | | | | | | | | |
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| 04. | | | | | | | | |
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| 05. | | | | | | | | |
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| 06. | | | | | | | | |
| | | | | | | | | |
| Total | | | | | | | | |

V. Declaration by the Applicant:

I certify that the above particulars furnished by me are true and correct to the best of my knowledge, and that I do not pay any income tax. Further, I affirm that in the event of any of the above particulars being proved false or inaccurate to the University Authorities, I am liable to be punished according to the Clause 4 of the instructions given to the applicants as above.

Date:

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Signature of Applicant