



# UNIVERSITY OF SRI JAYEWARDENEPURA

## APPLICATION FOR BURSARY

Application number

Please indicate the index No. of the G.C.E. (A / L) Examination under which you sought University admission.

Faculty .....

Applicant's selected course.....

### For official use

Student Registration

Bursary Awarded

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

- 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 16, 17, 18 "a" and "b" of the application, the annual gross 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.**
- No page 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 Divisional Secretary or through the Assistant Divisional Secretary will be rejected.**
- This application should be handed over to the Grama Niladhari of the area to be sent **within three weeks** Grama Niladhari will forward at to The Divisional Secretary to be submitted on time after completing the details in page 20, As the Bursary application should be sent by registered post an envelope (9" x 4") with stamps to the appropriate weight 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.
- 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.**
- 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.

- Full Name : ..... Rev/ Mr./Miss.
- Name with initials : .....
- Permanent Address : .....
- Gender : .....
- NIC Number : ..... Telephone No : .....
- State whether you are a citizen of Sri Lanka or not : .....
- Grama Niladhari Area : .....
- Provincial Assistant Government Division : .....
- District : ..... Province : .....

10) Distance from your permanent residence (from your home) to the University of Sri Jayewardenepura. (to the nearest kilo meter) (1 mile = km 1.6) :- .....km

**11) 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 2023.01.01	Name of School
(01)			
(02)			
(03)			
(04)			

(b) Please provide the details of brothers / sisters attending courses of any University affiliated University Institute of Aesthetic studies or Institute of Indigenous Medicine. **(Please attach a letter from the Registrar of the relevant University to confirm the Registration.)**

Name	Registration No	Name of the Institution	Course	Academic year	Whether in receipt of Bursary / Mahapola or other scholarship
(01)					
(02)					
(03)					
(04)					

12) 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
(01)			
(02)			
(03)			
(04)			

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

14) 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
(01)					
(02)					
(03)					

15) Income from house :

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

Name of owner	Relationship	Assessment No	House holders list No	Address	Annual income	If rental or leased name and address of person rented or leased
(01)						
(02)						
(03)						

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 : .....

16) This section should be filled only if you are employed.

1. Name and address of the institution where you are employed : .....
2. Position : .....
3. Annual income from employment : .....

(The annual gross income including all allowances from employment as at 31<sup>st</sup> December 2022 attach salary details.) **If resigned or on study leave a letter should be attached from the Institution / Department.**

17) This section should be filled only if you are married.

1. Date of marriage : .....
- (**Marriage certificate should be attached**)
2. Name of husband / wife : .....
3. If employed name of the place of employment : .....
4. Position hold : .....
5. Annual income from employment : .....

(Annual gross income including all allowances as at 31<sup>st</sup> December 2022). **Attach salary details.**

18) Parents / Guardians details ( The applicants submitting guardians should cage “C” 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 gross income from employment / pension : - .....

**( Annual income as at 31<sup>st</sup> December 2022 should be stated.)**

(If employed, a certificate from the head of the institution certifying the annual gross income with all allowance or if retired a letter from the Director of Pension certifying the annual income/ annual widows and orphans pension inclusive of all allowances or certificate from the Provincial Secretary / Provincial Assistant Government Agent should be produced. If a Samurdhi recipient, a certified copy of the Samurdhi card should be attached)

(7) Annual income from house and property: Rs. ....

(8) Annual gross income from all other sources: Rs. ....

(9) Total gross income of the father : Rs. ....

**(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 gross income from employment / pension :- .....

**( Annual income as at 31<sup>st</sup> December 2022 should be stated.)**

(If employed, a certificate from the head of the institution certifying the annual gross income with all allowance or if retired a letter from the Director of Pension certifying the annual income/ annual widows and orphans pension inclusive of all allowances or certificate from the Provincial Secretary / Provincial Assistant Government Agent should be produced. If a Samurdhi recipient, a certified copy of the Samurdhi card should be attached)

- (7) Annual income from house and property: Rs. ....
- (8) Annual gross income from all other sources: Rs. ....
- (9) Total gross annual income of the mother : Rs. ....
- (10) (a) Father's mother's and applicant's total annual gross income of (18) (a) and (b)  
Rs. .... **(in words)**
- (b) If married total annual gross income of your family total income of cages (14, 15, 16, 17)  
Rs. .... **(in words)**

**(c) 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 gross 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 / Divisional Secretary / Assistant Divisional Secretary should be attached)**

19) 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.

If I am selected for the bursary please deposit the monthly installment to A/C No.

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at ..... Branch of People's Bank and a **certified copy of the page including account number of the People's Bank account** is attached herewith. **(It must be a People's bank account number.)**

(If any student does not have a saving account presently at any branch of People's Bank, he/she should open a saving account at any branch of People's Bank after knowing the selection for the bursary and should provide the account number with a certified copy of the page including account number of the People's Bank account before the commencement of receiving first installment.)

Date : .....  
Signature of Applicant

I certify that the above information submitted by the applicant is true and correct to the best of my knowledge.

Date : .....  
Signature of Mother/ Father/ Guardian

20) Instructions to Grama Niladhari / Divisional Secretary / Assistant Divisional Secretary:

- (1) You should examine in detail the position with regard to the information supplied by the applicant in section 14 and 15 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 or guardians given under 18 (a), (b) and (c) should be certified. The documents submitted in support of cages 16, 17 should also be checked for accuracy and declaration of the applicant should be certified by you. **(A annual detailed salary report/ if the parents are living separately should be attached with a legal document/ Police Report with Grama Niladhari Report)**
- (2) The certified application should be forwarded to the Divisional Secretary / Assistant Divisional Secretary of your region. Application should not be handed over to the applicant under any circumstances.
- (3) Divisional Secretary / Assistant Divisional Secretary will certify Grama Niladhari's signature and past it under registered cover to reach the following address within three weeks for this purpose applicant will hand over 9"x4" envelop with stamps to the Grama Niladhari.

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

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21) Name of Grama Niladhari : ..... Official contact number : .....

Grama Niladhari No. and Region : .....

Annual gross income of Parents / Guardian stated under 18 (a), (b) or (c) and if the applicant is married income stated under cage 14, 15, 16, 17 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 and official seal** of Grama Niladhari

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22) Name of the Divisional Secretary / Assistant Divisional Secretary: .....

Official contact number : .....

Division : ..... Post office: .....

I certify the signature of the Grama niladhari

Date : .....

.....

**Signature and Official seal** of the  
Divisional Secretary/ Assistant Divisional Secretary

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Delete whichever is inapplicable.

For Senior Student only

1. Registration No: ..... Faculty : .....

2. Course followed : .....

3. 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.
- (7) Bursary will not be paid to those in receipt of Mahapola Scholarships.

University of Sri Jayewardenepura

Gangodawila

Nugegoda.

2022.12.12