



Church of Our Lady of the Assumption
Society of St. Vincent de Paul
Bandar Seri Begawan

FINANCIAL AID APPLICATION FORM

Personal Information

	Child no. 1	Child no. 2
Name		
I.C. Number		
Birth certificate no.		
Date of Birth		
Name of School		
Form/Primary		

Home address: _____

Father's name: _____ I.C. No. _____
Father's Income: _____ Occupation: _____

Mother's name: _____ I.C. No. _____
Mother's Income: _____ Occupation: _____

Number of children: _____
Home telephone: _____ Mobile: _____

SSVP Official Use only

Checklist:

- Photo of child/children
- Photocopy of ID card, birth certificate
- Proof of school attendance
- Parents proof of income
- Copy of last year mid year and final report

Received by (SSVP member): _____

Date received: _____

Approved by & Date: _____

Countersigned by & Date: _____



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1.0 SSVP EDUCATIONAL ASSISTANCE

The Society of St. Vincent de Paul (SSVP) maintains its fund by receiving contributions from individual donors and benefactors who support the principles for which the SSVP apostolate stands. In addition, it also receives funds from the various church activities and special collections, namely the SSVP Poor donation box, the Annual Charity Dinner, Annual 2nd Collection on the Feast of St. Vincent de Paul (September 27th), Lenten Collection, and from the SSVP Breakfast sale.

Consequently, with the above income, SSVP is able to set up an Educational Assistance Programme (EAP) to financially support needy students in their studies. This SSVP EAP is aimed at helping students who genuinely need money to continue with their studies, and who are unable to enter or remain in college without such assistance.

The SSVP EAP covers education level from Kindergarten up to Upper Sixth. Adoptees need to reapply annually for continual assistance. Eligibility to continue receiving aid for another year is subject to the Committee performance review on every individual. There is no fixed deadline to apply for this aid. Eligible applicants will be awarded immediately and expires at the end of the current school year. Parents are expected to shoulder the first month school fee as a sign of their responsibility to their children's education. SSVP will shoulder the remaining (up to 9 months) of the annual fee. School fees will be paid directly to the school. Assistance will only be granted to applicants to Catholic Mission Schools in Brunei Darussalam.

2.0 WHO IS ELIGIBLE?

Anyone in need, regardless of race, creed or religion may apply. However, due to income resources limitation, SSVP can only accept a maximum of 30 students per year. Accordingly, priority will be given to Catholic families. To give others a fair chance, the Committee will approve a maximum of two children per family.

To qualify for SSVP Educational Assistance, an applicant must complete the Financial Aid Application (FAA) form which is available from the Church of our Lady of Assumption, Parish Office. Applicant(s) must fill this form in full (where applicable) and attach together proof of official identification and parent(s) employment details and return to SSVP via the Church of Our Lady of the Assumption, Parish Office.

SSVP will assess families who have two or more children in school, however, families with two or less children studying will also be considered. The policy of maximum two children per family still applies.



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3.0 APPROVAL PROCESS

The application is judged purely on the financial background of his/her family. The table below is a guideline for determining the number of children qualified for the aid.

Total Income B\$	One child	Two children	Three or more children
450 – 699	One child	One child	Two children maximum.
700 – 999	No child	One child	Two children maximum.
1000 – 1500	No child	No child	One child maximum
Above 1500	No child	No child	No child

4.0 VALIDITY PERIOD AND CONDITIONS

Successful applicant(s) will be awarded a sum equivalent to or up to nine months of the current year school fee. The decision of the committee is final. The applicant must re-apply annually upon expiration in order to qualify for another period. Approval is subject to the results of review by the Committee. Parents undertake that they will pay all fees due to the school until such time as this application is approved. Upon approval, applicants may submit receipts for reimbursement of such proportion of fees as has been granted.

All school fees will be paid directly to the respective school. The successful applicant or his/her parent must meet with an appointed representative from the SSVP committee at the end of every school term. This brief meeting between adoptee or parent will give the appointed SSVP representative to have an open two way dialogue whereby any study related problems or any other issue may be brought up to the SSVP committee for immediate action. Parents are to supply a copy of each assisted student's mid year report within the first two weeks of term 3. Failure to supply reports as requested will delay approval and/or payment of assistance. The applicant will be given the contact number of the SSVP representative so that he/she can make the contact.

Successful applicants are also encouraged to participate in some of the SSVP activities such as helping out in the breakfast sale, visitations and fellowships. Their participation in the SSVP activities will be noted. The Committee will use these points in their review exercise to set the order of priority when the applicants submit their renewal for another twelve-month term.



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5.0 APPLICATION PROCEDURE

The applicant must complete the FAA form in full and return it to SSVP representative via the Church of our Lady of the Assumption Parish Office.

The SSVP representative will arrange with the applicant and or with his/her parent(s) for a formal "get to know you" interview and verify the details in the FAA form. The SSVP representative shall also brief them of the terms and conditions of the aid.

Each application form must be accompanied with photograph(s) of the child/children to be sponsored, including photocopies of identity card, birth certificate, proof of school attendance, and a copy of last year mid year and final report. The parent(s) will be asked to produce proof of monthly income

6.0 TERMINATION OF AID

SSVP reserves the right to discontinue the educational assistance if:

- a) it is found that the parent(s) or supporting family members has submitted false information regarding their financial status.
- b) the parent(s) or supporting family members fail to notify the SSVP of any improved financial status (e.g. pay rise, aid from other sources) within a month of effect.
- c) the student fails to meet the overall passing grade (50%) in the final examination of the school. Parents shall be responsible for the child's performance, and they shall endeavour to help the child in his/her studies, e.g. with tuition. At the end of every term, the report card of the student shall be produced to any of the SSVP representatives for scrutiny.
- d) the parent(s) or supporting family fail to demonstrate concern for their child education and affair after being advised by the SSVP or the School on three occasions.

SSVP however will take into consideration applicant who is medically certified as slow learner. To support the entitlement for SSVP Educational Aid, a certifying letter from a doctor must be produced to the SSVP representative.

The applicant or his/her family may however wish to terminate receiving aid from SSVP in writing. A verbal notification to any of the SSVP representatives is also acceptable.

Applicant Name: _____

Applicant Signature: _____

Date of Application: _____