



**BUSINESS AND PROFESSIONAL WOMEN'S CLUB OF PORT MORESBY**  
**P O Box 2652, BOROKO NCD 111**  
**Papua New Guinea**

## **The Business & Professional Women's Club SCHOLARSHIP PROGRAM APPLICATION – ESSENTIAL DOCUMENTS LIST**

When submitting your Scholarship Application Form, please ensure to attach the following documents. Failure to do provide these documents will hinder the processing of your application.

1. A BPW Scholarship Application Form, **completed in Full**.
2. The application form must be signed by the person recommending the application. i.e. **Principal of the school or institution**.
3. A letter from Applicant stating the reason(s) they need the BPW scholarship.
4. Applicant must attach a **Certified Copy** of last year's School Certificate. i.e 2009 Grade 10 or 12 School Certificate.
5. Letter of Acceptance from the School or Institution for the current period/year.
6. Copy of the deposit receipt of monies paid by the parents or guardians into the School Account.
7. Attach a completed deposit slip for your institution excluding the amount to be paid.



## **The Business & Professional Women's Club SCHOLARSHIP PROGRAM**

### **The NATURE of the BPW Scholarship**

- ≈ The BPW scholarship is a **partial** scholarship
- ≈ The BPW scholarship is intended to support academically able female students from disadvantage economic background

### **The ELIGIBILITY CRITERIA of the Scholarship**

- ≈ Female students who are **already enrolled** at Vocational Centres, Secondary Schools or Tertiary Institutions
- ≈ Females who are intending to attend short courses at reputable education institutions

### **The PROCEDURE to apply for the BPW Scholarship**

#### **STUDENTS OF SECONDARY SCHOOLS AND TERTIARY INSTITUTION**

- ≈ The Secondary School Headmaster or the Tertiary Institution Principal or the Head of Student Welfare or the Guidance and Counsellor teacher will identify and recommend the student(s) who meet the criteria of the BPW Scholarship selection
- ≈ Each selected student has to fill in the BPW Scholarship Application Form and provide all of the essential documents
- ≈ The Secondary School / the Tertiary Institution submit their students' completed application forms to the BPW Scholarship Committee

#### **APPLICANTS INTENDING TO ATTEND A SHORT COURSE**

- ≈ The Applicant submits the completed Scholarship Application form **accompanied by all of the essential documents** to the BPW Scholarship Committee

### **The CONDITIONS of the BPW Scholarship**

- ≈ The scholarship recipient maintains at least an average of C or a GPA of 2.0 during the course of her study
  - ≈ The scholarship recipient must not display any behaviour or be involved in any activity against her School/Education Institutions' rules
  - ≈ The scholarship recipient must regularly inform BPW on her academic progress by submitting her Semester Reports at the end of each Semester
  - ≈ The scholarship recipient must be willing to attend BPW monthly meeting and be involved in activities organized by the BPW
  - ≈ The Scholarship Recipient must be prepared to have her details
    - released to organisations that provide financial support to BPW for scholarships, and
    - used for BPW promotional purposes.
  - ≈ In the instance that a scholarship recipient withdraws from her study, she must inform BPW immediately. The education institution where she studies is requested to notify BPW as soon as possible and is responsible for returning the unused portion of the scholarship funds to BPW
- NB: The BPW Scholarship Funds are intended to be used solely for educational purposes in the educational institution as identified by the BPW - and not for any other purposes.



## SCHOLARSHIP APPLICATION 2011

### BPW OFFICIAL RECORD

*Details of prior applications received:*

Year	Scholarship Granted? Yes or No	If Yes, state the amount in Kina	If Not granted, state the reason

*Approved: (Two signatories of BPW Executive)*

\_\_\_\_\_

\_\_\_\_\_

*Date:* \_\_\_\_\_

### STUDENT TO COMPLETE

1	SURNAME:	FIRST NAME:
2	HOME PROVINCE:	DATE OF BIRTH:    /    /
3	HOME ADDRESS:  PHONE NO:	GRADE/YEAR:  STUDENT ID NUMBER :
4	NAME OF INSTITUTION:	ADDRESS OF INSTITUTION:
5	PHONE NO. OF INSTITUTION:	EMAIL ADDRESS OF INSTITUTION:
6	INSTITUTION ACCOUNT DETAILS:  BANK NAME: _____  BRANCH: _____  BANK ACCT NO: _____	TOTAL ANNUAL SCHOOL/TUITION FEE:  K _____
7	APPLICANTS' COMPONENT OF FEES: – Attach Proof of Payment made to Institution	AMOUNT: K _____
8	AMOUNT REQUESTED FROM BPW :	AMOUNT: K _____



9	<b>DO YOU RECEIVE OTHER FUNDING?</b> ( e.g. TESAS; HECAS; etc )  <b>IF YES, PROVIDE SOURCE AND AMOUNT:</b>		<b>SOURCE:</b> _____  <b>AMOUNT: K</b> _____	
10	<b>SECONDARY SCHOOL</b>  <b>SUBJECTS RESULTS:</b>  – Please attach a Certified True Copy of School Report(s)/School Certificate(s)		<b>TERTIARY INSTITUTION</b>  <b>MOST RECENT RESULTS:</b>  <b>FIELD OF STUDY:</b> _____  <b>PROGRAM:</b> _____  <b>GPA :</b> _____  – Attach a Certified True Copy of Semester Transcript(s)	
11	<b>INFORMATION ON PARENTS/GUARDIANS</b>			
	<b>FATHER:</b>	<b>MOTHER:</b>	<b>GUARDIAN:</b>	
	<b>Name:</b>			
	<b>Address:</b>			
	<b>Occupation:</b>			
	<b>Place of Work:</b>			
	<b>Contact No:</b>			
	<b>E-mail:</b>			
12	<b>REASONS FOR APPLYING FOR A BPW SCHOLARSHIP</b> <b>– PLEASE ATTACH YOUR SHORT PERSONAL LETTER OF REQUEST. GIVE YOUR FAMILY BACKGROUND AND FUTURE ASPIRATIONS.</b>  I acknowledge that I if I receive a BPW Scholarship I must <ul style="list-style-type: none"> <li>• not display any behaviour or be involved in any activity against her School/Education Institutions' rules</li> <li>• regularly inform BPW on academic progress by submitting Semester Reports at the end of each Semester</li> <li>• be willing to attend BPW meeting and be involved in activities organized by the BPW, as requested.</li> <li>• be prepared to have her details: 1) released to organisations that provide financial support to BPW for scholarships, and 2) used for BPW promotional purposes.</li> <li>• must inform BPW immediately in the instance that I withdraw from my study.</li> </ul> <b>SIGNATURE OF APPLICANT:</b> _____ <b>DATE:</b> _____			
13	<b>PERSON RECOMMENDING THIS APPLICATION</b>  <b>NAME:</b> _____  <b>POSITION / TITLE: (Director/Principal/Other):</b> _____			



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14	<b>REASON(S) FOR MAKING THE RECOMMENDATION: – <u>PLEASE DESCRIBE THE APPLICANT'S WORK ATTITUDE, INVOLVEMENT IN EXTRA CURRICULAR ACTIVITIES AND OTHER QUALITIES WHICH MAKES HER A DESERVING SCHOLARSHIP RECIPIENTS.</u></b>  <hr/> <hr/> <hr/> <hr/> <hr/>
15	<b>PRINCIPAL'S ENDORSEMENT</b>  Printed Name: _____ DATE: _____  Signature: _____
16	<b>OFFICIAL SCHOOL STAMP / TERTIARY EDUCATION SEAL</b>