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பல்கலைக்கழக மானியங்கள் ஆணைக்குழு
UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 04 / 2025

No.20, Ward Place,
Colombo 7.
30th May 2025

Vice-Chancellors of Universities,
Directors of Institutes,
Rectors of Campuses.

BURSARY SCHEME AND PAYMENT OF BURSARIES

University Grants Commission at its 1146th meeting held on 09/05/2025 decided to amend the paragraph 5 of the Commission Circular No. 03/2019. Accordingly this Circular is issued to incorporate the amended paragraph 05 of the Commission Circular No. 03/2019.

2. With the implementation of this Circular, Commission Circular No.856, 900, 942, 11/2018 and 03/2019 are hereby rescinded.

3. Eligibility to apply for Bursaries

Any student shall be eligible to apply for a Bursary if he/she satisfies each of the following conditions.

3.1 The student should be a citizen of Sri Lanka.

3.2 He/she should be registered as an internal student for a full time course of study in a University/ Higher Educational Institution (HEI).

3.3 Parental Income Ceiling

(a) Parental income should be equal to or less than Rs.500,000/- per annum with effect from the Academic year 2017/2018 onwards.

(b) The above income ceiling will be effective for the students registered for the academic year 2017/2018 onwards. However, students who are not in receipt of any financial assistance as at the effective date of this circular shall also be eligible to apply for Bursary if their parental income falls within the revised limits.

- 3.4 The following concessions to be added to the income ceiling as specified in 3.3 above.
- (a) Rs.24,000/- per school going sister/brother who is 19 years or under, up to a maximum of three children.
 - (b) Rs.36,000/- per child following a course of study in any University or HEI in Sri Lanka, to determine the eligibility of the 2nd child and above, provided that the first child is not in receipt of a Bursary/Mahapola.
- 3.5 At the time of selection of student for Bursaries, if the parents of the students are separated and there is neither documentary evidence to prove it nor legal action initiated in relation to the said separation, the determination of the income ceiling shall be considered after receiving the Grama Niladhari Report with the police report of the respective Police division.
- 3.6 If the student is employed his /her income from such employment should be added to the Parental Income.
- 3.7 If the student is employed and married, the student and the spouse should be considered as a separate family and his/her eligibility for Bursaries will be determined according to the rules and regulations specified in Section 3.3 and 3.4 in this Circular.

4. Selection of Students

4.1 Selection of 1st year students

- a. The Bursary application should be sent to the selected students with the enrolment document by the Universities/HEIs.
- b. The duly filled Bursary application should be received to Universities/HEIs within 3 weeks or with the enrolment application of the student.
- c. The list of qualified students for the Bursaries should be published within one month from closing date as referred in paragraph (b) above
- d. Payment of Bursaries for the eligible students should be commenced within one month from the commencement of the academic year.

4.2 Annual selection

Annual selection of the Bursaries shall be done by the University / HEIs as per the provisions of this Circular.

5. Value of a Bursary Instalment

All the students who have qualified for Bursaries and the students who proposed to receive Bursaries should be selected under one category (without being classified into two groups as merit and ordinary) from the effective date of this circular and accordingly, those students will be entitled to receive a Bursary of Rs. 6,500/- per month subject to maximum of 10 installments per year.

6 Other conditions governing for the payment of Bursaries

- 6.1 Any student who provides false or inaccurate statements or who fails to disclose any material fact in his application shall be liable to cancel his / her internal studentship of the University / HEIs.
- 6.2 Students who have applied for Bursaries or who are in receipt of Bursaries should communicate in writing to the Registrar of the University or to the Director of the Institute in respect of any changes of family income, marital status, employment income etc., as per the instruction given by the Universities/HEIs.
- 6.3 Students who are not in receipt of Bursaries should be given an opportunity to apply for a Bursary, if his or her parental income changes due to natural or any other reason acceptable to the Registrar of the University or Director of the Institute during his or her academic year.
- 6.4 The Bursaries should be paid only during the period of study in the University/ HEIs. The recipient of Bursaries who for any reason temporarily ceases to follow the course of study or leaves the University/HEIs before completion of the course of study should communicate the same in writing to the Registrar of the University or the Director of the Institute as the case may be.
- 6.5 The payment of Bursaries to any student may be completely stopped or temporarily suspended for any one or more of the following reasons.
 - (a) If the student fails to pass any examination completely, provided however, that the Bursary may be paid to any student who has been referred at the first year examination and who is following the course of study prescribed for the second year.
 - (b) If the student does not pursue his studies diligently.

(c) If the student conducts himself in an indisciplined manner.

(d) For any other valid reason, to be decided upon at the discretion of the governing board of the Universities/HEIs (University Authority).

6.6 University Authority should use their discretion on matters relating to the restoration of Bursary, which have been stopped or temporarily suspended.

6.7 Each eligible student will be paid a maximum of 10 monthly installments per academic year. Anything over and above 10 installments should not be paid under any circumstances without prior approval of the UGC.

6.8 Conditions applicable to Mahapola scholarships are generally applicable to Bursaries too.

6.9 Student who is in receipt of Mahapola scholarship should not be awarded Bursary.

7. The conditions governing Bursary as stated in para 6.1 to 6.9 should be communicated to the students by incorporating them in the Bursary application.

8. Progress Review Meeting and Reimbursement of Bursary and Mahapola

8.1 Universities / Higher Education Institutes are requested to pay the Bursary monthly from the funds of the University/HEIs and request reimbursement from the University Grants Commission on a monthly basis. The reimbursement request should be submitted to the UGC in Form I & Form II annexed here with.

8.2 Each University should appoint a Committee headed by the Registrar to coordinate Mahapola and Bursary payments. The other members of the Committee will be the Bursar, Senior Student Counselor and Officer in charge of student welfare.

8.3 Each University (the Committee referred to in para 8.2) should submit a progress report on payment of Mahapola & Bursary to the UGC on a quarterly basis by using Form III as follows.

a) 01 st Quarter	-	On or before 20 th April
b) 02 nd Quarter	-	On or before 20 th July
c) 03 rd Quarter	-	On or before 20 th October
d) 04 th Quarter	-	On or before 20 th January

8.4 At the end of each year, actual number of Bursary/Mahapola Scholarship recipients and the actual amount of Bursary/Mahapola scholarship payments should be submitted to UGC according to the Form No. IV & V annexed.

9. If further clarifications are required in this regard please contact, Senior Assistant Accountant / UGC on 011-2123485

10. This Circular is effective from 1st April 2025



Senior Professor Kapila Seneviratne

Chairman

- Cc.
1. Secretary / Ministry of Education, Higher Education and Vocational Education
 2. Chairman's Office/UGC
 3. Vice-Chairman/UGC
 4. Secretary/UGC
 5. Deans of faculties
 6. Registrars of Universities
 7. Accountant /UGC
 8. Bursars of Universities
 9. Librarian/SAL/AL of the Higher Educational Institutions/Institutes
 10. DR/SAR/AR of HEIs/Campuses
 11. DB/SAB/AB of HEIs/Campuses
 12. Internal Auditor/UGC
 13. Auditor General

File No. UGC/F9/Burs/2025

REIMBURSEMENT OF BURSARY / MAHAPOLA FOR THE MONTH

University/Institute

Financial year

Academic Year															Total Amount Reimbursable	
Faculty	Rate	No. of Installment	Student No.	Value	Student No.	Value	Student No.	Value	Student No.	Value	Student No.	Value	Student No.	Value	Student No.	Value

Bursar/ Snr.Asst.Bursars/ Asst. Bursar

REIMBURSEMENT OF BURSARY / MAHAPOLA FOR THE MONTH - SPECIAL PAYMENTS (.....)

University/Institute

Financial year

Academic Year				Total Amount Reimbursable	
Faculty	Rate	No. of Installment	Student No.	Value	Student No.	Value	Student No.	Value	Student No.	Value	Student No.	Value	Student No.	Value	Student No.	Value

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Bursar/ Snr.Asst./ Asst. Bursar

Status Report on Payment of Bursary/Mahapola Scholarships for the Quarter ending

University/Institute

Faculty	Academic Year	Numbers of Installments Entitled to date	Number of Installments Paid to date	Number of Installments Outstanding to date	Remarks

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Officer In charge
Students Welfare

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Bursar/Snr. Asst. Bursar/Assistant Bursar

Date.....

- | | | |
|-----------------------------|---|---------------------------------------|
| a) 01 st Quarter | - | On or before 20 th April |
| b) 02 nd Quarter | - | On or before 20 th July |
| c) 03 rd Quarter | - | On or before 20 th October |
| d) 04 th Quarter | - | On or before 20 th January |

ACTUAL BURSARY/MAHAPOLA SCHOLARSHIPS PAYMENTS FOR THE YEAR

University/Institute/Campus

Faculty	Academic Year (Admission)						Total Payment
	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
Total							

Date :

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Bursar/Snr. Asst. Bursar

Form v

ACTUAL NUMBER OF BURSARY/MAHAPOLA SCHOLARSHIPS RECIPIENTS YEAR

University/Institute/Campus

Faculty	Academic Year (Admission)						Total Student
	
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
Total							

Date :

.....
Bursar/Snr. Asst. Registrar