**EAST LOTHIAN EDUCATIONAL TRUST**

Ref:

APPLICATION FOR GRANT

Please read the notes before completing this application form

**\*\* use the Tab key to navigate\*\***

## For Office Use Only

***Section:***

***Award:***

***Evidence Rc’d:***

***Payment Ref:***

# Your Personal Details

### Surname

**First Names**

**Title**

**Date of Birth**

**Home Address**

**Postcode**

**Telephone**

**E-mail**

# Your Course or Project

**Name of Course/Project/Trip**

**Educational Establishment**

**Address**

**Postcode**

**Duration of Study**       **Current Year of Study**

**Start Date**       **Mode of Study**  **Other**

**Hours per week** **Weeks per year**

### Previous Education

# Expected Costs of Course or Project (please provide as much detail as possible including figures, see note 4)

COURSE FEES: £      per academic year

TRAVEL: This must be the most costs effective mode of transport available. Please provide a clear breakdown of daily costs, including how many journeys per week and how many weeks per year.

£      per journey (car / bus / train) other (please specify)

     journeys per week /       weeks per year. TOTAL £      per year

ACCOMMODATION: £      per month

BOOKS/MATERIALS/EQUIPMENT £      per year

ANY OTHER COSTS:

# Financial Circumstances

(see notes 5 & 6)

 please select

Are you currently living at or have you provided your parents/guardians address?

If YES, complete Section A

If NO, complete Section B

**\*\*PLEASE NOTE:** If you have used your parents address for eligibility as a resident of East Lothian then you will be deemed financially dependent on your parents, therefore you must complete Section A in full.

# Section A

**I)** **Please** **provide details of all members of the household and their income, including; Universal Credits/Benefits/Tax Credit payments (provide figures)**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name in full** | **Relationship to applicant** | Place of employment | **Gross monthly income** |
|       |       |       |       |
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 please select from the following

**II)** **Is your family in receipt of Council Tax or Housing Benefits?**

 **If YES, please provide details and monthly amounts;**

**III)** **Do you receive any contributions towards your tuition fees and/or your maintenance?**

 **(e.g. An SAAS grant or bursary)**

 **If YES, please provide details;**

**IV)** **Have you applied for a student loan/bursary for the current academic year?**

 **If YES, please provide full details including amounts;**

**V)** **Do you intend to be in paid employment while you are studying?**

 **If YES, please provide employers details and income figures;**

# Section B

 please select from the following

**I)** **Are you currently employed?**

 **If YES, please provide employers details and income figures;**

**II)** **Will you continue to work during your course/project?**

**III) Are you in receipt of payments from the Benefits Agency / Tax Credits /**

 **Universal Credits;**

 **If YES, please provide details including amounts/figures;**

**IV)** **Are you in receipt of Council Tax or Housing Benefits?**

 **If YES, please provide details in full;**

**V) Do you have a spouse or partner?**

 **If YES, please provide details of their employment and income figures or any Benefit payments**;

**VI) Do you have any dependants (e.g. children)?**

 **If YES, please provide details;**

**VII) Have you applied for a Student Loan/Bursary for the current academic year?**

**VIII) Do you receive any contributions towards your tuition fees and/or you maintenance?**

 **(eg. An SAAS grant or bursary – please provide details including amounts/figures)**

# Other Information

**If there is any other information relevant to your application - please provide details;**

# Declaration

Please check that you have fully completed the form, if we have to contact you for further information this may delay your application being processed.

**I confirm that the information given on this form is correct and provides a fair assessment of my financial circumstances. I accept that the governors may require verification of any of the details. I understand that the provision of false information may lead to withdrawal of an award.**

**NAME:** **DATE:**

**\*Please Note: In the case of school children applying for assistance with school related activities, the Trust will routinely contact the school to confirm the information provided on this form.**

**Please return this application form to** **eleducationaltrust@eastlothian.gov.uk**

East Lothian Educational Trust is a charity registered in Scotland, No: SCO10587