

The City of Dundee Educational Trust
(Scottish Charity No. SC015820)

APPLICATION FOR HIGHER EDUCATION BURSARY

Please complete this form to apply for a grant from *The City of Dundee Educational Trust*. We strongly recommend you read through the criteria before completing this. If you require assistance or if there is anything that you do not understand contact our office, we will be happy to help. Completed application forms and all additional documents (*see below*) must be returned to our office by 12 noon on the closing date advertised on our accompanying letter. You can send this application by email but we must receive a hard copy of the signed reference page by 12 noon of the closing date.

ENSURE PHOTOCOPIES (NON-RETURNABLE) OF THE FOLLOWING ARE SUBMITTED WITH YOUR APPLICATION:

- SAAS Letter of Award (both sides)
- CV including details of all qualifications
- Copy of most recent bank statement showing 1 month's transactions
- Cash point mini-statement from the day of handing in application
- Evidence of accommodation costs e.g. Lease/rent receipt/mortgage statement
- Evidence of Child Tax Credits/Working Tax Credits – full HMRC letter
- Evidence of any scholarships/bursaries/education loans etc

Please indicate your student status by ticking the relevant box:

- Full time Undergraduate
- Full-time Postgraduate
- Part-time
- Other

Personal Details:

Full Name

Address

.....

Date of Birth Place of Birth

Tel No Email

Occupation

Personal Status:

Living with a partner Yes/No*

Single/Divorced/Separated/Married*

(* **Delete as appropriate**)

Applicant's connection with *Dundee* (state former addresses and periods of residence)

.....

.....

.....

.....

Which school did you attend ?

Have you previously received an award? Yes/No

If so when?

Which course are you studying?

Where are you studying ?

Which year of study?

If you are repeating a year, please indicate why?

.....

.....

YOUR FINANCIAL CIRCUMSTANCES

- Do you receive money from any other source? (eg Trust/Charity)

Yes No If so, from whom and how much?

.....

Have you applied to the University Discretionary Fund/College Student Support Fund for assistance?

Yes No If so, how much?

Debts:

Apart from your student loan and overdraft facility, to whom do you owe money? eg credit/store cards.

TO WHOM	BALANCE	MINIMUM PAYMENT

Please list anyone in your household who is financially dependent upon you.

Name	Relationship to you	Age of Child

YOUR MONTHLY FINANCIAL SITUATION

MONTHLY FINANCIAL SITUATION: divide your student loan and any grants by 9					
INCOME (after tax) - A					
	£	Office use		£	Office use
Student loan			Child Benefit		
YSB/ISB			Maintenance		
Lone Parent Grant (LPG)			Housing Benefit		
Parental Contribution			State Benefits - (please specify):		
Career Development Loan					
Other Sponsorship					
Your Pay					
Partner's Pay					
Child Tax Credits			Rent income from lodger/tenant		
Working Tax Credits			Any other income: (please specify)		
			TOTAL INCOME(A)		
SPENDING – B					
Household:	£	Office use		£	Office use
Mortgage/Rent			Financial products:		
Council Tax			Loan/card/HP repayments		
Electricity			Pension contributions		
Gas			Savings being made		
Phone/internet/satellite TV			Life Insurance		
Mobile phone			Buildings insurance		
Food			Contents insurance		
TV licence			Car insurance		
Other: (please specify)			Medical insurance		
			Mobile Phone insurance		
Social costs			Other: (Please specify)		
Children:					
Childcare costs					
Child Support Payments			Other spending:		
Children's Activities: specify			Clothing and footwear		
			Toiletries		
Other : (please specify)			Medicines		
			Other: (please specify)		
Travel:					
Getting to university/college			Books/equipment		
Getting to work					
Car (inc tax/MOT/service)					
Other: (please specify)					
			TOTAL SPENDING (B)		
			TOTAL INCOME (A)		
			MINUS TOTAL SPENDING (B)		
			BALANCE (A-B)		

Note:

Student loans and bursaries will be calculated over 9 months for all students in their final year as well as other non-final year students who are not classed as "independent". This reflects the number of academic months and the introduction of monthly payments of the student loan for students.

FURTHER INFORMATION/SUPPORTING STATEMENT

Please provide general details of your financial situation to assist the Governors in making any financial decision in your favour.

Failure to provide a statement will prevent us from proceeding with processing your application

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Please state briefly why you consider you should receive an award

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

ACADEMIC TRANSCRIPT OR REFERENCE

Please provide your Academic Transcript. If you are unable to then please have your referee provide an academic reference in the space below and continue on a separate sheet if necessary.

ACADEMIC TRANSCRIPT ATTACHED *please tick*
or
ACADEMIC REFERENCE

Name

Institution

Tel No **Email**

Position Held

Reference : -

Signature of Referee **Date**

STUDENT'S DECLARATION

- I accept that any inaccurate information given will invalidate my application.
- I acknowledge that my application will be delayed if the form does not include copies of relevant documentation.
- I accept that no further payments will be made to me should I withdraw from my course.
- I confirm that I will notify The City of Dundee Educational Trust of any change in my circumstances.
- If you choose to post your application form, please ensure you have adequate postage.
- Any under-paid postage will invalidate your application.

Applicant's Signature:

Print Name:

Date of application:

Please return the completed form and C.V to:

**The Clerk and Factor, Dundee Educational Trust
c/o Miller Hendry, Solicitors
13 Ward Road, Dundee DD1 1LU
Telephone 01382 200 000
Contact: Ernest Boath
Direct email: ernestboath@millerhendry.co.uk**

The City of Dundee Educational Trust is a Data Controller under the Data Protection Act, 1998. The Trust complies with the Data Protection principles set out in the Data Protection Act, 1998, in relation to Personal Data which you give to us to the extent that the Act requires the Trust to do so. These principles restrict the powers of a Data Controller to disclose to third parties Personal Data which it is processing. A copy of our Privacy Notice in terms of the General Data Protection Regulations is available on request.