

# Higher Education Fund Bursary Scheme



## APPLICATION FORM

Please read all the information carefully before completing this form. Further information about the application process is available at [www.cctf.org.uk](http://www.cctf.org.uk) You will also need to read the Chalkhill Community Trust Fund's Funding Criteria and Guidelines before completing the application form. Remember to supply all the additional documentation that is requested.

**DEADLINE** - We are unable to accept applications that are submitted after the deadline. The deadline for 2018 is 11.59pm Saturday 7<sup>th</sup> July 2018.

**NOTIFICATION** - will only be sent out to applicants via email in September.

### SUPPORTING EVIDENCE

Please use this check list as a guide and easy reference as you prepare to complete the application. You will need to provide evidence of the following:

- household income eg P60, payslips, 3 months bank statements, benefit entitlement letter etc.
- Proof of address (please see list below)
- Proof of identity (please see list below)
- Proof of age
- Proof of bank account
- Conditional Offer Letter from Higher Education Institution/University

Your application will not be considered until you have submitted all the required evidence.

<b>Proof of name</b>	<b>Proof of address</b>
Current signed passport	Utility bill (gas, electric, satellite television, landline phone bill) issued within the last 3 months
Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)	Local authority council tax bill for the current council tax year
EEA member state identity card (which can also be used as evidence of address if it carries this)	Current UK driving licence (but only if not used for the name evidence)
Current UK or EEA photocard driving licence	Bank, Building Society or Credit Union statement or passbook dated within the last three months
Full old-style driving licence	Original mortgage statement from a recognised lender issued for the last full year
Photographic registration cards for self-employed individuals in the construction industry -CIS4	Solicitors letter within the last three months confirming recent house purchase or land registry confirmation of address
Benefit book or original notification letter from Benefits Agency	Council or housing association rent card or tenancy agreement for the current year

**PLEASE WRITE IN CAPITAL LETTERS**

Please ensure you meet eligibility criteria before applying and that you have all the necessary documentary evidence. Your application will not be considered if you are not eligible or if any evidence is missing.

**1. Applicant Details**

**(a) Applicant details**

Name	
Date of Birth	
Address & Post Code	
Phone	
Email	

**(b) How did you hear about this scheme?**

- Chalkhill Community Centre
- Metropolitan
- Website
- Web search
- Email
- Online advertisement
- Other, please specify details below.

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**(c) Have you applied for or been offered a place on a higher education or degree programme?**

- Yes       No

**(d) Have you applied for or Chalkhill Community Trust Fund Higher Education bursary before?**

- Yes       No

If yes, please give details.

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### **(e) Bank or Building Society details**

To receive payments, you must have a bank account in your own name. If you do not have a bank account, you need to open one before completing this form.

Name of Account Holder	
Name of Bank	
Bank Branch Address	
Sort Code	
Account Number	

## **2. Parent/Carers Details**

### **(a) Parent/Carers details**

Name	
Date of Birth	
Address and Post Code	
Phone	
Email	

### **(b) Annual household income**

(Please attach evidence of income from benefits, employment or self-employment e.g. P60, 3 months bank statements, 3 months of payslip, benefit entitlement letter etc.)

Annual household income £	
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## **3. Course Details**

### **(a) Course details**

Attach evidence e.g. a Conditional Offer Letter from the University/Higher Education Institution.)

Course Title	
Name of University or Higher Education Institution	

**(b) Level of study**

Please tick to specify level:

- Undergraduate degree
- Foundation degree
- Higher education degree equivalent
- Other – please provide details below

**(c) How long is your course?**

(Specify the number of years your course lasts)

**(d) Career intentions - please explain the industry or type of career that you would like to pursue.**

(You may attach additional information – maximum 200 words)

**4. Personal Statement**

**(a) Please state the reasons why you are seeking financial support from the Higher Education Fund?**

Please ensure you provide details and explain:

- What you will spend the money on,
- How your application meets the funding criteria, and
- How you will give back/contribute to the Chalkhill Community.

(Please write no more than 1,000 words)

(see continuation sheet)

**(b) Additional information**

(Please give details of any additional information you would like to provide to support your application, maximum 200 words)


**(c) Availability for telephone interview**

Trustees may invite Applicants to a selection interview. Do you agree to a tele-conference/interview?

Yes       No

Preferred day for call	
Preferred time of day for call (specify morning/evening)	

**5. Checklist.**

Your application will only be considered after all the information has been received. All supporting documentation must be received by 7<sup>th</sup> July 2018.

Please mark as appropriate:

- Completed all sections of the Application Form
- Proof of household income supplied.
- Personal statement includes.

**6. Declaration, eligibility confirmation and consent for publicity**

**6.a Eligibility**

Do you meet the Chalkhill Community Trust Fund Higher Education Fund eligibility criteria which can be found at [www.cctf.org.uk](http://www.cctf.org.uk)

Yes       No

### **6.b Keeping in touch with us and publicity**

Should your application be successful, do you agree to keep in touch with the Chalkhill Community Trust Fund and agree to take part in any publicity that may arise as a result of your selection for an award? If you cannot commit to keeping in touch with the Chalkhill Community Trust Fund please do not apply.

Yes       No

### **6.c Commitment to volunteering or community development**

Should your application be successful, do you agree to take part in 40 hours per year of voluntary work in the Chalkhill Community? This could be volunteering at the annual Chalkhill Day Celebration or summer play scheme events or volunteering at the Chalkhill Community Centre etc. If you cannot commit to taking part in volunteering, do not apply.

Yes       No

### **6.d Declaration of Interest**

The Chalkhill Community Trust Fund is made up of members of the Chalkhill Community. You can still apply if you know or are associated with Trustees or associated with the Chalkhill Community Trust Fund as long as your association is declared.

Do you know any of the Trustees or anyone associated with Chalkhill Community Trust Fund?

Yes       No

### **6.e Declaration of Truth and Agreement Terms**

In making this funding application I understand and declare that:

- i. Any false or misleading information is provided, funds will be recovered and no further funds will be disbursed.
- ii. To the best of my knowledge the information contained herein is true and correct.
- iii. Any funding received will be used for the purpose for which it was approved and if this is not the case the full amount is to be returned to the Chalkhill Community Trust Fund.
- iv. After the first year of study, if I choose to go onto a different course, continued payment of the grant is at the complete discretion of the Higher Education Committee.
- v. At any point/time that I stop the course/studying I must contact the Chalkhill Community Trust Fund immediately or money will be recovered.
- vi. I will comply with any reasonable request from the Chalkhill Community Trust Fund to monitor my academic performance and attendance.
- vii. At the end of each academic year you must provide evidence/confirmation that you will be continuing studies (email/letter from University)
- viii. I acknowledge that any decision made by the Chalkhill Community Trust Fund is final. I accept that no reasons for such decision will be given, nor will any correspondence be entered into.

Signature:	Date:
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Please contact Chalkhill Community Trust Fund's Secretary on 0797 2007 412 or email: [lara.oyedele@olmec-ec.org.uk](mailto:lara.oyedele@olmec-ec.org.uk) if you require any assistance with your application.

Completed applications and relevant documentation should be emailed to:  
[lara.oyedele@olmec-ec.org.uk](mailto:lara.oyedele@olmec-ec.org.uk)