

**THE MORAY COUNCIL**  
**GUIDELINES FOR DONALD MANSON BEQUEST BURSARIES**

These guidelines provide general information about Donald Manson Bequest Bursaries and should be read before completing the application form.

Name of Bursary	Annual Value	Number Tenable	Bursaries awarded to	Special Conditions
Edinkillie School Bursary	£680 means tested	Four	Pupils resident in the Parish of Edinkillie, in the first year of secondary school	The Bursary shall be tenable for three years
Forres School Bursary	£680 means tested	One	A pupil resident in the Burgh of Forres, in the first year of secondary school	
Edinkillie / Forres College Bursary	£680 means tested	One	A student under the age of 18, resident in the Parish of Edinkillie or in the Burgh of Forres with preference to applicants resident in the Parish of Edinkillie	The Bursary shall be tenable for two years at a college of Further Education

**What is a Donald Manson Bequest Bursary?**

A Donald Manson Bequest Bursary is a discretionary grant made by The Moray Council as Education Authority under the Education Authority Bursaries (Scotland) Regulations 1995 and the currently approved policy of The Moray Council to any applicant who satisfies the requirements of the Donald Manson Bequest.

**What are the residential conditions?**

Applicants must be resident in the Parish of Edinkillie or Forres. The applicant must be ordinarily resident in Moray on the “qualifying day” which is 30 June immediately preceding the start of the School or College Session for which application is made. In addition, the applicant must have been resident in the British Isles for at least three years immediately proceeding 31 August of the same year. Special conditions will apply in the case of children of members of HM Forces, refugees and EU workers.

**How long will Bursary support be provided for?**

- **School Bursary**

Applicants must be in the first year of secondary school when applying for the grant for the first time. An applicant will be considered for a Donald Manson Bequest School Bursary for up to three years.

- **Further Education Bursary**

Applicants must be students under the age of 18, resident in the Parish of Edinkillie or Forres, with preference to students resident in the Parish of Edinkillie. The Donald Manson Bequest Further Education Bursary is for two years at a College of Further Education.

**How is Bursary Award calculated?**

Applicants for Bursaries are means tested household income and therefore the level of award will depend on the circumstances of the applicant and his/her parents/carers. The **maximum** Bursary award is a weekly maintenance allowance, currently £17, calculated to cover the 40 weeks from the start of the School Session in August to the end of June the following year. The annual bursary

award is £680. A bursary is payable if the total household income is less than the lower income threshold for Education Maintenance Allowances, currently £24,421.

**Is a change in financial circumstances taken into account?**

The parents'/carers' income normally taken into account is that for the **previous** Tax Year. However, consideration can be given to assessing or re-assessing an application on an estimate of income for the **current** Tax Year where evidence is provided to the Education Authority which would indicate the likelihood of income being at least 15% less than the actual income for the previous Tax Year. This may happen where, for example, a parent has to give up employment on grounds of ill-health, retires or is made redundant. If this is the case, please include details in the Application and request a "current year" assessment. All income details should be supported with the appropriate documents, for example P60s or Tax Credit Award Notes.

**Where do I send the application form?**

Applications should be sent to: **The Donald Manson Bequest, The Moray Council, Education, High Street, Elgin Moray IV30 1BX**. The envelope should be marked "Bursary Confidential" on the top left-hand corner.

**Will receipt of the application be acknowledged?**

Yes. If no acknowledgement has been received within two weeks from the date of posting, you should contact Education.

**When will I hear whether a Bursary Award will be made?**

Once the Application has been assessed and determined, the applicant will be advised of the outcome by means of an Award Letter. This letter will give details of any Award and how payment will be made.

**Is there an appeals procedure?**

Yes. An appeal marked "Bursary Appeal" should be made in writing and addressed to the **Director of Education, The Moray Council, Council Headquarters, High Street, Elgin IV30 1BX**. It should give full details of the student and the reason(s) for the appeal.

**If you have any further queries, you should contact:**

The Moray Council, Education, High Street, Elgin, IV30 1BX  
Telephone: 01343 563374  
Email [Education@moray.gov.uk](mailto:Education@moray.gov.uk)