

Education and Social Care

The Moray Council, Council Offices, High Street, Elgin, IV30 1BX

Telephone: 01343 563374

Email: educationandsocialcare@moray.gov.uk

www.moray.gov.uk

OFFICE USE ONLY	
Received	
Acknowledged	
Initial Reference	

Moray & Nairn Educational Trust

Application for a Trust Grant

PLEASE USE BLOCK CAPITALS

SECTION A – APPLICANT'S PERSONAL DETAILS

Full Name of Applicant (including title)	
Date of Birth (dd/mm/yy)	
Marital Status (delete as appropriate)	Married/Single/Divorced/Widowed/Separated/Co-habiting/Other (please state)
Address (including postcode)	
Home Telephone Number	
Mobile Telephone Number	
E-mail Address	
Preferred Method of Contact (delete as appropriate)	Letter/E-mail – please let us know how you would prefer we contact you
How long have you been resident in the United Kingdom	
How long have you been resident at the above address	
Lone Parent Household (delete as appropriate)	Yes / No

SECTION B – YOUR FAMILY DETAILS

Who do you live with (please tick all that apply)	
Mother	
Father	
Mothers Partner	
Fathers Partner	
Applicant's Partner	
Grandparent(s)	
Foster Parent(s)	
In Care	
On my Own	
Other (please specify - e.g. aunt, brother)	

Please return this completed form to: Education & Social Care, The Moray Council, Council Offices, High Street, Elgin, IV30 1BX

*The term 'Parent' as it appears, can refer to your mother, father, carer, step-parent or parent's partner who lives in your home

**The term 'Partner' can refer to your spouse, civil partner or live-in partner

	*Parent 1	*Parent 2	**Partner
Full Name (including title)			
Permanent Address (including postcode)			
Relationship to applicant			
Occupation(s) held during the current tax year			
Marital Status			
Daytime Contact Number			

SECTION C – INFORMATION ON YOUR PROGRAMME OF STUDY

Name of educational establishment you propose to attend, or are currently attending	
Title of Course	
What qualifications will you gain on completion of the course	
Is the course full-time or part-time	
How long does the above course last (in years)	
Which stage of the course does your application refer to, for example, 1 st year	
Please give the start and finish dates for the session to which our application applies	
What profession or vocation has the applicant in view	
State the amount of fees relating to course of study	Entrance Fee
	Examination Fees
	Other Fees (please specify)
State cost of necessary books, instruments and special clothing, etc required (give details)	

SECTION D – INFORMATION ON RESIDENCE AND TRAVEL

Please state your proposed place of residence during the session to which this application applies (delete as appropriate)	Parental Home
	Own Home
	College Hostel
	Lodgings
	Halls of Residence
Please give the weekly accommodation cost	£ per week
Please give the weekly travel cost to college	From To
	£ per week

SECTION E – YOUR PREVIOUS STUDIES/EMPLOYMENT

Name of secondary school you last attended	
When did you or when are you to leave this secondary school	

Name of Establishment	From	To	Title of Course	Full/Part Time	Qualification Gained	Course Completed

Please give details of any Bursaries, Student's Allowances, TOPS, Grants, etc held by the applicant now or in the past	Awarding Body	Annual Value	Duration	Start Date
If you have applied for a Bursary/ Student Grant for the course to which this application refers, please give full details of the outcome of any such application.				
Have you ever been refused a Bursary or Grant in the past (delete as appropriate)	Yes / No			
If Yes, please give details of why you were refused, contact on a separate sheet if necessary				
Are you being sponsored for the course you wish to take	Yes / No			
If Yes, please give details of your sponsorship, continue on a separate sheet if necessary				

Please give full details of any employment since leaving school – this should state all employment including Government Training Schemes such as YTS/TOPS/ET/ Training for Work, etc. You should give full dates of such periods of employment. Continue on a separate sheet if necessary

Employer and place of employment	Post Held	From	To

SECTION F – APPLICANT'S INCOME

This section refers to income which you, the applicant, expect to receive during your studies. This includes income from employment, alimony, maintenance, benefits, etc. Please enter the gross income, which is the amount of income before tax. State whether this amount is weekly, monthly or annual and provide documentary evidence for each source of income, for example a Tax Credit Award Note or pay slip. Continue on a separate sheet if necessary.

Source of Income	Gross Amount

SECTION G – EQUAL OPPORTUNITIES MONITORING

Please complete the enclosed Equal Opportunities Form and send it in a separate envelope marked PRIVATE & CONFIDENTIAL to Education and Social Care, The Moray Council, Council Offices, High Street, Elgin, IV30 1BX

SECTION H – PARENTAL INCOME OR PARTNER’S INCOME

If you do not fulfil the criteria to be a self-supporting student, this section should be filled in by either your parents OR by your spouse if you are married.

Please give details of total income from all sources of your parent(s) or spouse for the previous tax year (i.e. the year which ended 5 April last). Documentary evidence is required to support any income quoted.

	Parent 1	Parent 2	Partner
Please give name of your mother and father, spouse or civil partner and their type of employment			
Give details of employment, trade, business, profession or state unemployed.			
Income from Working Tax Credits, Child Tax Credits or Pension Credits (Please enclose your most recent Tax Credit Award Notice)			
Employment – This should be the total earned income for the year to 5 April last, from salary, wages, commission, bonus, overtime, value of rent-free house, fuel, etc. (Please enclose P60).			
Self-Employment – The profit for the year ending 5 April last or last completed trading year falling within that period. (Please enclose an Accountant’s statement form SA302 from HM Revenue & Customs)			
Pensions – Give details of pensions which are liable to tax (i.e. State, Private, Forces, Widow’s, etc). please provide documentary evidence.			
Source of the above pension			
Social Security/Unemployment Benefits, etc – If income for the previous tax year (or part of that year) was derived from Benefit (i.e. Jobseekers Allowance, Income Support) please complete the enclosed benefits form and send it to the Department of Works & Pensions in Glasgow.			
Alimony or maintenance payments – If you, the parent, are divorced or separated and your income (or part of your income) for the previous tax year was derived from maintenance payments, you should state amount paid to you. Please provide documentary evidence.			
Income from any other source – State source and enclose documentary evidence			
TOTAL GROSS ANNUAL INCOME			

SECTION I – DEPENDENT CHILDREN LIVING WITH APPLICANT OR APPLICANT’S PARENT(S)

Please give details of each child (other than the applicant) who is/are dependent on the parent(s) or of children of the applicant.

If any other dependent is to be a full-time student for the period to which this application refers, and if an application has been made for the award of an Education Maintenance Allowance from the College or a Student’s Allowance from the Students Award Agency.

Name of Child	Date of Birth	School/College child is attending or going to attend	Has application for a Grant been made? If so, to whom?

ANY OTHER RELEVANT INFORMATION – You may use this space to provide any further details which you feel may be helpful to use. Please continue on a separate page if necessary.

Please ensure that all appropriate documents for proof of income have been included, for example Tax Credit Award Notes, P60s. Failure to send in the relevant documents will delay the processing of your application.

DECLARATION BY APPLICANT

I declare that, to the best of my knowledge and belief, the statements I have made are full and correct in every respect and that no information relating to my circumstances has been withheld. I also declare that, if a bursary is awarded, I shall undertake to inform the Education Authority immediately of any change in financial or other circumstances which might affect the value of any Bursary awarded.

Should the amount of the Bursary be revised for any reason, I undertake to refund any amount received by me in excess of the revised amount. I understand that the giving of false information, withholding or relevant information or failure to comply with the conditions of award may lead to the termination of any Bursary and to the recovery of any amounts paid by the Education Authority.

Signed: Date:
(Signature of Applicant)

DECLARATION OF PARENT (This declaration need not be completed by the parent/carer of an applicant who qualifies as a self-supporting student – see Section B)

I declare that, to the best of my knowledge, all the information which I have given in connection with this application is full and correct in every respect. I undertake to supply any additional information which may be required by the Education Authority, to verify the particulars given and also to inform the Authority immediately of any alteration in these particulars.

I understand the giving of false information or withholding of relevant information may lead to the termination of any Bursary awarded and to the recovery of any amounts paid by the Education Authority.

Signed: Date:
(Signature of Parent/Carer)

DATA PROTECTION ACT

The council is under obligation to manage public funds properly. Accordingly, the information that you provide will be used to ensure that all sums of money due to the council are paid timeously, eg by identifying person who are non payers of council tax and to improve on the uptake of benefits.

The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with public bodies, including neighbouring councils or other organisations, which handle public funds.

If you need information from the Moray Council in a different format, such as Braille, audio tape or large print, please contact:

如果閣下需要摩里議會用你認識的語言向你提供議會資訊的話，請要求一位會說英語的朋友或親人與議會聯繫

Jeżeli chciałoby Państwo otrzymać informacje od samorządu rejonu Moray w swoim języku ojczystym, Państwa przyjaciel lub znajomy, który mówi dobrze po angielsku, może do nas

Se necessita de informação, do Concelho de Moray, traduzida para a sua língua, peça o favor a um amigo ou parente que fale Inglês para contactar através do:

Jeigu Jums reikalinga informacija iš Moray regiono Savivaldybės [*Moray Council*], kurią norėtumėte gauti savo gimtąja kalba, paprašykite angliškai kalbančių draugų arba giminaičių susisiekti su mumis

Чтобы получить информацию из Совета Морэй на Вашем языке, попросите, пожалуйста, Вашего друга или родственника, говорящих по английски, запросить ее

Si necesitas recibir información del Ayuntamiento de Moray en tu idioma. Por favor pide a un amigo o familiar que hable inglés que:



Education & Social Care, The Moray Council, Council Offices, High Street, Elgin, IV30 1BX



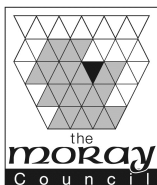
01343 563374



educationandsocialcare@moray.gov.uk



(Wednesday or Thursday only): 18002 01343563319



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Educational Trust Applications – Equal Opportunities Form

Ethnic Background (please tick one category)	
White – Scottish	
White – Irish	
White – Other British	
White – Polish	
White – Other	
White – Gypsy/Traveller	
African – African/British/Scottish	
African – Other	
Asian – Bangladeshi/British/Scottish	
Asian – Chinese/British/Scottish	
Asian – Indian/British/Scottish	
Asian – Pakistani/British/Scottish	
Asian – Other	
Caribbean or Black – Caribbean/British/Scottish	
Caribbean or Black – Other	
Mixed or multiple ethnic groups	
Other – Arab	
Other – Other	
Not Disclosed	
Not Known	
Other (please state)	

Gender (please tick one box)	Male		Female	
Disability (please tick one box)	Disabled		Not Disabled	
Asylum Seekers & Refugees	Asylum Seeker		Refugee	
Date of Birth (dd/mm/yy)				

Marital Status (please tick one box)					
Married		Single		Divorced	
				Widowed	
				Separated	
				Cohabiting	

Sexual Orientation (please tick one box)					
Heterosexual		Lesbian		Bisexual	
				Gay	
				Transgender	

Religion (please tick one box)	
None	
Christian	
Buddhist	
Hindu	
Muslim	
Sikh	
Jewish	
Other (Please state)	

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