

John Martin's Charity

16 Queens Road
Evesham
WR11 4 JN

Telephone – 01386 765440
Email – enquiries@johnmartins.org.uk

Student Grant Application–2016/17

For Office use	Category
Application Number	
Date received	/ / 2016

Please complete all sections in legible block capitals, enter n/a, delete or tick items as appropriate. Supporting documents must be provided

Personal details:

Title: Mr / Mrs / Miss / Ms / or other

Surname: _____

Christian Names: _____

Home Address: _____

Post Code: _____

Date of Birth: _____ Age as at 1 September 2016: _____

Telephone: _____ Mobile: _____

Email Address: _____

Length of residency in Evesham _____

University/College Details:

University/College Name: _____

University/College Address: _____

Course Details:

Course Title, Level and Year: _____

Is the Course Full time? Yes No

Duration of the complete Course: Start date: _____
Finishing date: _____

If a part-time course, number of course hours per week? _____

During term time, where will you live? Home Away

Funding of Course:

Please detail all funding you will receive and from what sources?

Tuition Fee Loan	£
Maintenance Loan	£
Maintenance Grant	£
Scholarship	£
Bursary/other	£

Is this a placement year? Yes No

If Yes, what salary/expenses are paid? £
Over what period? _____

Open University Courses only: Ref Number _____
Course Code _____

Evidence of Residency in Evesham:

Please tick the relevant box

I received a Student Grant from John Martin's Charity in the academic year 2015/16
AND

I am providing documentation dated between 1 June 2016 - 1 September 2016
to evidence my continued residency in Evesham.

OR

OR

I am providing documentation dated between 1 June 2015 - 1 September 2015
AND

1 June 2016 - 1 September 2016 to evidence my continued residency in Evesham.

**Forms must be returned in person with the necessary supporting documents.
Incomplete forms and those received after the closing date will not be accepted.**

Application periods close at 1 pm on the following dates:

Category A: 19 September 2016	Category C: 5 June 2017	Category D: 20 March 2017
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Declaration:

I consent to John Martin's Charity processing this information in accordance with the Data Protection Act 1998
And the exchange of appropriate information between the Charity and my educational establishment.

I have read the attached notes and undertake to give written notice of any changes to the above details.

Signed:

Dated:

**False declarations will be deemed fraudulent, the application will be rejected
and future applications to the Charity will not be accepted.**

Office use

Residency confirmed:	2015	2016	Number of Applications A&D	
Grant %:		Payments:	/	
Processed By:		Date:		

All grants are at Trustees' discretion and are processed in line with the Charity's agreed Policy.

Grant payments are subject to sufficient funds being available to the Charity.

*The **onus** is on the student to provide all necessary documentation when submitting an application and ensuring that the required forms are received by the Charity before the specified closing dates. If you require written verification that the confirmation form has been received, **please provide a stamp addressed envelope.***

Grant Category –

Please see the advert for full details of the courses covered under each category.

You may only apply for one grant each academic year.

Applicant Criteria applicable to all Grant Categories -

Residency - You must have been resident or (if living away from home during term time) have maintained a residential address in the town of Evesham for a minimum period of twelve months immediately prior to 1 September 2016.

Proof of Residency must be provided in your name showing that the above residential qualification has been fulfilled. Acceptable evidence includes: utility bills, Bank / Building Society/credit card statements, student loan and university letters (not Council Tax), being dated within the timescales shown on page 2 of the application form.

NB – These confirmations must be in original hard copy format; Bank statements etc. produced via the internet will not be accepted.

Specific Criteria	Category A Degree, HND, etc. Either full or part time	Category C Part time vocational courses	Category D Open University
Age as at 1 September 2016	18 to state retirement age inclusive	16 to state retirement age inclusive	18 to state retirement age inclusive
Home & Away status.	You are classed as a Home Student if you either live in Evesham during term time or the course is based within a 25 mile radius of Evesham.	Are all classed as Home students.	Are all classed as Home students.
Application closing dates – 1pm	19 SEPTEMBER 2016	5 JUNE 2017	20 MARCH 2017
Confirmation of Attendance Forms will be posted to applicants. These need to be signed and officially stamped by your University or College	1st Form sent out Mid-October 2016 2nd Form sent out Early January 2017	From Mid October 2016 Or one week after application processed for courses starting later in the academic year	From Mid October 2016. Or one week after application processed for courses starting later in the academic year
Closing dates for the receipt of completed Attendance Forms by the Charity.	1st Form - 14 December 2016 2nd Form - 29 February 2017	Eight weeks after course commences.	Eight weeks after course commences.
Expected grant payment dates. Grants will not be released until duly completed Attendance Forms have been received by the Charity.	Paid in two amounts: 1st payment – November-December 2016 2nd payment – February-March 2017	Paid in one amount approximately 4 weeks after confirmation of attendance has been received.	Paid in one amount approximately 4 weeks after confirmation of attendance has been received.
Number of grants.	One per academic year for a maximum of four years (including Cat D grants)	One per academic year. No maximum.	One per academic year for a maximum of four years (including Cat A grants)

General Information -

Courses undertaken outside of the United Kingdom must be for a comparable UK University Degree Qualification.

All cheques and correspondence will be sent to the student's home address. Please provide written notification if any of the information on your application form changes. If we do not receive notification of changes, this may affect your application in either this or future years.

Grants are for one academic year only. A new application is required for each year of study.

Applications must be handed in, either in person or by a member of your family or a friend acting as your agent. We do not accept e-mailed or faxed application forms. A numbered receipt will be issued as confirmation that the completed application form has been received and this should be retained in case of any queries.

If you have any questions concerning the above, please contact the Charity's Office – either in person: Mon – Fri, 10 am – 1 pm, by telephone Mon – Thu, 9 am – 5 pm, Fri 9 am – 4 pm, or email.

John Martin's Charity

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Email – enquiries@johnmartins.org.uk**Student Grant Application – 2016/17****Financial Assessment
Please complete if aged 25 years & over*****Please complete all sections in legible block capital.******Supporting documents must be provided (payslips, bank statements etc)*****Personal details:**

	Applicant details:	Partner details:
Title:	_____	_____
Surname:	_____	_____
Christian Names:	_____	_____
Home Address:	_____	_____
Post Code:	_____	_____

Income details - Specify frequency (Income from – Child benefit, child tax credit and maintenance for children is excluded)**Applicant**

Wages	£
Income Support	£
ESA/JSA/Sickness benefit	£
Invalid Care Allowance	£
Maternity Benefit	£
Working Tax Credit	£
Other:	£
Total Income:	£

Partner

Wages	£
Income Support	£
ESA/JSA/Sickness benefit	£
Invalid Care Allowance	£
Maternity Benefit	£
Working Tax Credit	£
Other:	£
Total Income:	£

Capital

Bank	£
Building Society	£
Shares/ISAs	£
National Savings	£
Other:	£
Total Savings:	£

Capital

Bank	£
Building Society	£
Shares/ISAs	£
National Savings	£
Other:	£
Total Savings:	£

- I undertake to give written notice of any changes to the above details.
- I consent to John Martin's Charity processing this information in accordance with the Data protection Act 1998 and the exchange of appropriate information between the Charity and my educational establishment.
- I have read the attached application notes and provide the required supporting documents.

Signed:

Dated:

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Annual income £

Grant percentage on income

%