

John Martin's Charity

16 Queens Road
Evesham
WR11 4 JN

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

Student Grant Application – 2014/15

For Office use	Category
Application Number	
Date received	

***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 2014: _____

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

During term time, where will you live? Home Away

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 a 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 2014.

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 the front of the application.

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 2014	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	22 SEPTEMBER 2014	22 JUNE 2015	24 NOVEMBER 2014
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 2014 2nd Form sent out Early January 2015	From Mid October 2014. Or one week after application processed for courses starting later in the academic year	Early January 2015.
Closing dates for the receipt of completed Attendance Forms by the Charity.	1st Form - 15 December 2014 2nd Form - 27 February 2015	Eight weeks after course commences.	27 February 2015
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 2014 2nd payment – February-March 2015	Paid in one amount approximately 4 weeks after confirmation of attendance has been received.	Paid in one amount February –March 2015.
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 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 or by telephone Mon – Thu, 9 am – 5 pm, Fri 9 am – 4 pm.

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Student Grant Application – 2014/15**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)**Applicant**

Wages	£ _____
Income Support	£ _____
ESA/Invalidity Benefit	£ _____
Invalid Care Allowance	£ _____
Maternity Benefit	£ _____
Other:	£ _____
Other:	£ _____
Total Income:	£ _____

Partner

Wages	£ _____
Income Support	£ _____
ESA/Invalidity Benefit	£ _____
Invalid Care Allowance	£ _____
Maternity Benefit	£ _____
Other:	£ _____
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: _____

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

For office use

Annual income £ _____

Grant percentage _____

%