



# CONSOLIDATED CHARITY OF BURTON UPON TRENT

## APPLICATION FOR A HIGHER EDUCATION BURSARY

**PLEASE ENSURE THAT YOU HAVE READ THE HIGHER EDUCATIONAL BURSARY GUIDELINES THAT SUPPORT THE APPLICATION FORM.**

**Data Protection Statement:** it is part of the Trustees' responsibilities to ensure that grant applicants are suitably qualified under the terms of the charity's governing document. The personal data supplied on this form and other information relating to the application will be held on file. **Some details may be checked with relevant organisations since the charity reserves the right to investigate and verify what you write in this form**, but no details will be disclosed for any inappropriate purpose. You may have access to your personal information on request.

### Section 1: Personal Details

SURNAME: ..... TITLE: MR/MISS

FORENAME(S): .....

ADDRESS: .....

..... POSTCODE: .....

TEL NO: ..... MOBILE: .....

EMAIL:.....

DATE OF BIRTH: .....

NAMES OF PARENTS / CARERS: .....

.....

HOW LONG HAVE YOU BEEN RESIDENT IN AREA OF BENEFIT? .....

(As defined in the guidelines to accompany this form)



## Section 2: Financial Information

a) What is the gross level of your household income ?

Under £20,000  £30,000 - £39,999  £20,000 - £29,999  £40,000 or over

b) Do you receive funding from the 16-19 Bursary Fund ?

YES  NO

If YES please state how much .....

.....

c) Have you got any sisters or brothers studying at Higher Education Level?

YES  NO

If YES please give brief details:

.....

.....

.....

d) What other income do you expect to receive during your first year at University?(eg. Family Contribution, Tuition Fee Loan, Maintenance Loan, Maintenance Grant, Sponsorship, etc)

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## POST 16 COURSES

In each of the following boxes please insert in the appropriate column either the actual accepted grade or, if you are still awaiting the results of one or more units, an estimated grade.

### 1. A2 / BTEC / I B DIPLOMA / AQA BACC / EPQ COURSES

<b>DATES</b>	<b>COURSE / SUBJECT</b> Please do not use UCAS abbreviations For I B Diplomas please state which level	<b>ACTUAL GRADE OR POINTS</b>	<b>ESTIMATED GRADE OR POINTS</b>

### 2. ALL OTHER COURSES / QUALIFICATIONS

<b>DATES</b>	<b>COURSE / SUBJECT</b> Please do not use UCAS abbreviations	<b>ACTUAL GRADE OR POINTS</b>	<b>ESTIMATED GRADE OR POINTS</b>



# CONSOLIDATED CHARITY OF BURTON UPON TRENT

## APPLICATIONS TO HIGHER EDUCATION

UNIVERSITY OR COLLEGE	DEGREE COURSE Please do not use UCAS abbreviations	Points / Grades Required	Order of Preference

## EXPECTED CAREER OR CAREER AREA

.....

I declare that the information I have provided is true to the best of my knowledge and belief. I acknowledge that if any of the statements are later found to be deliberately false or misleading then the Consolidated Charity of Burton upon Trent has the right to withdraw any bursary awarded and claim repayment of any monies paid under this scheme. I confirm that I have read and understand the guidelines that are issued with this document.

APPLICANT'S SIGNATURE ..... DATE .....

<b>FOR OFFICE USE ONLY:</b>			
Comments:.....			
.....			
Further information required:			
.....			
.....			
Decision:	AWARDED	<input type="checkbox"/>	REJECTED <input type="checkbox"/> RESERVE <input type="checkbox"/>



# CONSOLIDATED CHARITY OF BURTON UPON TRENT

## HIGHER EDUCATION BURSARY GUIDELINES 2019

### The Scheme

The Consolidated Charity is making available a sum of money that will enable up to 40 students to be offered an Educational Bursary of £500 per annum for three years. **The scheme will only be open to students living in the Charity's area of benefit.**

Students will be offered a bursary in order to assist them in successfully completing a course of study leading to a first degree at a British University or other equivalent British institution, eg. College of Music.

HND students are not eligible to apply for a bursary until they have successfully completed their HND course and continue on to a degree course.

Bursaries will only be made for three academic years and no payments will be made during paid placements.

### Conditions for Applicants

- 1 Applicants must be resident in the town of Burton upon Trent or the neighbouring parishes of Branston, Stretton, Outwoods, Barton under Needwood, Rolleston on Dove, Rangemore and Tutbury. **This restriction is imposed by our Trust Deed and cannot be altered.**
- 2 Applicants must be intending to go to University in this academic year, ie. Students planning to defer entry to University (ie. take a gap year) should not apply until the year of entry. If a student is awarded a Bursary but subsequently decides to take a gap year then the Bursary will be withdrawn, though the student will be able to re-apply without prejudice in the following year.
- 3 Applicants must demonstrate a commitment to study and an ability to reach the standard required for acceptance on their favoured degree course.
- 4 Applicants must be able to convince the Trustees, through their Personal Statement, that they have the personal qualities to cope with the demands of the course and that the course has a relevance to their intended future career and personal aspirations.
- 5 Applicants **must** provide acceptable evidence that satisfactory progress is being made throughout the course prior to bursary payments being released in subsequent years within the timescale provided.

### Application and Selection Procedures

- An application form must be completed by each candidate. This provides information on personal details, successfully completed courses of study including results of public examinations, 16-19 courses that have been examined (with results) or to be examined. Candidates should include any National Qualifications including vocational courses and music. It is important for candidates to include bona fide estimated grades for post-16 courses that can be confirmed by the School / College.



## CONSOLIDATED CHARITY OF BURTON UPON TRENT

- Applicants must complete a Personal Statement. This should be clearly legible and on no more than one side of A4 paper. The Personal Statement may be produced on a word processor but it must include the applicant's name at the top and it must be signed and dated. **When preparing their Personal Statement, applicants should be aware that the Trustees will take into particular account the following criteria;**
  - Personal strengths, skills and weaknesses.
  - Leadership and / or involvement in School / College activities.
  - Involvement in extra-curricular community activities (including positions of responsibility).
  - Reasons for choosing the course and how it will help to prepare you for your future career.
- Schools / Colleges must attach a **confidential** Supporting Statement to each application. A copy of the UCAS reference – or relevant sections – will suffice. Please supply this statement on the School / College letterhead or validate it with the School / College stamp. Where this is not possible, the Supporting Statement should be signed and dated by the Head of Sixth Form or other appropriate person.
- A selection committee will consider the applications and that committee's decision is final. Please note that only 40 Bursaries will be awarded for the year.

### **Completion of Application Form**

1. Please complete the form using **black** ink, biro or type. **Ensure all questions are answered fully.**
2. Print your **SURNAME** in **CAPITAL** letters.
3. Include all secondary schools, colleges and, if appropriate, other institutions which you have attended for 16 – 19 education. Insert part-time (P/T) next to Schools / Colleges you attend for only 1 or 2 subjects.
4. Include all A2 Level, Baccalaureate, BTEC and vocational courses which you have completed or expect to be entered for a Public Examination together with any other qualifications, eg. Music, Drama, etc.
5. For Higher Education Courses **DO NOT** use UCAS abbreviations. Include the full course name.
6. Please ensure you sign the application form.

**Completed forms should be returned to your School / College by Friday 22<sup>nd</sup> February 2019.**

**Schools / Colleges should forward applications to the Charity by Friday 1<sup>st</sup> March 2019 to:**

**Mr J P Southwell  
Clerk to the Trustees  
Consolidated Charity of Burton upon Trent  
1<sup>st</sup> Floor, Gibraltar House  
Crown Square, First Avenue  
Burton upon Trent, Staffordshire DE14 2WE**



## CONSOLIDATED CHARITY OF BURTON UPON TRENT

### **Bursary Awards**

Conditional offers of bursaries will be made by the end of March 2019. Final decisions will be taken as soon as possible after the examination results are published and the Universities have confirmed their offers of places.

Candidates who have received a conditional offer of a bursary should write to the Clerk to the Trustees immediately after they have accepted a firm offer of a place and provide appropriate evidence. **Evidence should be received by Friday 27<sup>th</sup> September 2019** and failure to provide the information by this date may result in the Bursary being withdrawn. **If you do not take up your place at university, this should also be communicated to the Clerk.**

At the end of each academic year of the course, successful applicants should notify the Clerk to the Trustees in writing of the results of any assessments and confirm that they have been accepted to continue their course for the next year. The second and subsequent payments due under the scheme are conditional upon this requirement.

**Bursary payments will usually be made by bank transfer and bank details for the applicant will be requested in order to make payments via bank transfer into the applicant's bank account with confirmation of the payment issued to the applicant's home address by the end of October, following the start of the academic year.**

**PLEASE NOTE THAT ALL INFORMATION IS TREATED AS CONFIDENTIAL**