

John Martin's Charity 16 Queens Road Evesham Worcestershire WR11 4JN Telephone – 01386 765440 www.johnmartins.org.uk enquiries@johnmartins.org.uk Registered Charity No – 527473	CONFIDENTIAL		
	STUDENT GRANT APPLICATION 2011/12		
	<i>For office use</i>	Application Number	Category
			Date Rec'd

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

Applicant's Personal Details:

Surname & Title		Ms/Miss/Mrs/Mr/other:
First Names		
Address		
Post Code		
Date of Birth		Age as at 1 Sept 2011:
Telephone / Mobile number		
E-Mail address		
Length of residency in Evesham years	
Evidence of residency in Evesham <i>(See notes for details – Both sections must be completed as applications will not be accepted without the required evidence. Please contact the Office if you have any queries regarding acceptable evidence)</i>	I received a Student Grant from John Martin's Charity in the academic year 2010/11 or I am providing documentation dated between 1 June 2010 - 1 September 2010	Please tick to confirm <input type="checkbox"/> or <input type="checkbox"/>
	I am providing documentation dated between 1 June 2011 – 1 September 2011	Please tick to confirm <input type="checkbox"/>

University/College & Course details:			
Title of University/College/etc to be attended		
Full address of registrar's dept		
Course Title, Level and Year (eg: History BA, Yr 3)		
Is the course full time	Yes	No	If No, state length of course: Hours of attendance per week Number of weeks
Duration of the complete course	Start date:		Finish date:
During term time will you live at	Home		Away
What other funding will you receive or have you applied for?	Maintenance Grant / Student Loan £..... Scholarship £..... Who from Bursary £..... Who from Other £..... Who from		
Is this a sandwich year?	Yes	No	If YES, amount of salary/expenses? £
Open University Courses only	Ref Number		Course Code

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 confirmations of residency for 2010 and 2011.

Signed: Dated:

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

**FORMS MUST BE RETURNED IN PERSON WITH THE NECESSARY SUPPORTING DOCUMENTS.
 INCOMPLETE FORMS AND THOSE RECEIVED AFTER THE CLOSING DATES WILL NOT BE ACCEPTED.**

THE APPLICATION PERIOD CLOSSES AT 1 p.m. ON THE FOLLOWING DATES:
CATEGORY A - 26 SEPTEMBER 2011. CATEGORY C - 25 JUNE 2012. CATEGORY D - 28 NOVEMBER 2011.

For office use			
Residency confirmed	2010	2011	Previous number of degree applications
			Grant percentage %
Processed by, initials & date:			Payments /

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 presenting 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 can only apply for one grant each academic year.

Applicant Criteria applicable to all Grant Categories -

Residency - You must have been resident in the town of Evesham for a minimum period of twelve months immediately prior to 1 September 2011.

Proof of Residency must be provided in the students name showing that the above residential qualification has been fulfilled. Acceptable evidence includes: utility bills (not Council Tax), Bank / Building Society/credit card statements, student loan and university letters, being dated 12 months ago and within 4 weeks of the application. (NB – 2 confirmations of address are required which must be in original hard copy format; Bank statements etc.. produced via the internet will not be accepted). If you received a student grant from John Martin's Charity in 2010, you only need to supply residency evidence for the current year.

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 2011	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 - 1p.m.	26 SEPTEMBER 2011	25 JUNE 2012	28 NOVEMBER 2011
Confirmation of Attendance Forms will be posted to applicants. These need to be signed and officially stamped by your University or College.	1 st Form sent out Mid-October 2011 2 nd Form sent out Early January 2012	From Mid –October 2011. Or one week after application processed for courses starting later in the academic year	Early January 2012.
Closing dates for the receipt of completed Attendance Forms by the Charity.	1 st Form - 12 December 2011 2 nd Form - 27 February 2012	Four weeks after course commences.	27 February 2012
Expected grant payment dates. <u>Grants will not be released until duly completed Attendance Forms have been received.</u>	Paid in two amounts: 1 st payment – November-December 2011 2 nd payment – February-March 2012	Paid in one amount approx 4 weeks after confirmation of attendance has been received.	Paid in one amount February –March 2012.
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 if you are unable to get to the Charity's office, a member of your family or a close friend can act 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 do not hesitate to telephone the office – 01386 765440, between 9 am – 5 pm Monday to Thursday and 9 am – 4 pm on a Friday or call into the office during opening times (Mon – Fri, 10 am – 1 pm).

John Martin's Charity

16 Queens Road
 Evesham
 Worcestershire
 WR11 4JN
 Telephone 01386 765440
 Registered Charity No – 527473

Student Grant 2011/12

CONFIDENTIAL

FINANCIAL ASSESSMENT

PLEASE COMPLETE IF AGED 25 YEARS & OVER

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

First Names: Applicant's date of Birth:

Partner's Surname: Partner's First Name:

Applicants are advised that it is essential that all sections are completed. Supporting documents must be provided for all income/capital (i.e. recent bank statements, pay slips, benefit advice letters etc..)

Income (specify frequency)	Income (specify frequency)
APPLICANT	PARTNER
Wages £.....	Wages £.....
Income Support £.....	Income Support £.....
Job Seekers Allowance £.....	Job Seekers Allowance £.....
Sickness / Invalidity Benefit £.....	Sickness / Invalidity Benefit £.....
Invalid Care Allowance £.....	Pension Credit £.....
Maternity Benefit £.....	Retirement Pension State £.....
Other: £.....	Retirement Pension Private £.....
Other: £.....	Maternity Benefit £.....
Total £.....	Total £.....
Capital	Capital
Bank £.....	Bank £.....
Building Society £.....	Building Society £.....
Shares/ISAs £.....	Shares/ISAs £.....
National Savings £.....	National Savings £.....
Total Savings £.....	Total Savings £.....

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Annual Income £.....	Grant percentage%