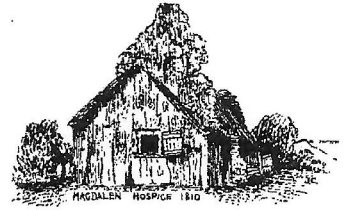




INSTRUCTIONS FOR COMPLETING EDUCATIONAL GRANT APPLICATION FORMS

1. Write clearly using blue or black ink.
2. If a question or section of the form is not relevant for you, please put "n/a" (not applicable) or enter a line in the box.
3. Check that all your income for **all adults** in your household is included in the income box.
4. "All adults" means persons over 18 with whom you normally live. Do not include temporary visitors. For lodgers, include their contribution to household costs in the income section (eg rent, contribution to telephone or food costs). You do not need to include the *personal* income or outgoings of lodgers unless they are a member of your family.
5. If you are paid weekly, or receive benefits weekly, multiply the amount you receive each week by 52 and then divide by 12 to get your actual monthly payment. Do the same thing for items you pay for on a weekly basis.
6. If you are paid fortnightly, multiply the amount by 26 and then divide by 12 to get your actual monthly payment. Do the same thing for items that you pay for on a fortnightly basis.
7. If you receive or make occasional payments, estimate the cost per month over the course of a year. For example, if you spend around £500 on clothing over the course of a year, divide this by 12 to get your monthly expenditure of £41.66.
8. Check that all the amounts add up to the number in the "total" box.
9. If the amount of the income total is significantly larger or smaller than the amount of the expenditure total, please *briefly* explain why.
10. Remember to enclose a **copy** of your bank statement, a pay slip, or letter setting out your benefit entitlements, so that we can verify your income. You may blank out the account number and sort code, NI Number, or employer payroll number.
11. If you are applying for assistance with course fees, please supply details of the course you have applied for including the fees payable, and an offer letter from the College or course provider if you have one.
12. If you are applying for more than one item, please list them separately and indicate what you think the cost of each item will be, including VAT. If you are unsure, leave the "amount requested" box empty.
13. Don't forget to sign and date the form, and to **stamp the envelope with sufficient postage**.
14. The Trustees meet approximately every 3 months to consider Educational Grant applications. You will be notified of the outcome of your application usually within one week of the meeting.

The Magdalen and Lasher Educational Foundation
Old Hastings House
132 High Street, Hastings, East Sussex TN34 3ET



Tel: 01424 452646 Fax: 01424 438475 E-mail: mlc@oldhastingshouse.co.uk

Registered Charity No 306969

EDUCATIONAL GRANT APPLICATION FORM

***Please note - your application should be accompanied by any relevant papers or invoices from your intended College or University confirming your place on the course.
Before completing the form please read the notes on the reverse.***

B. PERSONAL DETAILS

Full Name:

Address: (& any previous addresses in the past **three** years)

Telephone No:

Date of Birth:

Are you currently living independently or with family?

Are there any particular circumstances which support your application?

B. EDUCATIONAL & GRANT REQUEST DETAILS

Please give *brief* details of your education to date including secondary schools and colleges attended and **relevant** examination qualifications:

Please give details of the intended course:

Name of College or University	
Qualification to be worked for	
Start date and length of the course	
Course fee (if appropriate)	

Please give the reason why you wish to enrol on this course and your future plans:

Please give details of grants which you are entitled to access, if any:

What would the grant be used for? Include **course fees, expenses and equipment**, if any, for which you need assistance, including amounts:

Total amount of grant being requested: £

If you have made applications to any other grant-giving body please give details below:

I declare that the above particulars are true.

.....
Applicant's signature

.....
Date

Notes to be read before completing form:

1. **Applicants must have lived in the Borough of Hastings for the past three years.**
2. An application should always be accompanied by any relevant papers or invoices which will be needed to facilitate a decision.
3. All applications are means tested and include income and expenditure of **all adults** resident in the household.
4. The Trustees employ the services of a Visitor who they may ask to call on the applicant to verify the circumstances of the application.
5. Payment of any grant (other than bursaries, which are paid to the student) will usually be made direct to the College or University. **A receipt for the grant should always be sent to the Trustees.**



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Registered Charity No 211415 & 306969

FINANCIAL DETAILS

A COPY OF YOUR LATEST BANK STATEMENT AND EVIDENCE OF INCOME MUST BE SUBMITTED WITH THIS FORM.

Full Name(s) (including title):

Address & Postcode:

Telephone No:

Date of Birth:

If under 19, were you in receipt of free school meals or EMA?
(If yes, please ignore the Income and Expenses sections of this form)

MONTHLY INCOME

Please include income for **ALL ADULTS** living at the above named property at the time of the application:

	£	
Income Support / Jobseekers Allowance		per month
Disability Allowances		per month
Housing Benefit		per month
Council Tax Benefit		per month
Working Tax Credits		per month
Child Tax Credits		per month
Child Benefit		per month
Universal Credit		per month
Other state benefits		per month
Pension(s) including State Pension		per month
Wages from employment (after tax)		per month
Any other income		per month
TOTAL	£	

MONTHLY EXPENSES

Please include expenses for **ALL ADULTS** living at the above named property at the time of the application:

		£
Rent or mortgage repayments		per month
<i>Please indicate whether you are a: Home-owner, Tenant or Lodger</i>		
Council Tax		per month
Water Rates		per month
Utilities (gas and electric)		per month
Telephone / Mobile / Internet / TV		per month
House Insurance / other insurances		per month
Motor Costs / Travel Costs (bus/train/taxi)		per month
Food (not including tobacco or alcohol)		per month
Loan repayments		per month
Any other expenses (please provide full details)		per month
TOTAL	£	

NOTE: Incomplete or unclear forms will be returned to the Applicant for further information.

SAVINGS

Please include savings for **ALL ADULTS** living at the above named property at the time of the application:

		£
Cash including money in Banks, Building Societies and National Savings		

<i>I declare that the above particulars are true.</i>	
..... Signed Date

PLEASE INCLUDE A COPY OF YOUR LATEST BANK ACCOUNT STATEMENT AND EVIDENCE OF YOUR INCOME WITH THIS FORM.