

Further Education Application Form – 2011/12

Please carefully read our guidelines before you start to complete this application form. If you are not sure whether you are eligible for an award or which application form to use please call us on 020 7726 4230.

Who should use this form?

You should use this form if you are studying for a further education course. This might include AS levels, A2 levels, BTEC courses, NVQs, ESOL courses and Access to Higher Education. Please also use this form if you are applying for help with a vocational course or equipment required for starting work.

If you are studying at one of the institutions listed below please contact your student advisor about making an application. This is because we run a partnership fund with these universities and colleges;

- Birkbeck, University of London
- University of the Arts London
- City and Islington College
- Westminster Kingsway College
- City University

Are you eligible to apply?

Before you complete the rest of this form please answer the following questions:

Have you: a) lived, worked or studied in one of the London Boroughs of Camden, City of London (the Square Mile) or Islington for at least the last 12 months, or b) lived or worked in this area for at least 2 out of the last 10 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be aged 40 or under at the end of your course?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you applying for financial support to help with costs of your education? For example, equipment, travel costs, course fees or books.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you applied for all the statutory funding that is available to you such as Educational Maintenance Allowance (EMA) or Adult Learning Grant (ALG)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you contacted the Student Finance Officer or Welfare Officer at your college or school and applied for any financial assistance that you may be eligible for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a British Citizen, EU Citizen, Asylum Seeker or do you have recognised permission to remain in the UK such as indefinite leave to remain, exceptional leave to remain or humanitarian protection?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you studying for a recognised qualification or a vocational course that will help you find paid employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

! If you have answered 'no' to any of the questions above you will not be eligible for a grant from Richard Reeve's Foundation and we will be unable to help you. You should speak to the Student Financial Advisor at your college or university for advice on where to find alternative support.

APPLICATION CHECKLIST

Please enclose photocopies of the following documents (please **DO NOT** send us originals)

Document required	Enclosed (✓)
Fully completed and signed application form	
Signed Data Protection Act form	
Completed and signed monitoring form	
A recent utility bill (gas, electricity, telephone, water etc.)	
Proof of your own income	
A recent bank statement showing all your monthly income and expenditure	
A letter confirming how much Educational Maintenance Allowance (EMA) or Adult Learning Grant (ALG) that you will receive	
A letter from your Student Advisor stating the outcome of your application for Learner Support Funds (LSF) or Hardship Funds and, if successful how much you received	
Proof of income of your parent(s)/guardian(s)/partner (e.g. wage slip, P60, letter from Department of Work and Pensions, bank statements)	
Refugee applicants: Home Office documentation confirming refugee/leave to remain status	

! If you do not send us copies of all the documents we need your application may be delayed. If you are not sure what you need to send us, please call us on 020 7726 4230 or email enquiries@richardreevesfoundation.org.uk

Please tell us where you heard about the Foundation:

	(✓)
Richard Reeve's Foundation Website	<input type="checkbox"/>
Student Advisor	<input type="checkbox"/>
Received funding from the foundation before	<input type="checkbox"/>
Leaflet	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>
Referral from another agency	<input type="checkbox"/>
Other, please state	

Helping Young People Stay on Course**1. About You**

First name:	Last / family name:
Address:	Email:
	Phone number:
Postcode:	Mobile number:
How long have you lived at this address?	Which London Borough do you live in?
Date of birth:	Nationality:
What is your residential status in the UK? <i>(please tick)</i>	
<input type="checkbox"/> British Citizen <input type="checkbox"/> EU Citizen <input type="checkbox"/> Asylum Seeker <input type="checkbox"/> Indefinite Leave to Remain <input type="checkbox"/> Humanitarian Protection <input type="checkbox"/> Discretionary Leave to Remain <input type="checkbox"/> Other, please state:	
If you have limited leave to remain in the UK when does this expire?	
For refugee students, please tell us the date you first arrived in the UK:	<i>(month/year)</i>

2. Your Home Circumstances

Are you <i>(please tick)</i>	
<input type="checkbox"/> single <input type="checkbox"/> married / civil partnership <input type="checkbox"/> separated <input type="checkbox"/> divorced <input type="checkbox"/> widowed	
Who do you live with? <i>(please tick)</i>	
<input type="checkbox"/> your parents <input type="checkbox"/> guardian <input type="checkbox"/> partner <input type="checkbox"/> independently on your own <input type="checkbox"/> other	
Do you have any brothers or sisters living at home with you?	YES / NO <i>If yes, how many?</i>
Do you have any children who live with you?	YES / NO <i>If yes, how many?</i>
Are you <i>(please tick)</i>	
<input type="checkbox"/> in local authority care <input type="checkbox"/> a care leaver <input type="checkbox"/> estranged from your parents <input type="checkbox"/> none of these	

3. About Work and Volunteering

Do you have a job?	YES / NO <i>If yes, how many hours per week do you work?</i>
If you are not working at the moment, please explain why. For example, your status in the UK may not allow you to work or you may have other responsibilities:	
Do you do any voluntary work?	YES / NO <i>If yes, please provide the name and contact number of someone we can speak to about your volunteering activities:</i>
Contact name:	Telephone number:

Helping Young People Stay on Course**4. Your Financial Details**

Please tell us about your income and expenditure

INCOME	Monthly	EXPENDITURE	Monthly
Applicant's salary	£	Rent / mortgage / service charge	£
Parent or partner salary	£	Bills including gas, electricity, water	£
Income support / jobseekers allowance	£	Telephone or mobile	£
Child benefit	£	Council tax	£
Working or Child Tax Credits	£	Food and groceries	£
Other state benefits	£	Travel costs	£
Pension or pension credit	£	Clothing	£
NASS support	£	Entertainment	£
Student loan	£	Childcare	£
Grant and/or bursary	£	Other for example, insurance or loans	£
Total Monthly Income	£	Total Monthly Expenditure	£

Do you have any debts or housing arrears? **YES / NO** (if yes, please specify in detail)*For example: Barclays credit card used to buy laptop. Total owed £635*

Do you receive Educational Maintenance Allowance (EMA) or Adult Learning Grant (ALG)?

YES / NO If yes, how much?
£

Do you get a mandatory or discretionary 16-18 bursary?

YES / NO If yes, how much?
£

Have you applied to the Learner Support Fund (LSF)?

YES / NO If yes, how much?
£Have you applied to any other charitable trusts or foundations? **YES / NO** If yes, which ones and how much did you receive?**5. Your Education Since the Age of 11**

From / To	Name of School or College	Subjects studied	Qualification & grade

Helping Young People Stay on Course**6. About Your Course**

Name of the College / School you attend:		Do you have to pay a tuition or course fee? YES / NO If yes, how much? £	
Address of the College / School:		What is the title and subject of your course	
When did you start the course?	(month/year)	When does it finish?	(month/year)
Is your course (please tick) <input type="checkbox"/> full time <input type="checkbox"/> part time		College / School Student ID Number:	
How many guided learning hours per week is your course?		What level qualification is your course?	
What do you intend to do on completion of your course?			

7. Getting To College / School

How do you get to College / School? (please tick)					
<input type="checkbox"/> walk	<input type="checkbox"/> train	<input type="checkbox"/> tube	<input type="checkbox"/> bus	<input type="checkbox"/> car	<input type="checkbox"/> other
Do you have a Transport for London 18+ Student Oyster card (30% discount card)?					YES / NO
Do you have a Transport for London 16+ Zip Oyster Photocard?					YES / NO
Do you use Oyster pay as you go?			YES / NO If yes, how much do you spend getting to college / school per week? £		
Do you buy a weekly or monthly travel card?			YES / NO If yes, how much is this? £		

8. What Do You Need Help With?

Please tell us what you need funding for and how much you are applying for (if you are asking for help with equipment or course fees, it will help if you provide an equipment list or fee invoice):

Books	£	Course fees	£
Equipment	£	Living costs	£
Travel	£	Other	£
Field Trips	£	Total applied for:	£

9. Supporting Statement

Please use this space to explain why you need help with your educational costs. Make sure you have read the guidelines and remember the Foundation will only support students who clearly demonstrate why they need extra support to complete their chosen course. Please use an extra sheet if necessary.

10. Declaration

I declare that the above information is correct and truthful. I understand that providing false information is an offence that may lead to disqualification for a grant and prosecution. I agree that the information given on this form may be processed by the Foundation in accordance with the Data Protection Act.

Signed**Date**

You should send your completed application and photocopies of all supporting documents to:

Richard Reeve's Foundation, 2 Cloth Court, London, EC1A 7LS

Helping Young People Stay on Course**DATA PROTECTION ACT*****Please read this very carefully***

In order for us to be able to process your application for help it will be necessary for us to ask you for personal information such as family life, health, finance and background. The Data Protection Act is in place to make sure that organisations do not misuse such information. To comply with the Act we need to have your consent to hold your information in our computer or manual files, and use this to approach other Trusts and charities on your behalf.

What we will do with your information

- Once we have received your information (and your agreement) we will open a case file. This will be kept in our filing system. Any additional information that you may send us or which we receive from people such as doctors, health visitors, educational psychologists, social workers or teachers will be put into your file.
- Brief summaries of the information on the file will be held on our computer system.
- We will not keep this information any longer than we need to. All the papers on your file will usually be shredded within seven years of our last contact with you. Most of the information held on computer will be destroyed at the same time.

Other people you have to tell us about

Your application will contain personal information not only about you but also possibly about other people, for example your parents or partner. If this is the case please show this form to the people involved, and make sure that they agree we can store and use their information in your case file.

Sometimes you may not want to show this form to others or obtain their consent. For example, you would not want to get in touch with a violent or unhelpful ex-partner, you might not want to involve children who you felt were too young or vulnerable, or there might be others with whom you have lost contact. We would not expect you to obtain their consent in such cases. Please just let us know who they are below.

Please be assured your information is safe with us, and will not be used for any purpose other than your application for financial assistance.

I consent to the Foundation holding and processing information about me and my family in its computer and manual files, and authorise it to contact other Trusts and Charities and, if necessary schools or colleges that I have previously attended, am currently attending or am hoping to attend, and to discuss my application with them and/or pass relevant information to them as appropriate. I understand that this may include a short report on my progress and attendance.

Name of Applicant

Signature of Applicant

Date

Name(s) of other(s) giving consent

Signature of other(s) giving consent

Date

