

## *Helping Young People Stay on Course*

### **Guidelines for Individuals**

Richard Reeve's Foundation is an educational charity that helps individuals and families on low incomes by making grants towards the costs of education. We will also consider funding some of the costs involved when starting work.

Please read these guidelines carefully to make sure that you are eligible for funding before you start to fill out the application form. If you do not meet our criteria then we will not be able to help you. If you are not sure whether you meet our criteria you are welcome to phone us for advice.

#### **Area of Benefit**

The Foundation's area of benefit covers the London boroughs of Camden, Islington and the City of London (also known as the Square Mile).

#### **Who can apply?**

To be eligible to apply you must be **under the age of 25** (in exceptional cases this may be extended to 40) and either

- (i) you or your parent/s must have lived or worked for the last 12 months, or for at least two of the last 10 years, in the area of benefit (see above)

or

- (ii) you must be studying at a school, college or university in the area of benefit (see above), and have been enrolled there for at least 12 months

Applications from refugees with exceptional and indefinite leave to remain are welcome, provided they meet the above criteria. We are also, depending on individual circumstances, able to make grants to people whose asylum claims are still being processed.

#### **What type of help is available?**

Grants are available to help with:

- maintenance costs (e.g. travel, books, equipment)
- the cost of special tuition or treatment (e.g. music or dyslexia)
- UK based field trips that are required as an essential part of your course
- the cost of training, apprenticeship or tools/equipment for those starting work
- course fees (depending what course you are studying and your individual circumstances)

#### **What we can't fund:**

- computers (except in some exceptional cases)
- holidays
- clothing
- child care costs
- fees at private schools or colleges
- overseas trips or placements
- second degrees

#### **How often can I apply?**

You can make one application in each academic year.

#### **Do I have to be doing a certain type of course to qualify for support?**

Not all courses meet our criteria, but lots do. If you are studying full or part time, your course will result in a recognised qualification, lasts for at least one year and you attend a state run school, college or university then you will probably be eligible to apply. Examples of courses we can help you with include:

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- GCSEs, AS or A2 levels, AVCEs,
- Vocational courses such as BTECs, GNVQs, NVQs, HNCs, HNDs
- Foundation and degree level courses at universities
- Postgraduate study (essential qualifications only)

If you are studying at one of the colleges or universities listed below please contact your Student Adviser about making an application. This is because Richard Reeve's Foundation operates a partnership fund with student services at:

- Birkbeck
- University of the Arts
- City University
- City & Islington College
- Westminster Kingsway College

### **What else do you look for in application?**

Governors expect you to have already explored what other support you might be entitled to (e.g. EMA, Student Loan) and to have applied to your college or university's Learner Support/Access to Learning Funds. Our application form asks you for information about these applications and whether or not they were successful.

Applications from people who have undertaken voluntary work or paid employment are usually considered a higher priority for funding by Governors, unless of course there is a good reason for you not having done so (e.g. caring responsibilities, not allowed to because of your refugee status).

### **Completing the application form**

You should answer every question on the form, sign and date it and then send it to us with a letter from your student adviser and photocopies of all the documents we ask you to provide. Please make sure you send us all the documents we ask you for because we cannot assess your application without them.

You also need to complete and sign the Data Protection Act form as we cannot process your application without it. Applications received unsigned or without a completed Data Protection Form will be returned.

If you feel there is extra information you want to tell us about yourself then please write a covering letter or attach a separate sheet of paper to the back of your application.

### **What happens next?**

As part of the assessment process we may contact you to discuss your application in further detail.

Decisions are made by the Governors four times a year. You will be advised of the outcome of your application in writing as soon as possible after a decision has been made.

<b>Governors meeting</b>	<b>Deadline for completed applications</b>
October 2011	16 September 2011
December 2011	11 November 2011
March 2012	To be confirmed
June 2012 (subject to funding)	To be confirmed