

# POTTON CONSOLIDATED CHARITY

Registered no. 201073

## FURTHER EDUCATION GRANTS

Name of applicant:

Potton address to which grants will be sent:

Post code:

\*Home telephone number

\*E mail address:

Date of birth:

School/College:

Period of study: From  
e.g. Sep 2018 - July 2020

To

Studying for:

Please show expected qualification and in which subject/s

### Potton Consolidated Charity's Privacy Policy

*(a) Personal data as only processed and held in respect of grant applications, (b) An agreement to this is given proactively by the individual making the application (c) Data is not shared with any other party. (d) information is held solely for the purpose of governance and accounting. After six years the data is destroyed. (e) the Trustees and the clerk jointly hold responsibility for the compliance of this policy, (f) Any enquiry in respect of personal data held will be dealt with promptly by the clerk to the Charity who will also destroy all time expired documents, (g) individuals have a right to complain to the Information Commissioner's Office, should they consider that there is a concern with the way in which the Charity has handled their data.*

Acknowledgement of reading and accepting this privacy policy must be confirmed by this form being signed by the applicant or if the applicant is under 18 years of age by the applicant's parent or guardian

Signed:.....Applicant / Parent / Guardian (Please delete)

**Certificate to be completed by school/college tutor or administration.**

**School/college Stamp if possible please.**

**I confirm that the applicant is attending full/part time study at the above school/college.**

Signed:.....Designation:.....Date:.....

Please return the form for consideration in the 2018/2019 round of grants by 31<sup>st</sup> October 2018 to Mr. D.J. Howard, Clerk to Potton Consolidated Charity, 69 Stotfold Road, Arlesey, Beds, SG15 6XR.

## **HIGHER EDUCATION GRANT APPLICATION FORMS FOR SEPT 2018– JULY 2019**

- 1: Grants are available for full time study only.**
- 2: Students should be over the age of 18 and under the age of 25 at the beginning of the academic year, i.e. 1<sup>st</sup> September.**
- 3: Home address in Potton to which cheques will be sent.**
- 4: Please ensure your application is signed or stamped by a university/college official. A letter to offer a place will not be acceptable.**
- 5: New applications may be submitted for each year of study. Application forms are available from Potton Post Office or the Library from August – October and our website [www.potten-consolidated-charity.co.uk](http://www.potten-consolidated-charity.co.uk).**
- 6: This grant is not available for ‘A’ Level studies.**
- 7: No grants will be considered after the closing date of 31<sup>st</sup> October. Cheques will be issued to successful applicants by 31<sup>st</sup> December. Please do not contact the clerk regarding receipt of a cheque before this date.**
- 8: Your telephone number or E mail address would be appreciated.**
- 9: You must sign to acknowledge the Charity’s Privacy Policy**

### **GUIDANCE NOTES**

## **FURTHER EDUCATION GRANT APPLICATION FORMS FOR SEPT 2018 – JULY 2019**

- 1: Grants are available for full or part time study.**
- 2: Students should be over the age of 16 and under the age of 19 at the beginning of the academic year, i.e. 1<sup>st</sup> September.**
- 3: Home address in Potton to which cheques will be sent.**
- 4: New applications may be submitted for each year of study. Application forms are available from Potton Post Office or the Library from August – October and our website [www.potten-consolidated-charity.co.uk](http://www.potten-consolidated-charity.co.uk).**
- 5: Grants are available only for assistance with travelling costs.**
- 6: No grants will be considered after the closing date of 31<sup>st</sup> October. Cheques will be issued to successful applicants by 31<sup>st</sup> December. Please do not contact the clerk regarding receipt of a cheque before this date.**
- 7: Your telephone number or E mail address would be appreciated.**
- 8: You must sign to acknowledge the Charity’s Privacy Policy.**