

THE CARNEGIE TRUST FOR THE UNIVERSITIES OF SCOTLAND

FORM OF APPLICATION FOR ASSISTANCE WITH FEES

Please complete the form in type, if possible. The form can be sent electronically and must be followed by a signed hard copy.

TITLE (Miss / Ms / Mrs / Mr) SURNAME
.....

FORENAME(S)
.....

ADDRESS FOR CORRESPONDENCE
.....
.....Post Code
.....

E-mail address
.....

The Scottish University do you attend or propose to attend

Have you previously completed a form of application to the Trust for assistance with fees? YES / NO

If YES, was your application successful YES / NO Please give date of previous application

In capital letters, please give the **names, postal and e-mail addresses** of two referees who are willing to provide a confidential report on academic performance.
It is the responsibility of the applicant to ensure that referees have agreed to act and that they are available at the time of the application.

----PLEASE LEAVE BLANK

Date of birth of applicant and place of birth of applicant. **Please enclose copy of birth certificate.**

Scottish qualification **if not born in Scotland** (See Regulation 3).

Give either date and place of birth of parent(s) and/or dates and details of Scottish secondary school(s) attended. **Please enclose birth certificate of parent born in Scotland or evidence of your schooling, e.g. examination results.**

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Proposed degree (See Regulation 1)

Department Full-time or part-time study?
.....

Have you been accepted for this course? YES / NO. If YES, enclose a copy of the University's letter of acceptance and state whether the acceptance is conditional or unconditional.

Give the academic year when you started/will start the course (20.....) and the year in which you expect to graduate (20.....)

Give the dates of the academic session for which you are now applying. 20..... to 20

Fee payable £ (The applicant must ascertain the exact annual fee for the year)

If you have **not** successfully completed previous years of the course, or if you have failed or withdrawn from another degree course, give the reasons for not completing the course, supplying any supporting evidence, e.g. medical evidence, letter from adviser.

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Have you applied for an award from the Student Awards Agency for Scotland or a local education authority? YES / NO

If you have been refused, please enclose a copy of the letter of refusal. If the result is not known, the application will be pending until the result is notified to this office.

If you have not applied, state here why you have not done so

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If you have been refused a grant, give reasons for that refusal and indicate whether you will receive a grant in subsequent years.

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Have you applied to any charity, trust or other body for a grant in support of fees? YES / NO
If YES, with what result? If the result is not known, the application will be pending until the result is notified to this office.

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Have you applied to any charity, trust or other body for assistance with living expenses? YES / NO if YES, with what result?

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I certify that these particulars are correct.

Signature of Applicant Date

FINANCIAL STATEMENT (CONFIDENTIAL)

Complete **either** Section A or Section B

Section A: to be completed by parent or guardian if applicant is financially dependent, i.e. under the age of 23 on 1st October of the academic year for which the claim is made.

Name (in capitals) of parent (or guardian)

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Occupation

.....

Address

.....

.....

Post

Code

.....

Dependants, other than applicant (give ages of dependent children)

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Gross annual income of parents' (or guardians') household from all sources. (Please give adequate details, e.g. if partner or other members of household have separate incomes, state gross amount, nature of employment, etc.)

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Total income of applicant, including grants, bursaries, earnings, etc.

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Other financial circumstances you may wish to bring to the attention of the Trustees may be detailed on a separate sheet.

I hereby declare that the above particulars are true and accurate.

Signature of parent (guardian)

Date

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Section B: to be completed by applicant if independent of parental support, i.e. over the age of 23 on 1st October of the academic year for which the claim is made.

The Trustees wish to be assured that, if fee support is given, the recipient will be able to support him/herself during the proposed course of study. Other financial circumstances, for example support of dependants (giving ages), which should be brought to the attention of the Trustees, maybe detailed on a separate sheet.

Estimated **gross** annual income of applicant's household (including that of applicant's husband or wife, where appropriate) for **the**

year of study for which application is made......

Household expenditure (breakdown under headings of rent, taxes, insurance, heating and lighting, food, other)

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I declare that these particulars are true and accurate.

Signature of applicant Date

JUSTIFICATION FOR APPLICATION

The Trust has limited funds for fee assistance and applications are therefore competitive. Applicants should state why they think they should receive assistance, having regard to the Trust's principal criteria of hardship and ability. If applicants wish to study part-time, they must give the reasons why they cannot study full-time.