**Scottish Building Federation**

**Edinburgh and District Charitable Trust**

**Bursary Application Form**

**Reference: 20-21/B/\_\_\_ /\_\_**

Information provided on this form will be used for the purposes of assessing eligibility and as the basis of selection for a bursary award. All information will be treated in the strictest confidence.

**The deadline for receipt of applications is 5 pm on Friday 23rd October 2020.**

**Please complete this form ELECTRONICALLY or in BLOCK CAPITALS.**

**Personal information**

Title First name Surname

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Home Address

|  |  |
| --- | --- |
|  | |
|  | Postcode |

Address for correspondence (if different to above)

|  |  |
| --- | --- |
|  | |
|  | Postcode |

Telephone number (home) Mobile number

|  |  |  |
| --- | --- | --- |
|  |  |  |

Email address

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| Age |  |  |

**Course details**

|  |  |
| --- | --- |
| Which college/university do you attend? |  |

|  |  |
| --- | --- |
| Which department? |  |

|  |  |
| --- | --- |
| Course title? |  |

|  |  |
| --- | --- |
| What is the length of your course (in years) |  |
| What year of study will you be in, in October 2020?  (Please note, while we will give priority to students who are in second year or above, shorter one year courses can also be considered). |  |

**Financial situation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you applied or are you in receipt of any other grants/bursaries for your education, e.g. Student Loan? | Yes |  | No |  |  |

If yes, please give details

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Are you living independently? Yes |  | No |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Is anyone else in your family currently attending university? | Yes |  |  | No |  |

|  |  |  |  |
| --- | --- | --- | --- |
| If yes, who? |  | Year of study? |  |

Was your household income for 2019/20:

|  |  |  |  |
| --- | --- | --- | --- |
| £25,000 or less  £30,000  £35,000  £40,000  Over £42,620 |  |  |  |
|  |
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|  |
|  |

Please tell us about your personal circumstances and why you require financial support? Priority for this fund is for students from families with a low income and/or those who can demonstrate greatest financial need.

|  |
| --- |
|  |

What would you use the bursary for? Please give a breakdown of costs, detail items and total for the year. Eligible items include travel pass, tools, equipment, books, help with living costs (heating bills) etc.

|  |  |
| --- | --- |
| Item | Cost |
| ***Example: travel pass*** | ***£300*** |
|  |  |
|  |  |
|  |  |
|  |  |
| Totals | £ |

Please tell us about your university/ college experience to date. What are you enjoying most? Are there any achievements you would like to highlight? What are your career aspirations?

|  |
| --- |
|  |

**References**

Please ask your Tutor/ Head of Department to enclose a reference to confirm your attendance and describe your personal attributes. The reference should also include your latest results for the academic year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Reference enclosed? Yes |  |  | To follow |  |

Tutors can email the reference direct to [SM-Charity@azets.co.uk](mailto:SM-Charity@azets.co.uk) as long as this arrives no later than **5 pm on Friday 23rd October 2020**.

Please give contact details for your referee below.

Name of referee

|  |
| --- |
|  |

Telephone number Email address

|  |  |  |
| --- | --- | --- |
|  |  |  |

**Please read the following statement and sign to indicate your agreement:**

I confirm that the information that I have provided is correct to the best of my knowledge and I understand that if I receive an award I must provide a written report on my progress at the end of each Academic year.

Your signature: Print name: Date:

|  |  |  |
| --- | --- | --- |
|  |  |  |

Please return this form by **5pm, Friday 23rd October 2020**

Sign and scan to [SM-Charity@azets.co.uk](mailto:SM-Charity@azets.co.uk)

Or, sign and post to Azets, Jennifer Law, Exchange Place 3, Semple Street, Edinburgh, EH3 8BL

**Privacy notice**

We will only collect personal data that is necessary for us to assess and award bursaries. We may share personal data with third parties we consult when assessing applications.

The lawful basis under which we collect personal data is performance of a contract.

We retain the personal data processed by us for as long as is considered necessary for the purpose for which it was collected (including as required by applicable law or regulation). Our standard retention period for successful applications is seven years. Unsuccessful applications will be destroyed after notifying applicants.