

THE HIGHLAND CHILDREN'S TRUST

Student Application Form

Please read the following notes to ensure that you qualify for assistance under the scheme

Aims of the Trust's Student Scheme

The Highland Children's Trust has a limited amount of money to:

- Help young persons whose access to further education courses might otherwise be prevented for financial reasons.
- Help existing students who are suffering financial difficulties.

Eligibility

- Applicants must be **under** 25 years of age.
- Applicants should have been offered a place on, or be attending, any full-time or sandwich course at College or University. **(Excluding postgraduate courses).**
- Applicants should be resident in, or have a home address in, the area covered by The Highland Council.

Applicants who are under 18 should make sure their forms are counter-signed by their parent/guardian.

Criteria for Awards

The number and value of the awards made will be limited by the funding available to The Highland Children's Trust Student Scheme. Generally, assistance will be given to students whose personal circumstances are such that they are unable to meet reasonable student expenditures from the resources available to them.

Applicants should please note the following

- All awards made under this scheme are for term-time purposes only.
- Awards will not be made as a substitute for parental contribution where this has been assessed by the organisation making grants/bursaries available to students, or instead of any other benefit to which a student may be entitled to from another source.
- Assistance with housing costs will not be given to applicants living at home.
- The Trust reserves the right to obtain from the establishment attended, proof of the applicant's satisfactory attendance and academic progress.
- Two awards in an academic year may be made.
- **Students must enclose a copy of the letter from the awarding Authority, allocating or rejecting their grant/bursary application.**

Applications

If you consider that you qualify for assistance, please complete the form and return it to:

The Administrator, The Highland Children's Trust, 105A Castle Street, Inverness, IV2 3EA

You can also email the completed form to: info@hctrust.co.uk

GRANTS ARE MADE AVAILABLE AT THE SOLE DISCRETION OF THE GOVERNORS. AVAILABILITY OF FUNDS CANNOT BE GUARANTEED AT ALL TIMES. BOARD MEETINGS ARE INFREQUENT AND IT CAN TAKE SIX TO EIGHT WEEKS TO DEAL WITH AN APPLICATION AFTER A PROPERLY COMPLETED FORM IS RECEIVED.

PRIVACY NOTICE

Preservation of your privacy is important to the Highland Children's Trust (HCT). The HCT operates under the General Data Protection Regulation 2018 which regulates the collection of your personal information. Under the terms of the General Data Protection Regulation 2018 the HCT considers that it has a legitimate interest in collecting personal information. This privacy policy describes how we collect, use and protect your personal information.

What is the Highland Children's Trust?

The Highland Children's Trust is a charity, regulated by the Scottish Charity Regulator, registered charity number: SC006008. We are a charitable trust set up in 1983 to help with the educational needs of young people in the Highlands of Scotland. We help students, schoolchildren and families meet the costs of education.

Information About You

The sort of information we hold includes your name, address, email address and date of birth. We also collect information on your financial position and your college / university course.

Why do we need your personal information?

We collect your personal information in order to decide whether or not you are eligible for financial help from the Trust.

What we do with your personal information?

All the personal information we collect is processed by our Administrator and is held in paper form within the Trust office. Certain details, including name, address, date of birth and governor's decisions are held on an electronic database. The personal information is assessed by the Administrator and, in certain cases, reported to the Governors in order to reach a decision on your application for assistance. No other third parties have access to your personal information unless the law allows them to do so.

How long do we keep your personal information?

The Trust has agreed to keep your personal information for a minimum of three years unless there are any other requirements under UK or EU law to keep it longer.

What are your rights?

If at any point you wish to access your personal information or believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal information, you can contact us to have the matter investigated. Please contact us as follows:

The Administrator
The Highland Children's Trust
105A Castle Street
Inverness
IV2 3EA

You can also email us at: info@hctrust.co.uk

If you are not satisfied with our response or believe we are processing your personal information not in accordance with the law you can complain to the Information Commissioner's Office at www.ico.org.uk

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Student Application Form

1. PERSONAL DETAILS

Full name of applicant _____

Home address _____

Term time address _____

Telephone number _____

Email _____

Date of birth _____

Marital Status _____

Age of children, where applicable _____

2. COURSE DETAILS

Name of College or University _____

Course Title & Qualification if successfully completed _____

Duration of Course (state no. of years & weeks per year) _____

Date Course Commenced _____

3. FINANCIAL POSITION

Have you made application to any other source for assistance?

YES / NO

If YES, please give details and the result of your application (include here any application made to the Access Fund administered by the College). The Trust expects students to have applied to the Hardship Fund and will not usually consider applicants who have not, unless there is a valid reason.

Total Savings (Bank Accounts, Building Society accounts or any other forms of savings)

4. INCOME

SAAS Loan	_____
Grant / Bursary	_____
Parental Contribution	_____
Other	_____
TOTAL	_____

Failure to disclose each and every item of income will disqualify the applicant from further consideration.

5. Additional Information

Please give details here of the circumstances contributing to your need for special financial assistance (you may continue on a separate sheet if necessary)

6. DECLARATION

I declare that, to the best of my knowledge and belief, the above statements and particulars are true and I have not withheld or concealed anything which may influence assessment of this application.

Please note that the Trust may contact other parties to verify details of your course.

Signature of Applicant _____

Date _____

PLEASE RETURN THE COMPLETED APPLICATION FORM TO:

The Administrator
The Highland Children's Trust
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Inverness
IV2 3EA.

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