

# **ELIGIBILITY GUIDELINES**

## **FOR INDIVIDUAL APPLICANTS**

The Governors of the Sir William Boreman's Foundation meet four times every year to consider applications from students for grants. Should there be any queries regarding application procedures or general criteria of eligibility, please contact Miss Deborah Thomas, the Clerk to the Governors on 020 7448 1309.

1. Applicants must be **AGED UNDER 25**. Proof of age must be provided - see application checklist at the back of the application form.
2. Applicants must be a permanent **RESIDENT IN EITHER THE LONDON BOROUGH OF GREENWICH OR LEWISHAM** (for the past three years).
3. **PARENTAL INCOME** It is the intention of the Foundation to provide assistance in the case of financial hardship. Applicants are therefore asked to provide proof of their parents' income.

APPLICATIONS WILL ONLY BE CONSIDERED WHERE JOINT PARENTAL INCOME IS IN THE REGION OF £25,000 GROSS PER ANNUM OR LESS

As a general principle, the Company follows the same guidelines as Local Education Authorities and does not usually regard applicants under the age of 25 as being of independent status. In cases of permanent estrangement, a letter of confirmation from a Social Worker or other professional should be supplied.

4. Sir William Boreman's Foundation can help students with a contribution towards a variety of educational costs, for example:-
  - College/University tuition fees
  - Fares
  - Childcare costs
  - Books, educational materials, tools or equipment
  - Maintenance costs
  - Participation in educational excursions

### **OVERSEAS STUDENTS**

5. Please note that applications from overseas students will normally only be considered where a student has full refugee status and fulfils a **3-YEAR RESIDENCY REQUIREMENT** before the commencement of the proposed course of study. The Foundation is unable to support asylum-seekers.

### **STUDY ABROAD**

6. Grants are not made towards expenses of studying abroad.

## **HOW TO APPLY**

7. All sections on the application form must be completed. **Gaps, and comments such as "see attached" or "N/A" are not acceptable.**

## **PROOF OF INCOME**

8. All applicants must provide proof of their parents' income (e.g. photocopy of recent wage slip/Income Support/Child Benefit slips.)

All applicants must provide evidence of their own income (copy of student loan agreement, recent wage slip, etc.

Applicants who are married, or living with a partner, must also provide proof of their partner's income.

Applications cannot be considered unless **PROOF OF INCOME IS PROVIDED.**

## **ACADEMIC REFERENCE**

9. **Applications cannot be considered without an academic reference** from the current or most recent college attended by the applicant. This should give details of performance, attitude, attendance and suitability for chosen course of study. References may be sent from the college/university directly to the Clerk to the Governors. However, it should be noted that applications will not be considered before this reference has been received by the deadline for the receipt of applications.

## **INTERVIEW**

10. **All new applicants will be invited to attend the meeting** for a brief interview with the Governors. Interviews normally last about 10 minutes and applicants may be questioned about their financial situation, their course of study, plans for the future, etc. Travelling expenses will be reimbursed.

Should an award be made and your course lasts for more than one year's duration, you would be eligible to re-apply to Sir William Boreman's Foundation for financial assistance during the next academic year as long as you continue to meet the eligibility criteria.

## SIR WILLIAM BOREMAN'S FOUNDATION

### Application Form

Title: Mr/Mrs/Miss/Ms	Surname	First Names	Sex																								
Address  Postcode .....  Borough: Greenwich or Lewisham (please delete as appropriate)  How long have you lived in the borough? .....  Telephone Number .....  Age ..... Date of Birth .....  Email address .....		Nationality ..... Religion .....  For non-UK Citizens only:-  Country of Birth..... How long have you lived in the UK ..... What is your immigration status:- Full Refugee Status/ Exceptional Leave to Remain/ Asylum Seeker (please delete as appropriate)																									
Single/ Living with Partner/ Separated/ Married/ Divorced/ Widowed/ Other (please delete as appropriate)																											
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 30%;"><b>FAMILY DETAILS</b></th> <th style="text-align: center; width: 20%;"><u>Name</u></th> <th style="text-align: center; width: 20%;"><u>Address</u></th> <th style="text-align: center; width: 30%;"><u>Age</u></th> </tr> </thead> <tbody> <tr> <td colspan="4"><u>Father</u></td> </tr> <tr> <td colspan="4"><u>Mother</u></td> </tr> <tr> <td colspan="4"><u>Husband/Wife/Partner</u></td> </tr> <tr> <td colspan="4"><u>Own Children</u></td> </tr> <tr> <td colspan="4"><u>Brother/Sisters</u></td> </tr> </tbody> </table>				<b>FAMILY DETAILS</b>	<u>Name</u>	<u>Address</u>	<u>Age</u>	<u>Father</u>				<u>Mother</u>				<u>Husband/Wife/Partner</u>				<u>Own Children</u>				<u>Brother/Sisters</u>			
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<b>COURSE</b> Proposed course (full title) .....  Is your course full-time or part-time? ..... Starting date ..... Finishing date .....  How many hours and days per week? Hours ..... Days .....  Length of course (e.g. two years) ..... Please enclose brief details of your course (e.g. course leaflet)  How do you intend to use the qualification gained?  Why do you wish to study for this qualification?  Please state any long-term aims/ambitions																											

Empty rectangular box at the top of the page.

**EDUCATIONAL INSTITUTION** (where you will be studying)

Full name

.....

Address

.....

....

Post code ..... Name of Student Services Officer/Finance Officer

.....

**PREVIOUS APPLICANTS**

Have you previously applied to Sir William Boreman's Foundation for a grant? YES/NO

If yes, when did you apply? ..... What was the outcome

.....

**PREVIOUS EDUCATION**

Schools/Colleges attended with dates

University/College or other place of further education with dates (including course title)

GCSEs, 'A' levels and other qualifications - give subjects, grades and dates

**PREVIOUS EMPLOYMENT** Please summarise your previous employment giving details of salary and dates

**CURRENT EMPLOYMENT** Give details of present work, salary and dates

**YOUR INCOME** Provide full details of your earnings from full or part-time work, the value of any grants received or loans received, income from State Benefits e.g. income support, unemployment benefit, housing benefit, child benefit and any other source of income.

If you have no income whatsoever, or your expenditure exceeds your income, please provide a full explanation as to how you are managing to support yourself.

Please provide full details of any loans or debts outstanding (including student loans where applicable).

Please provide full details of your savings and other capital investments.

**EXPENDITURE** State amount required for tuition fees (the amount you are required to pay), fares to/from college or university, meals, daytime childcare costs, and all other educational expenses.

Set out weekly budget for all non-educational expenditure. State cost of rent/mortgage, bills and anything else not included above.

**STATE AMOUNT OF FUNDING REQUIRED** You are requested to provide an accurate estimate of how much funding you need.

Please indicate the shortfall between your stated income and expenditure.....

Minimum extra funding required .....

Purpose for which required? .....

How do you plan to raise the balance of funding required?.....

For which academic year are you applying?  
.....

Have you applied to the Learner Support Fund or Access to Learning Fund at your College/University? YES/NO

If successful, state amount received:- .....

List other charities and trusts to which you have applied, and any decisions made. Keep us informed of the outcome of your applications. Failure to advise the Foundation of grants made by other Charities will invalidate this application.

**YOUR PARENTS' INCOME** Provide details of your parent(s) occupation(s) and gross income from full or part-time work, state benefits or any other source of income. Please provide details of wages to a domestic help where this is required because of disability. If you have no contact with one or both parents, please explain what steps have been taken to make contact with your mother or father regarding parental financial support.

Mother

Father

Parent(s) joint annual gross income total  
.....

(must be in the region of £25,000 gross p.a.)

If your parents own their own home, state current value of property and level of any outstanding mortgage. Also provide details of investments, savings, shares and all other capital investments.

**YOUR HUSBAND/WIFE OR PARTNER'S INCOME** Provide full details of occupation, gross income from full/part-time work, state benefits or any other source of income.

Annual gross income total  
.....

**CONFIRMATION**

I confirm that all the information given is accurate to the best of my belief and knowledge, and that no information has been knowingly withheld. I hereby confirm to give my specific consent to process the above given information in support of my application for funding.

Date of application ..... Signature  
.....

**APPLICATION CHECKLIST** Ensure that the following are enclosed with your application.

**Your application will not be considered without them and we do not send out reminders.**

All sections of form completed.

An up-to-date academic reference **on College/University Headed paper** (providing details of your ability, performance, attendance, attitude, future prospects and suitability for the course in question) from your tutor/head of department. It is your responsibility to arrange for a reference to be sent to the Foundation.

Evidence of your income. (For example, photocopy of **most recent** wage slip, giro slip showing the amount received or latest P.60).

Evidence of your husband/wife or partner's income.

Evidence of your age, i.e. a **photocopy** of your birth certificate or passport.  
If you have mislaid your birth certificate, you can obtain a replacement by writing to:-  
General Register Office, PO Box 2, Southport, Merseyside, PR8 2JD. (There is a small charge).

Evidence of your parents' income. (Alternatively, confirmation of your estrangement from a Social Worker or other professional involved in your case).

Copy of letter from the Learner Support Fund refusing/making you an award.

For non-UK citizens provide a copy of your Home Office letter confirming your immigration status.