

## APPLICATION FOR GRANT 2018- 19 (Tertiary Students only)

**ALL SECTIONS MUST BE COMPLETED IN FULL. PLEASE READ CAREFULLY**  
**INCOMPLETE FORMS WILL NOT BE CONSIDERED**

*IMPORTANT NOTE: In order to obtain any form of assistance from the RCET all applicants must be the child or dependent of a Scot who is serving or has served in the Armed Forces. Service in the Armed Forces should be at least of one year's continuous duration. If you meet these criteria please complete the following form, continuing on an additional sheet if necessary.*

### 1. Name of person requiring support

**ALL SECTIONS MUST BE COMPLETED IN FULL, ANY INCOMPLETE FORMS WILL BE DISREGARDED**

Name	
Address	
Telephone Home	
Telephone mobile	
Email	
Date and place of birth.	
School/College attending in which grant required.	
What is grant for	

### 2. Details of parents of person requiring support

	Mother	Father
Name		
Address		
Telephone Home		
Telephone mobile		
Email		
Date and place of birth		

### 3. Family Health Issues - include all persons residing at your address

Please give details of any illness or disability for any family members residing at your address, including yourself. If your disability is as a result of active service please say so and give details. You may continue on another sheet if necessary or provide further information in section 8.

Name	Illness, Disability or Special Need (Mental & Physical)

### 4. Employment History

Please give details of all members of your household- current or previous employment even if you are now retired. Please use a separate sheet of paper if necessary.

We need this information as there are many trade and professional benevolent funds that support people who have worked in certain fields and industries. It is important to complete your partner's details even if they are now deceased as it is useful for identifying sources of funding and help.

House Hold Member	Employer and Company Details	Job Title	Period worked From -To

### 5. HM Forces History

Details of HM Forces Past or Present

Please provide Evidence

Full Name of person who served and relation to child in section 1	Royal Navy/ Royal Marines/ Army/ Royal Air Force	Arm	Rank	Dates Served	Reason for Discharge

## 6. Your Home

Please tick the appropriate box which describes your home.

Owned Mortgaged		Rented Private	
Owned not Mortgaged		Rented Local Authority	
Temporary Housing			
Do you own any other Property apart from your permanent residence			

## 7. People Living At Your Home

**Please give details of all those who live at your home. Including those mentioned on Page1**

This information is required to give us an overall view of the family

Name	Date of Birth	Employed or Studying	Weekly income	Contribution to household
			£	£
			£	£
			£	£
			£	£
			£	£
			£	£

## 8. Reason for Application

Please explain the reason for your application. Include any relevant background information that may help support your case.

Please supply as much information as possible continuing on a separate sheet if necessary

## 9. Other Funders Approached

Please detail any other organisations you have applied to with amounts requested and received.

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## 10. Financial (the financial details that are required are that of the parent or guardian of person mentioned on section 1)

INCOME		EXPENDITURE	
All figures must be shown as <b><i>EITHER</i></b> Weekly <b><i>OR</i></b> Monthly <b><i>OR</i></b> Annual amounts. Avoid mixing them, i.e. don't give some as Weekly, some as Monthly, and some as Annual.			
WEEKLY, MONTHLY OR ANNUAL FIGURES? WRITE WHICH ONE YOU ARE USING HERE>>>>>			
	£		-
	You	Partner	£
<b>Gross earned</b> (inc overtime):			<b>Income Tax:</b>
<b>Pensions</b>			<b>National Insurance:</b>
State:			<b>Pension Schemes:</b>
Employers:			<b>Mortgage/Rent:</b>
Other:			<b>Council Tax:</b>
			<b>Water/Sewage charges:</b>
<b>State Benefits</b> Please list all that apply and provide evidence			<b>Insurances</b>
			Endowment
			Buildings
			Contents
			Personal:
			<b>Heating/Lighting</b>
			Electricity:
			Gas/LPG:
			Oil:
			Coal/wood:
			<b>Living Expenses</b>
			Food:
<b>Maintenance</b>			Clothing:
Court Order:			Other household:
Private:			Telephone:
			TV Licence/Rental:

Investments		Transport	
Property:		Vehicle Road Tax:	
Subletting/Lodgers:		Insurance:	
Other (please state):		Petrol/Service:	
Bank deposits:		Public Transport:	
Building Society:		Value of vehicle(s)	
Dividends:		Education	
Other (please state):		School fees:	
		Other school expenses	
		University/college expenses:	
		Miscellaneous	
		Repairs/maintenance:	
		Holidays:	
		Child maintenance payments:	
		Child care:	
		Loan repayments:	
		Other (please state):	
<b>Total Income/Benefits</b>		<b>Total Expenditure:</b>	

ASSETS		LIABILITIES			
		Mortgage outstanding:			
Value of current residence:		Final payment date of mortgage:			
Value of any other properties:		Bank overdraft:			
Value of Life Assurance policies:					
Cash at bank:					
Other savings					
Building Society:					
Saving Certificates:					
Income Bonds:					
Value of shares etc.:					
Value of any other assets:					
<p><b>Please indicate the total amounts owed and the weekly repayments being made. Please be prepared to provide proof of amounts outstanding and repayments. Including Finance, Loans and debt repayments</b></p> <p><b>WHAT FOR AND FROM WHEN</b></p>		Total Owed		Repayment same Format as above i.e. Weekly/Monthly  (How often )	
		You £	Partner £	You £	Partner £

**11. HMRC – Common Reporting Standard**

In 2016 all charities who had an income over 50% from investments in the previous 3 financial years were deemed by HMRC to be a financial institution and required to comply with the Common Reporting Standard set out by HMRC. RCET falls into this category and is required to collect data on its grant recipients. Successful applicant's records must now be kept for a minimum of 7 years.

By signing the declaration box you are stating the information you provided is correct and give RCET the authority to retain your records as stated above:

Are you a registered to pay taxation in the UK? YES/NO

If you are not registered to pay tax in the UK, where are you registered (country where you are registered to pay tax)? .....

Overseas tax registration number .....

**12. Declaration**

I confirm that to the best of my knowledge, the information provided on this form is correct. I accept that by signing this form, I agree to the Royal Caledonian Education trust passing or seeking relevant personal information to or from individuals and/or organisations, in confidence, and at its discretion. I understand that this will be done only to further my application for financial assistance and the Trust's legal requirements as defined by HMRC.

Student Print Name .....

Signature .....

Date .....

Parent Print Name ..... (Countersignature for Section 10 only)

Signature .....

Date .....

**Other Supporting Documentation Required:**

Birth Certificates (New applicants)

Copy of Service Record (New Applicants)

Offer letter from University/College (New applicants)

End of year course results (Current grant receiptants)

Proof of family income/financial status (All applicants)

Details of Student Loan/ EMA Awards (All Applicants)