

GUIDANCE AND INFORMATION FOR BURSARY APPLICATIONS

Who can apply?

Bursaries are available to:

- Young people aged under 25
- You **must** have been to a secondary school or college in Huntingdon for **at least 2 years**

What can I apply for?

Bursary payments can be used for the following things:

- Training, tools or equipment for courses or jobs
- Support for Special Educational Needs e.g. laptops
- To support and promote talents in areas of music, drama, art and sport
- Educational trips - the trip **must** be helpful and part of your learning

Are there things I cannot apply for?

Bursaries are generally not given out for:

- Second degrees
- University tuition fees or accommodation costs

Who is likely to get an award?

Trustees consider all applications but are likely to give more to:

- Students applying for the first time
- Families with financial hardship who find it hard to cover the whole cost needed

Is there any way I can improve my chances of receiving an award?

Yes. When you fill in the form you must make sure:

- You complete **all** sections of the form - including all financial questions and a full breakdown of costs
- You provide as much detail as possible - including how it will add to your education
- That both references are completed and that they are from your school, college or place of work (you are not allowed to use family or family friends for your references)
- That you show how you will try to meet some of the cost. For example, you might save from a part-time job or fundraise in your local community
- That you explain how you are an active member of your school or community

Who reads my application?

There are a group of Trustees who will look at your application. The meeting is completely confidential and the Trustees do not even know your name.

When do I apply and when do I find out?

The Trustees only meet 3 times a year: you **must** send your application by the end of September, December or March to be considered at their meetings. If you are given a bursary award you will then get a letter telling you how much you have been awarded. This offer will last for 3 months.

How do I get the money?

You will be sent a cheque. You must bank the cheque as soon as possible. If you have been given money for equipment you will need to send a receipt or an invoice for the equipment to the Clerk of the Foundation and then you will be sent a cheque for the amount awarded.

Where do I send my application?

The Clerk of the Foundation, c/o Hinchingsbrooke School, Brampton Road, Huntingdon, PE29 3BN