



A Charitable Incorporated Organisation
Registered Charity Number: 1157787

EDUCATION SCHEME APPLICATION

Personal Details

Title (e.g. Mr/Mrs/Miss)	<input type="text"/>
First Name(s)	<input type="text"/>
Surname	<input type="text"/>
Date of Birth	<input type="text"/>
Email Address	<input type="text"/>
Home Telephone	<input type="text"/>
Mobile Telephone	<input type="text"/>

**PLEASE NOTE TO QUALIFY YOUR HOME ADDRESS MUST BE IN
MARKET HARBOROUGH, GREAT BOWDEN OR LITTLE BOWDEN**

Address 1	<input type="text"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
Town	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>

Your Course

Name of Institution	<input type="text"/>
Location of Institution (e.g. Town/City)	<input type="text"/>
Course Title	<input type="text"/>
Course Start Date	<input type="text"/>
Duration of Course (including placement year if applicable)	<input type="text"/>

**Additional
information
regarding course**

**Do you have a
second choice of
Institution?
*(if so please give
details)***

Home Circumstances

To help us decide between applicants, we need to know about your home circumstances.

- Please list below the names of the people who you live with, their relationship to you, their occupation (if any) and their age if under 18.
- Please also tell us if any of them have a University qualification (e.g. BA, BSc) or are currently attending University/College.

Financial Circumstances

Please indicate below the total amount of household income. This information will be treated in the strictest confidence and will be used to help the Charity Trustees form a general idea of your circumstances.

Please tick as appropriate

£0 - £25,000

£25,000 - £50,000

£50,000 plus

Education & Qualifications

What educational qualifications have you achieved (GCSEs or Vocational)?

What A levels (or equivalent) are you studying, or have you achieved?

Finances & Budget

We want to know how much work you have done to understand the expenses you will incur so that the Charity Trustees can best judge what grant, if any, they are able to award you. Please explain how you intend to finance your studies.

- Attach a draft budget of no more than one page, with your planned income and expenses. Identify tuition fees and living costs such as accommodation, travel, food, phone and socialising costs.
- In addition, tell us about any loans, grants, scholarships, savings, part-time jobs or any other means by which you are going to meet all your commitments.

Please note the Charity does not pay tuition fees.

Supporting documents

Budget

Personal Statement

Please attach your Personal Statement to include information regarding:

- clubs that you belong to or sports you play
- hobbies or interests that you have
- voluntary or charity work that you undertake
- details of any career that you are considering.

Supporting documents

Personal Statement

UCAS Statement

Please attach your UCAS Personal Statement.

Supporting documents

UCAS Personal Statement

Further Information

Please tell us where you heard about our Charity in the space below:

Confirmation & Submission

- I have attached the documents requested above.
- I will notify the Charity of any changes in my circumstances or my course.
- I have completed this application to the best of my ability and it is correct to the best of my knowledge and belief.

If you are a UK resident for taxation purposes, then please tick this box

OR If you are not a UK resident for taxation purposes then please enter the following details:

Country of Tax residency:

Tax ID number:

Place of birth:

I confirm I have read and understood the terms of the Charity's Privacy Policy.

PRIVACY NOTICE

At Market Harborough and the Bowdens Charity we take data privacy very seriously. The following information sets out the uses to which we will put the information that we have about you, and the legal basis for this, as well as introducing the rights that you have over the way that we use your information. This policy should be read in conjunction with our Records Retention Policy and Data Protection Policy, both of which can be accessed at www.mhbcharity.co.uk.

For the purposes of the General Data Protection Regulation (the "GDPR"), and any subsequent UK legislation covering data protection, the Data Controller is Market Harborough and The Bowdens Charity, whose Principal Office is 10 Fairfield Road, Market Harborough, Leicestershire LE16 9QQ. All queries relating to this policy and/or data protection more generally should be referred to the Steward.

The information that we collect about you will be used to assess your grant application, including whether or not to give you a grant and if so then the level of support which will be made available and for connected purposes such as deciding whether or not to call you for interview or verifying that you live within the area served by the Charity. We will receive information about you periodically from your University, Educational or Training body in the form of a short report to enable us to assess your progress. It will be kept on file until you complete your course, for the period specified in our Records Retention Policy.

If you are successful in receiving a grant then we will want to keep in touch with you by email. A telephone number will not be used routinely but may be used if there appears to be a problem with your email address. This contact is a necessary part of our grant making process.

The use of your information for these purposes is lawful because:

- it is necessary for considering your grant application and for continuing to have contact with you in relation to any grant awarded. These things are in our legitimate interests as a grant making charity.
- You have given your consent to this. You may withdraw your consent to these uses at any time by contacting the Steward but this will not affect the lawfulness of the processing of your data prior to your consent being received and actioned;

Your information will be stored for the period referred to in the Charity's Records Retention Policy.

Your Rights

You have the right to request details of the processing activities that we carry out with your personal information through making a Subject Access Request. Such requests have to be made in writing. More details about how to make a request, and the procedure to be followed, can be found in our Data Protection Policy which can be accessed at www.mhbcharity.co.uk.

You also have the following rights:

- The right to request rectification of information that is inaccurate or out of date
- The right to erasure of your information (known as the "right to be forgotten")
- The right to object to the way in which we are dealing with and using your information and,
- The right to request that your information be provided to you in a format that is secure and suitable for re-use (known as the right to portability).

All of these rights are subject to certain safeguards and exemptions, further details of which can be found in our Data Protection Policy. To exercise any of these rights, you should contact the Steward by emailing us at srobinson@mhbcharity.co.uk.

If you are not happy with the way in which we have processed or dealt with your information, please inform the Steward. If you are not satisfied with our response, you can complain to the Information Commissioner's Office. Further details about how to complain can be found at www.ico.org.uk or you can telephone their helpline on 0303 123 1113.

ALL APPLICATIONS SHOULD BE ADDRESSED TO

Miss J A Edwards (Charity Secretary)
The Principal Office, Market Harborough and The Bowdens Charity
10 Fairfield Road, Market Harborough, Leicestershire, LE16 9QQ
Telephone: 01858 419128
Email: jedwards@mhbcharity.co.uk