

ALEXANDER WILLIAMS DAVIE'S CHARITABLE TRUST

NOTES FOR COMPLETION OF APPLICATION FORM

1. Before completion of the forms please ensure that the child or young person is eligible to apply to the Trust. If you are unsure, please feel free to contact Martin Wilson on 0141 227 2478 or e-mail him at info@davie-trust.org
2. Please ensure that you provide a telephone number at which you can be contacted during working hours. This will speed up any questions which have to be asked prior to the Trustees meeting.
3. The awards given by the Trustees are means tested, therefore information regarding parental income is requested. Also taken into account is whether the young person is studying at home, or away, which incurs the additional costs of accommodation. Please therefore provide accurate information to allow the correct level of award to be given. All information will be kept strictly confidential.
4. If you are unable to provide a copy of your P60, we will require sight of the last three pay slips. Or alternatively, if you are self employed we will require audited accounts for the most recent three years.
5. Continuing awards for College and University require to be applied for each year, although the applicant only requires to complete a condensed version of the original application form. The form should be retained by the student for discussion at the meeting with a Trustee. Please contact Martin Wilson at info@davie-trust.org to ensure that a meeting is arranged.
6. False or incomplete statements made wilfully will lead to cancellation of the application.
7. It shall be the duty of the Holder of an award, or his or her guardian, to inform the Trustees of any changes in financial circumstances in the period during which financial assistance is received.
8. If, for any reason, it is decided not to enrol for, or continue with the educational course, the applicant, or his or her guardian, must inform the Trustees immediately such a decision is made.
9. All University and College applications must be accompanied by a copy of the University or College acceptance.
10. Should an applicant be successful in receiving an award from the trust, they or their parents (dependant on the age of the child) will require to provide Identity Documentation to the Trustees. Fuller details will be provided after the applications have been considered.