

THE ALEXANDER W DAVIE TRUST

NOTES FOR COMPLETION OF APPLICATION FORMS

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 Lynne Burke on 01224 408408 or e-mail her at lynne.burke@ledinghamchalmers.com.
2. Please ensure that you provide a telephone number that you can be contacted on during work hours. This will speed up the process by allowing the Trustees to contact you to request any further info that they might have in order to assess your application.
3. The awards given by the Trustees are means tested, therefore information regarding parental income is required. Also taken into account is whether the young person is studying at home, or away, which incurs the additional costs of accommodation. Please 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. Awards for College and University require to be applied for each year.
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 that the applicant will not enrol for, or continue with the educational course, the applicant, or his or her guardian, must inform the Trustees immediately.
9. All University and College applications must be accompanied by a copy of the University or College acceptance letter.
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.