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| --- | --- |
| **Employee ref:** |  |
| **Request no:** |  |



**Higher Education Grant Application Form**

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| **1. About the former employee (mandatory)**  |
| **Title** | Click or tap here to enter text. | **First Name** | Click or tap here to enter text. | **Surname**  | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Postcode** | Click or tap here to enter text. |  |
| **Contact telephone number** *(Include dial code)* | Click or tap here to enter text. | **Mobile number** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **NI Number** | Click or tap here to enter text. |
| **Date of birth** | Click or tap to enter a date. |
| **Dates of****Employment with Mansfield Brewery** | Click or tap here to enter text.*You may need to provide evidence of this if your employment record is not held on our database* |
| **Place /Department** | Click or tap here to enter text. |
|  |
| **2. Who is the request for?** *Please tick the relevant box and include all documents requested as evidence (see guidance notes).* |
| **Former Employee** | **Spouse or Partner** | **Dependent child**  |
|[ ] [ ] [ ]
| **IMPORTANT**: If the grant is for a spouse/partner of a former employee, please submit official documentation e.g. a utility statement linking the spouse/partner to the same address as the former employee. Please note, this information is required each time a grant application is made and must be no more than 3 months old.If not done so previously, please upload a copy of your marriage certificate along with proof of cohabitation (e.g. cohabitation agreement, bank statement, utility bills, mortgage/tenancy agreement). Please note, for spouses/partners to be eligible as a beneficiary of the Baily Thomas Provident Fund, they must be able to evidence financial dependency to the former employee for the last 2 years.If the grant is for a dependent child and you have not done so previously, please submit a copy of their long form birth certificate. Please note, dependent children are eligible for the Baily Thomas Provident Fund up until 18 years of age. If children are over 18 years of age, they must be in full-time education to be eligible. If your child is over 18 years old, please submit evidence that they are in full-time education.  |
| **2.1 About the applicant (if not the former employee)** |
| **Title** | Click or tap here to enter text. | **First Name** | Click or tap here to enter text. | **Surname**  | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Postcode** | Click or tap here to enter text. |  |
| **Contact telephone number** *(Include dial code)* | Click or tap here to enter text. | **Mobile number** | Click or tap here to enter text. |
| **Email address** | Click or tap here to enter text. |
| **NI Number** | Click or tap here to enter text. |
| **Date of birth** | Click or tap to enter a date. |  |
| **3. About your request**  |
| **3.1 Reason for applying** Please tell us why you are applying for this grant and how it will benefit you?  |
| Click or tap here to enter text. |
| **3.2 University offer letter** Please submit a copy of your offer letter. Please ensure that the offer letter is on official paper and clearly shows the university, course and academic year**.**  |
| **3.3 Payment schedule from the university detailing tuition fees due for the academic year**Please upload a copy of the payment schedule from your university’s finance department showing the tuition fees due for the academic year you are requesting the grant for.  |
| **4. Privacy** |
| The Baily Thomas Provident Fund is committed to protecting your privacy. We will use the information you have supplied in this form to process your application and to update our records. Full details of how we process your personal data can be found in our [**Privacy Policy**](https://www.bailythomasprovidentfund.org.uk/about-us/website-and-privacy-policy).  |
| **5. Communication preferences** |
| To provide better, more regular communication to beneficiaries, and to reduce our environmental impact, email will be our preferred method of communication going forwards. If you would still like to receive hard copy communication via the post, please tick this box: [ ]  |
| **6. Declaration** |
| * I declare the information I have provided in this form is, to the best of my knowledge, accurate and true and I will update the Baily Thomas Provident Fund (BTPF) if my information changes.
* I understand that the information I have provided will be used to process this application and to update beneficiary records.
* Where applicable, I understand that my personal data will be shared with relevant third parties for the purpose of accessing the grants/benefits provided by the BTPF
* Where data has been provided on behalf of someone else, I declare that they are aware of this and understand their data will be processed for the purpose of accessing the grants/benefits provided by the BTPF, in line with the BTPF [Privacy Policy](https://www.bailythomasprovidentfund.org.uk/about-us/website-and-privacy-policy)
* I understand that to comply with the legal reporting obligations for Trustees, basic personal information will be disclosed to HMRC for inclusion on the Trust Register.
* I understand that the information I have provided will be processed in accordance with the BTPF [Privacy Policy](https://www.bailythomasprovidentfund.org.uk/about-us/website-and-privacy-policy)
 |
| **Your Signature** | Click or tap here to enter text. |
| **Date**  | Click or tap to enter a date. |
| **Your completed form should be returned to:****Baily Thomas Provident Fund****Mansfield Business Centre****Ashfield Avenue****Mansfield****NG18 2AE****Email:** **enquiries@bailythomasprovidentfund.org.uk****If you need help completing this form, please contact us on: 01623 473290,** **enquiries@bailythomasprovidentfund.org.uk** |