

SHREE PRAJAPATI ASSOCIATION (UK) INTERNATIONAL TRUST FUND.

GUIDANCE NOTES

FOR COMPLETION OF EDUCATION GRANT FORM

Before completing the form, please read these notes carefully and contact ITF Secretary if further information or advice is required.

Priority will be given to applicants whose application is supported by the local Prajapati Organisation.

A signed passport size photo of the applicant must be attached with the application.

SECTION 1: PERSONAL DETAILS

Please fill in all the details. Your email address is very important as all communication will be done electronically.

SECTION 2: ABOUT THE GRANT

Give details of the grant required.

This is the section where you tell us why you are applying for a grant. Do not just write;

- a. My family is poor
- b. We have no money
- c. My father cannot make end meat.

In this section you need to tell us about you;

Describe in full the circumstance that have put you in the need of grant assistance – Parental/family circumstances, i.e. low income, poor health, medical expenses etc.

Please get this verified by the local Prajapati Organization and ask the Organization to write a letter saying that the information on the application is correct and they recommend the applicant for the grant.

- a. Your college/university course you are studying
- b. Your fathers, where does he work, what is his job, how long has he been working etc?
- c. If your mother is working we need information about her work

- d. Does your father support your grandparents if they are still with the family
- e. Is your father supporting other brothers or sister in education
- f. The house that you live in, what is it like
- g. Are you working part-time to support your studies – if you are not working, why?

SECTION 3: PAST ACADEMIC RECORDS:

Attach certified copies of all Higher/Senior School/College/University certificates

SECTION 4: GIVE DETAILS OF YOUR APPLICATION

Please complete in full all sections.

- a. Tuition fees
- b. Letter from College/University stating annual tuition fees.
- c. Original receipt for any tuition fees paid
- d. Accommodation: Letter from hostel stating you are registered with them, the registration number and annual charge for boarding and lodging
- e. Original receipt for any charges paid to the hostel
- f. Food: If living as a self caterer in a hostel, please give approximate cost for food for the duration you are at College/University
- g. Books/stationary: Please state the books required and cost of these books. Please supply original receipt for any books purchased
- h. Transport: Please state the start and end location of your journey and the cost of transport. If you have taken out monthly/annual bus or train pass then send original receipt for the purchase of the pass and the copy of the pass

SECTION 5: GRANT AMOUNT REQUESTED

Please complete this section fully. **Evidence required:**

- a. Your statement of annual income/expenditure for the last 2 years
- b. If you have done any part time work to finance your education then state your income and expenditure.
- c. Details of any loans taken out to fund your education.

SECTION 6: FINANCIAL HELP FROM OTHER SOURCES

Please complete in full if you have received or will receive any scholarship/fees exemption or reduction from government or any assistance from other Organisations towards your education.

Details of any assistance you have received or will receive from relatives/friend.

SECTION 7: PARENT INFORMATION

Please complete in full.

If parents are employed by a company then a letter from an employer stating the person is employed by them, the job s/he does and their gross annual amount of salaries and wages
If parents do not have permanent employment, then give approximate annual income which needs to be verified by Gam Panchayat/local magistrates

Please state annual income/expenditure of the whole family.

SECTION 8: FAMILY INFORMATION

Please complete in full.

SECTION 9: PROPERTY DETAILS

Please fill in all details and give current estimated market value of the property owned by yourself or your family. In case of second home and/or other properties, these should be included at their estimated current market.

SECTION 10: FINANCIAL DETAILS

Please complete in full.

- a. The capital sum of any monies on deposit with any bank or building society.
- b. Any investment in stock and shares in companies or banks.
- c. Any land/properties owned with current estimated market value.
- d. Applicant's bank and parents all bank accounts. Please state the account number and amounts in each of the account.
- e. Evidence required. Certified copy of the statement of all accounts for the past one year with explanations of large deposits/withdrawals.

SECTION 11: VERIFICATION OF APPLICATION

Please complete in full all the details requested.

SECTION 12: DECLARATION BY THE APPLICANT

Ensure that the correct name is filled and delete as appropriate and the person named has signed and dated the form. If the student is under the age of 18, parent or guardian must sign the application form.

Unsigned application form will not be processed.

ANY OTHER RELEVANT INFORMATION

Please enter, on a separate sheet if necessary, any details, which may affect the assessment of a grant, e.g., a significant change in income or outgoings for the year, personal situation, medical treatments etc., which needs to be verified by the local Prajapati Organisation

The head of the local Prajapati Organisation must ensure that the details recorded on the application form are true statements and correct.

PLEASE NOTE: Failure to provide relevant information and necessary documents (where appropriate original/verified) with the application form, will result in a delay processing your application.

The ITF Committee's decision is final and no correspondence of any nature will be entered into.