

**CONFIDENTIAL**

<b>REF</b>	
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## Professionals Aid Council Application Form for Financial Assistance - Further Education

Please ensure you complete all sections after reading the guidance notes. We will not consider incomplete forms.

**Section 1: Main details of applicant**

Surname		Title	Mr	Miss	Mrs	Ms	Dr	Other
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First name		Date of birth	
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Are you a resident in the UK?	Yes	No	Are you eligible to work in the UK?	Yes	No
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Marital status	Single	Married	Partner	Divorced	Separated	Widowed
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Spouse/partner's full name	
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Spouse/partner's date of birth		Spouse/partner's title	Mr	Miss	Mrs	Ms	Dr	Other
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Are they resident in the UK?	Yes	No	Are they eligible to work in the UK?	Yes	No
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Home address					
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Postcode		Email address	
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Home telephone number		Mobile telephone number	
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Use this address for correspondence? (Please tick)	Yes		No (see section 7, Pg.4)	
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**Section 2: Others in household** - You should include details of all household members including children. If they contribute financially to your household give details in section 9

Name	Date of birth	Relationship to applicant	Are they	
			In full time education	Employed

**Section 3: Professional and educational background**

**3.1 Your employment/professional background** - Please give details of ALL employment, both paid and voluntary for the last 5 years. Start with your most recent post and cover all periods even if you were unemployed at any time. Continue on a separate sheet if necessary:

Job Title/ Description	Employer/Organisation	From (Date)	To (Date)	Full Time	
				Yes	No

**3.2 Your educational background** - Please give details of all education including your secondary school education and higher/further education. Continue on a separate sheet if necessary - please do NOT attach a CV. You must provide copies of your degree certificate(s) or equivalent professional qualification:

Name and location of secondary school/college	Type of school	Qualification(s) gained	From (date)	To (Date)
Name and location of university/higher education institute	Title of course	Qualification(s) gained	From (date)	To (Date)

Are you a member of a professional association?	Yes	No	If yes, give the name and registration number	
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**3.3 Spouse/partner employment and education history** - You may be eligible for funding through your spouse or partner's professional background or education.

	Main profession/occupation	Highest level of education/ qualification obtained
Spouse /partner		

**Section 4: Children**

Please complete this for any children of school age in your household.

Surname	First name(s)	Name of school	Type of school (state/fee-paying etc.)	Academic Year	Bursary/ scholarship awarded? (name of awarding body)	Date awarded	Amount awarded £ per term

**Section 5: Other charitable help**

**5.1** You **MUST** approach your own occupational charity/benevolent fund (if applicable) before applying to us. Give details of all charities you have contacted and provide documentation to demonstrate any awards given. Please continue on a separate sheet if necessary. You must provide information on any bursaries, studentships, student loans and grants in section 9 if applicable.

Name of charity	Outcome of application	Amount awarded	Date awarded	One off award/per annum?	Purpose of funds?

**5.2 How did you hear about us? (Please circle)**

PAC website	Turn 2 Us	Charities' choice	Fundfinder	Other (please specify)	
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### 5.3 Have you applied to PAG before?

Have you applied to us before?	Yes	No	Were you awarded any financial assistance?	Yes (please complete below)	No
Date awarded?			Amount awarded?		

### Section 6: References

Please attach the **original of a recent academic reference for your current course with this application form**. It should state when your course commenced and your academic progress to date. Your academic reference must be dated and signed by the tutor, and submitted on college/university headed paper. Applications will not be processed without a current academic reference.

### Section 7: Course details

You must provide a copy of documentation showing your enrolment on the course.

Full title of present course					
Name of academic institution					
Date course started (dd/mm/yyyy)	Date course finishes (dd/mm/yyyy)	Attendance status			
		Full time	Part time	Distance learning	
Type of accommodation during term time (please circle)					
Family home	Student residence	Private rental	Other (please specify)		
Address during term time (if different from section1)					
Use this address for correspondence? (Please tick)	Yes		No		

## Section 8: Request for funding

### 8.1 Outline of your current circumstances :

### 8.2 Details of type of help you are requesting:

8.3 Please give details on why you have a shortfall in your funding

8.4 How do you intend to pay for the remainder of your course?

8.5 Please give any additional information relevant to your application for funding:

**Section 9: Income and Expenditure** - Please provide full details of all income received per week by you, your spouse/partner or any other individual contributing to the household as well as ALL expenditure per household. You **MUST** provide copies of documents confirming ALL sources of income. You **MUST** also provide copies of documents showing your rent/mortgage, council tax, care home payments and annual tuition fees as applicable. Complete section 14 to ensure you have provided all the copies of necessary documents.

Household Income		Applicant £ per week	Spouse/ partner £ per week	Other member(s) of household £ per week	Household Expenditure	£ per week
<b>General</b>				<b>Housing</b>		
Salary				Rent		
Child maintenance				Mortgage		
Income from rent/lodger				Ground rent/service charge		
Family/friends				Council tax		
Other charities				Care home fees		
<b>Pensions</b>				<b>Insurance</b>		
Occupational pension				Buildings insurance		
Private pension				Contents insurance		
State pension				Car insurance		
Pension credit				<b>Utilities</b>		
Annuity				Gas		
<b>Benefits</b>				Electricity		
Universal Credit				Oil		
Jobseeker's allowance				Water rates /sewerage charges		
Income support				TV licence		
Employment and support allowance				Telephone/internet/mobile		
Bereavement allowance				<b>Travel</b>		
Attendance allowance				Road tax		
Carer's allowance				Petrol and maintenance		
Personal independence payment (PIP)				Mobility car		
Disability living allowance (care)				Train fares		
Disability living allowance (mobility)				Bus fares		
Housing benefit				<b>Other</b>		
Support for mortgage interest (SMI)				Child maintenance		
Council tax benefit				Debt repayment plan		
Working tax credit				<b>Children's Education</b>		£ per term
Child tax credit				Registered childcare costs		
Child benefit				School uniform		
Local authority contribution to nursing/residential care fees				Extra tuition fees		
				Books and school equipment		
<b>Education - Financial Provider</b> <small>(bursaries, scholarships, student/career development loans)</small>	<b>£ per annum</b>			<b>Further Education</b>		<b>£ per annum</b>
				Tuition Fees		
				Books and Equipment		

**Section 10: Capital/savings**

Please provide copies of recent bank and building society statements for **ALL** accounts held in your name (and your spouse/partner’s name if applicable) showing the last three full calendar months. Please give the total value of each of the following;

Type	Amount £
Property	
Main home property value	
Main home mortgage outstanding	
Other property owned by you (please give details)	
Bank Accounts	
Current	
Savings	
Building society	
Post office	
Other	
ISA	
Stocks and shares	
Premium bonds	
Income bonds	
Children’s savings account/life assurance/endowment policies (give details)	
Any other capital/savings	

**Section 11: Debts**

Please provide details of any current debts e.g. bank loans, credit cards, hire purchase, mortgage arrears, utilities, overdrafts, social fund loans, other debts or loans. If you have a debt repayment plan please send copies of documents.

Name of creditor	Purpose	Monthly repayment £	Balance outstanding £	Number of years outstanding (if applicable)



**Section 12: General Data Protection Regulations (2018)**

I/we confirm that I/we have read, understood and signed the privacy policy.

Signed (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Spouse/Partner) \_\_\_\_\_ Date \_\_\_\_\_

I/we confirm that I/we have read, understood and signed the privacy policy and give our explicit consent for the processing of special category data as defined in the privacy policy.

Signed (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Spouse/Partner) \_\_\_\_\_ Date \_\_\_\_\_

**Section 13: Agreement and Declaration**

**Please read this section carefully before signing to show you agree to the statement.**

I hereby declare that I have answered the questions contained on this form fully and truthfully to the best of my ability and that the details are correct. I understand that any false or undisclosed information could result in the withdrawal of any grant that the Professionals Aid Guild may award.

Signed (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Spouse/Partner) \_\_\_\_\_ Date \_\_\_\_\_

**!!!CHECK LIST!!!**

Please remember to check through the list on Section 14 on page 10/11 to make sure that you have included COPIES of all the appropriate supporting documentation.  
**Failure to include all the necessary paperwork will delay your application.**

We do NOT accept emailed applications. You must print and complete your form in black/blue pen. Please send your completed form and supporting documentation to:

Professionals Aid Guild  
10 St Christopher's Place  
London  
W1U 1HZ

Professionals Aid Council Registered Charity No 207292 PAC Company No 174262

**Section 14: CHECKLIST - Documentation required:** Please tick the boxes to make sure that you have included all documents that are applicable to you. Failure to provide all the correct documentation will delay your application. **Please do not send original documents as we cannot return them to you.**

**General** - required for ALL applications

Description	Copy Enclosed?	
	Yes	N/A
<b>Proof of identity</b> - This may be a copy of your Driving Licence or Passport. It must be photographic identification.		
<b>Degree/equivalent professional qualification certificate(s)</b> - Please provide a copy of your certificate(s)		
<b>Bank/ Building society statements</b> - The last THREE months' full bank statements for ALL bank accounts held.		
<b>Tuition fees</b> - Please provide documentation demonstrating your tuition fees for the academic year		
<b>Academic reference</b> - This must be an original signed document on headed paper.		

**Documents demonstrating income** - provide the most recent supporting documentation for income you are receiving, as specified in Section 9.

Type of Income	Copy Enclosed?	
	Yes	N/A
<b>Salary/Wages</b> - You MUST provide a P60 or payslips for the last three months/ or a copy of company accounts/annual tax return for the last 12 months (if self-employed).		
<b>Child Maintenance</b> - Official letter demonstrating agreement		
<b>Other Charities</b> - If you have been awarded a grant/gift from any other charities provide all award letters		
<b>Occupational Pension</b> -Annual notification letter or monthly payslip		
<b>Private Pension</b> -Annual notification letter or monthly payslip		
<b>State Pension</b> - Annual notification letter		
<b>Pension Credit</b> - Annual notification letter		
<b>Annuity</b> - Annual notification letter		
<b>Universal Credit</b> - Award notification		
<b>Jobseeker's Allowance</b> - Award notification letter		
<b>Income Support</b> -Award notification letter		
<b>Employment and Support Allowance</b> -Award notification letter		
<b>Bereavement Allowance</b> - Award notification letter		
<b>Attendance Allowance</b> -Award notification letter		
<b>Carer's Allowance</b> -Award notification letter		
<b>Personal Independence Payment (PIP)</b> -Award notification letter		
<b>Disability Living Allowance (Care)</b> - Award notification letter		
<b>Disability Living Allowance (Mobility)</b> -Award notification letter		
<b>Housing Benefit</b> -Award notification letter		
<b>Support for Mortgage Interest (SMI)</b> - Award notification letter		
<b>Council Tax Benefit</b> -Council tax annual notice		
<b>Working Tax Credit</b> -Award notification letter		
<b>Child Tax Credit</b> -Award notification letter		
<b>Child Benefit</b> - Award notification letter		
<b>Local Authority Contribution to nursing/residential care fees</b> -Award notification letter. We also require evidence demonstrating this expenditure.		
<b>Education grants</b> - Award letters for any bursaries, scholarships or student loans granted stating amount and date awarded and payment schedule.		

**Documents demonstrating expenditure** - provide the most recent copies of documentation demonstrating ALL relevant expenditure as specified in section 9 of the form.

Type of Expenditure	Copy Enclosed?	
	Yes	N/A
<b>Rent/Mortgage Documents</b> - Letter from landlord/provider giving your rent and/or mortgage payments. Mortgage statements must also give the value of the property and the outstanding mortgage.		
<b>Council Tax Bill</b> - Most recent council tax bill demonstrating amount for year and any reductions		
<b>Buildings Insurance</b> - Recent renewal notice		
<b>Contents Insurance</b> - Recent renewal notice		
<b>Car Insurance</b> - Recent renewal notice		
<b>TV Licence</b> - Recent renewal notice		
<b>Telephone/Internet/Mobile</b> - Recent bill		
<b>Road Tax</b> - Recent renewal notice		
<b>Registered childcare costs</b> - Three months invoices/receipts		

**Other Documents**

Description	Copy Enclosed?	
	Yes	N/A
<b>Loan agreements</b> - e.g. Letters demonstrating any loan agreements.		
<b>Debt repayment plans</b> - e.g. Letter demonstrating repayment plan and estimated repayment date.		