**Harold & Joyce Charles Trust Fund 2025/2026**

To be completed and returned by post to:-

Director of Education, Leisure and Lifelong Learning,

Child & Family Support Team,

Neath Port Talbot County Borough Council,

Civic Centre,

Port Talbot

SA13 1PJ

**N.B. The closing date for receipt of completed applications is 31st May 2025.**

**Part 'A'**

Please complete all sections. State 'No' or "None' where applicable. Please use BLOCK CAPITALS

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| 1. | Full name (Mr/Mrs/Miss/Ms) |  |

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| --- | --- | --- |
| 2. | Date of Birth |  |

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| --- | --- | --- |
| 3. | Age on 1st September 2025 |  |
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| 4. | Present Home Address |  |
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| 5. | Telephone Number & Email Address |  |

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| 6. | Names of schools or other colleges you have attended, with dates: |

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|  | **Name of School/College** | **Date of Entry** | **Date of Leaving** |
| **Primary Schools** |  |  |  |
| **Secondary Schools** |  |  |  |
| **Universities/Colleges** |  |  |  |

**Please note that you will not be eligible if you are receiving an award from public funds (including exemption from payment of tuition fees) or are precluded from receiving such an award only because of financial circumstances.**

**Part 'B'**

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| 1. | Name of University/College to be attended. |  |
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| 2. | Course of study for which the award is required |

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|  | Please give full details of your proposed course including the qualification to be obtained and the subject. Continue on a separate sheet if necessary. |

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| 3. | Is the course full-time or part-time? |  |

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| 4b. | Date of commencement. |  |

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| 4a. | Duration of the course. |  |

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| 4c. | What stage will you be pursuing in the 2025/2026 |  |
|  | academic year? |
|  | (1st yr, 2nd yr, 3rd yr). |

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| 5a. | Have you applied to your local education authority for assistance? |  |

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| 5b. | If so, which one and what was the result?  **Please include a copy of any letter confirming or refusing assistance.** |

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| 5c. | If not, when do you intend to do so?  **Please note that the Trustee will not consider your application until you have received a final decision from your local authority you should forward the decision as soon as it is available.** |

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| 6. | Details of qualifications already held. |

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|  | **Qualification** | **Date Obtained** |
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| 7. | Current course of study. |

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|  | **Qualification** | **Date Obtained** |
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| 8. | If you are no longer in full time education, state how you have been occupied since (with names and addresses of employers and approximate dates). |

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|  | **Name and Address of Employer** | **Dates** |
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**Part 'C'**

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| 1a. | Have you applied, or will you be applying, for awards or assistance (including bursaries for Master’s Degree courses) from any other source? |

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| 1b. | If yes from which source and what amount? |
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| **N.B** | **The Trustee will not take a final decision on your application until you have confirmed the result of any other application for assistance.** |

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| 2. | Do you expect to receive any other income from any source during the course?  (If so give details) |

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| 3a. | Have you made any previous application(s) for assistance from the Harold & Joyce Charles Trust fund? |

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| 3b. | If so, when and what was the result |

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| 4. | Please give the names and address of two persons who have agreed to give you a character reference. Both referees will be written to, in confidence. | |

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| Name:  Address:  Email Address: |
| Name:  Address:  Email Address: |

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| 5. | Applicants are required to state below whether they are related to members or senior staff of Neath Port Talbot County Borough Council or any of the authorities in the former administrative area of the County of Glamorgan. |

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| 6. | Please sign the following declaration:-  **I certify that the replies given to the above questions are true and accurate and undertake to inform the Director of Education of Neath Port Talbot County Borough Council, of any changes in circumstances occurring before the end of the course which would affect my replies. I understand that the accuracy of the replies and this undertaking are a condition of any award to be made to me**. |

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| Signed: |  |  | Date: |  |

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***Data Protection Act 1998***

1. *Information provided by you will be held and automatically processed as data on a computer system. The Council will take all reasonable precautions to ensure its confidentiality and to comply with the principles contained in the Act*
2. *In order to aid the prevention of fraud in the administration of public funds, the information may be compared with other personal data held by the Council and may also be used for cross authority and other Government organisations for comparison purposes*.