**Aldridge Foundation Next Step Bursaries - Application Form TEMPLATE**

We recommend answering the questions first in this template and then copy and pasting into to online form here: [application form](https://forms.office.com/r/NeaYFkXG6d).

**Section 1 - Eligibility Information**

In order to be eligible to apply for a bursary, you must be:

- a current or former student of the Aldridge family of schools and colleges

- under 25 years old

By clicking 'Next' you are confirming that both of the above statements apply to you.

If you do not meet the above criteria, please do not continue with this application.

**Section 2 - Your personal details**

**1. First Name:**

**2. Surname:**

**3. Address:**

**4. Postcode:**

**5. Personal email address:**

*Please provide a personal email address, rather than your school email address, to ensure that we can remain in contact with you regarding your bursary application if / when you leave school.*

**6. Telephone number:**

*We will only use your telephone number if we need to contact you in relation to your bursary application.*

**7. How old are you?**

**8. Which Aldridge school or college do / did you attend?**

**9. Please confirm what year you joined the school and what year you left / are leaving the school.**

*(e.g. if you joined an Aldridge school in 2017 as a year 7 student and are due to finish Y11 next Summer, you should put 2017 – 2022)*

**10. Please confirm your current status (select one)**

* In education or training
* Doing an apprenticeship
* In full time employment
* Self-employed
* NEET (not in education, employment or training)

**Section 3 - Additional information**

The following questions allow us to ensure that bursaries are awarded to the young people who need them most however you are still eligible to apply for a bursary even if you do not answer 'Yes' to these questions.

You may be asked for further evidence of your household income and current financial status if you are shortlisted to go through to the next stage of the application process.

**11. Are / were you entitled to receive Free School Meals at school?**

Yes

No

**12. Are you / will you be the first generation in your family to go to university?**

Yes

No

I have gone / I am going elsewhere

**13. If you're still in education, do you have a part time job?**

Yes

No

Not applicable

**14. Do you consider that you consider that you live in a low income household?**

Yes

No

**15. Are you a looked after child?**

Yes

No

**16. Please provide any other information about your personal circumstances that you think it would be useful for us to know about, and that you are comfortable sharing with us, below:**

**Section 4 - About you**

**17. Use the space below to tell us about your education achievements and your interests outside of school, for example:**

- Achievements or things you're proud of

- Information about your academic qualifications (subject and actual / projected grades)

- Examples of your skills development

- Membership of clubs, sports teams or extra-curricular activities you take part in

- Work experience or volunteering

**18. Which of the Aldridge Attributes do you think you are strongest in and have supported your development so far? Please give examples.**

**Section 5 - How do you intend to use the funds if you are successful?**

**19. Please give full details below of why you need the bursary and outline what the funds will be spent on. Please see guidance notes for examples of how you might use the funds.**

**Section 6 - Reference**

Please provide a contact (current or past teacher / employer) who will provide a reference as part of the application process. Please check with the referee that they are happy to be contacted before giving us their details.

**20. Name of referee:**

**21. Please provide an email address for your referee**

**22. Please provide a telephone number for your referee - if you have one**

If your referee would prefer to provide us with their telephone number directly, they can email us on nextsteps@aldridgefoundation.com

**23. What is the referee's relationship to you? E.g. employer, teacher**

**Section 7 - Data protection**

The Aldridge Foundation takes the protection of your data very seriously. The information you provide on this application form will be stored by the Aldridge Foundation and used for processing and verifying your application, administering successful applicants and to evaluate the success of the programme. To find out more about what this means, what we do with your data, how we store it, and your rights, please view our privacy policy here: www.aldridgefoundation.com/privacy-policy/

- If your application is unsuccessful, we will immediately erase your data, unless you have given us permission in the following section (Section 8) to contact you by email about other opportunities, in which case we will retain your name and email address only.

- If your application is successful, we will securely hold all data that you have submitted via this form for the term of your bursary. Following that, for our records, we will hold your name, contact details and information regarding your bursary.

**Section 8 - Other opportunities**

**24. We may contact you occasionally by email to update you on the work of the Aldridge Foundation and to let you know about other opportunities or events related to the World of Work, further skills development or supporting current Aldridge students. Please let us know whether you would like to hear about such opportunities by choosing to 'Opt in' or 'Opt Out' below.**

**Where you opt-in you can change your stated preferences at any time by contacting us and asking us to remove you from our mailing list.**

Opt in - please contact me about future events and opportunities

Opt out - I only wish to be contacted about the bursary programme

**Section 9 - Declaration**

Please make sure you have read the declaration below, as by filling in and submitting this application form to the Aldridge Foundation, you are agreeing to the following conditions:

**You confirm that:**

- You have read and understood the guidelines which accompany this application form.

- You have filled in all applicable sections of this application form.

- The information that you have given on this form is – to the best of your knowledge – correct and true and you understand that giving false information will disqualify your application.

- You will inform the Aldridge Foundation in writing of any change to your circumstances.

**You understand and confirm that**:

- Aldridge Foundation will process your personal information contained in this form along with any supporting evidence provided in order to assess your eligibility for a bursary and as further described in this data protection statement and our privacy policy: www.aldridgefoundation.com/privacy-policy/. If you have given personal information relating to anyone else on this form you have obtained their permission to do so.

- Your information, where required, will be shared with 3rd party organisations who have a legitimate involvement or interest in the bursary programme including the Aldridge school you attend/attended and referees, for the purpose of verifying your application and providers who help support the administration and delivery objectives of the bursary on behalf of the Aldridge Foundation. Application forms and associated evidence is stored securely.

- We do not ask you to provide any special ('sensitive') category information about yourself but where you have chosen to volunteer such information, you understand that this will only be processed where necessary for the purposes of administering your application and with your explicit consent.

**You undertake to:**

- Repay any award which has been issued to you should you withdraw from your course/training or fail to use the funds for the use specified in the contract agreed between you and the Aldridge Foundation.

**You understand and accept the following conditions regarding payment of bursary funds:**

- All recipients of bursary funds will be required to report back to the Aldridge Foundation providing proof of how funds have been spent. For recipients of multi-year awards, this will be done on an annual basis. The Aldridge Foundation has the right to withhold funds if applicants do not complete necessary reports in a timely manner.

**25. Please tick the box below to confirm that you have read and understood the above declaration**

**I agree to the conditions outlined in the above declaration**

* I agree to the conditions outlined in the above declaration

**Section 10 - Parent / carer consent for under 18's**

If you are under 18, your parent or carer will also need to read and agree to the above declaration - please provide their details so that we can contact them re. your application.

**26. Please provide your parent / carer's full name:**

**27. Please provide an email address for your parent / carer:**

**28. Please provide a telephone number for your parent / carer:**

**Section 11 - Important information**

- We will inform all applicants if they have been successful or unsuccessful in getting through to the shortlist.

- Unfortunately, due to the expected number of applications to the Bursary Fund, the Aldridge Foundation will not be able to give feedback to, or enter into any correspondence/discussions with unsuccessful applicants.

- Any applications that are not completed in full will not be considered – if you need support with completing your application, please speak to a teacher, employer or the Aldridge Foundation team on [nextsteps@aldridgefoundation.com](mailto:nextsteps@aldridgefoundation.com)