

## PLUME EDUCATIONAL TRUST

### Application for student intending to study at a University, Institute of Higher Education or to continue education at Plume School

The Plume Educational Trust manages funds that have been left to the Trust by benefactors. The Trustees of the Plume Educational Trust receive income from these funds and, at their discretion, apply this income as one or more awards to students who have studied at the Plume School and whose parental income does not exceed £50,000.

The original wording of the Trust deed says that the aim of these awards should be to support *“deserving and suitable boy or girl scholars educated at the said Plume School in aid of the expense incurred by any such scholar or his or her parents and guardians in his or her further full-time education beyond compulsory school leaving age.”*

If you believe that you meet these criteria, the Trustees would encourage you to make an application to the Plume Educational Trust for financial support.

### HOW TO APPLY FOR AN AWARD

You can apply using Microsoft Forms by using this weblink: <https://forms.office.com/e/HAXHpC9aSJ?origin=lprLink>

Or by using this QR code:



Alternatively, if you would like to complete a paper copy of the application form, you can do so using the form below. The form should be returned to Mrs Demes by Monday 7<sup>th</sup> October 2024. [K.demes@plume.essex.sch.uk](mailto:K.demes@plume.essex.sch.uk)

If you require any assistance completing the form, please seek assistance from Mrs Demes or Mr Hallam.

The award application will be reviewed by the Trustees of the Plume Educational Trust. Any award made will be conditional upon you being offered and accepting a place at University or College. If you have not been offered a place at the time of application to the Plume Education Trust, your application will still be considered, but any award will not be paid until you confirm that you have been offered and have accepted a place. Trustees have an absolute discretion as to whether to make an award or not, to any applicant.

Should your application be successful, further information, including details of your bank account where funding can be paid, will be requested.

Consideration of the applications for awards will be made by Trustees at their meeting in November 2024 and you will be notified about the outcome of your application following this meeting.

The Plume Education Trust is recognised as an official charity by the Charity Commission. Registered number 310924

APPLICATION TO THE PLUME EDUCATIONAL TRUST

**1. APPLICANT DETAILS**

**Name:**

**Full postal address:**

**Postcode:**

**Contact Telephone Number:**

**Email address:**

**Date of Birth:**

**Name of Parents/Guardians:**

**Ages of siblings dependent on parents/guardians:**

**When did you leave/will leave Plume School:**

**This is my FIRST / SECOND / THIRD (delete as appropriate) application for an award from the Trust.**

**2. HIGHER EDUCATION DETAILS**

**Name of University or College attended or to be attended:**

**Address:**

**Postcode:**

**Course being studied:**

**3. What will the award will be used for?**

**4. Please tell us how receiving a Plume Educational Trust Scholarship will help you and, bearing in mind the aims of the Trust, please tell us why you believe that you should be awarded a scholarship. (Note – The Trustees give particular weight to this section)**

**5. ANNUAL HOUSEHOLD INCOME**

The gross joint income of parents/guardians during the past tax year (please tick one)

Under £20,000	£20,000 – £24,999	£25,000 - £29,999	
£30,000 – £34,999	£35,000 - £39,999	£40,000 – £44,999	£45,000 - £50,000

**6. PLEASE SIGN AND DATE BELOW TO CONFIRM ALL INFORMATION PROVIDED IS CORRECT**

*Please note that if you are under 18 years of age this form must be counter signed by your parent or guardian.*

I certify that to the best of my knowledge and belief, the information provided on this application is correct; that I have been/am being educated at Plume School; and that my first application for this award was made within two years of leaving full-time education at the school, and that I have not received more than two previous awards.

**Applicant signature:**

**Date:**

**Parent/Guardian signature:**

**Date:**

**7. RECOMMENDATION (first time applicants only)**

I recommend this applicant (who was for at least two years in attendance at Plume School) as a suitable candidate for a Plume Educational Trust Award.

**Head of College signature:**

**Date:**

**Closing date for applications: Monday 7<sup>th</sup> October 2024**

## Privacy notice

These are the details of what information we collect from you, what we do with it and who it might be shared with.

***What information do we collect from you?*** We collect the information on the application form. If you are given an award, we will ask for details of your bank account so that payment can be made electronically.

***Why do we collect this information?*** We collect the information on the application form in order to help us assess your application.

***Who might we share this information with?*** The information in your application is shared with the Trustees who collectively consider and decide upon the allocation of funds for awards.

***What do we do with your information?*** We hold a copy of your application and any updates you give us. This information is stored in a secure database on the Plume School IT system.

***How long do we keep hold of your information?*** Awards are given for one year at a time, but you may apply in subsequent years. We will hold your information for 2 years from the end of the award period.

***How can you access the information we hold about you?*** You can contact the Trustees at any time and request access to the information we hold about you. To do so, you should contact the Secretary of the Trust, Richard Scott at [r.scott@plume.essex.sch.uk](mailto:r.scott@plume.essex.sch.uk) Please allow us 14 days to respond.

If at any time you are not happy about the way in which we are handling your data, you have the right to complain to the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk)