

THE TOTTENHAM GRAMMAR SCHOOL FOUNDATION

Chairman: F. E. J. GRUNCELL
Website: www.tgsf.info
Email: awards@tgsf.org.uk

Clerk: G. A. CHAPPELL
PO Box 34098
LONDON
N13 5XU

Telephone: 020 8882 2999
(please note that at peak times it can be very difficult to get through on this number)

**IF YOU APPLY
ON-LINE
it is quicker &
reduces errors**



Dear Student,

PLEASE READ THIS LETTER CAREFULLY

SOMERSET AWARDS for the 2018- 2019 Academic Year

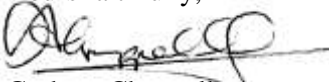
Thank you for your interest in applying for a Somerset Award. A summary of the Foundation's Rules and Conditions for the granting of these Awards can be found below. You can apply on-line via the Foundation's website or use the application form overleaf for either of the two types of Award referred to in this letter. These Awards are only available to applicants who are resident in the London Borough of Haringey and have also attended a state maintained secondary school:

- ① **Somerset Award** This is for students taking a full-time vocational course in a school 6th form, at a further education college or other recognised provider. It is NOT available to anyone on an apprenticeship or to those at college or school doing GCSE, AS or A level courses.
- ② **Somerset Undergraduate Award** This is for students taking a full-time degree or other full-time course of higher education of two or more years duration.

If you consider that you are eligible to apply for an Award you should visit www.tgsf.info or complete the form overleaf. You must ask your Head Teacher to sign your completed form and to endorse it with the school stamp. For all Award applicants, this must be your state maintained secondary school. **Please note** that a signature from a member of staff of the college or university which you are attending, or have been attending, is not acceptable for this purpose.

All Awards are now paid annually by direct credit into a student's bank account. Where possible, all correspondence will be sent via email. Please ensure that you have read and understood the "What happens next" panel on the right – especially the advice that you should attach an empty envelope (with a postage stamp and your name and address on) to your form.

Yours faithfully,


Graham Chappell
Clerk to the Foundation



WHAT HAPPENS NEXT?

When you have completed your application form, send it before 31st January 2019 to:

**Tottenham Grammar School Foundation
PO Box 34098
London
N13 5XU**

You are reminded to ensure that you use the correct value postage stamp when sending your application form – the Foundation will not pay *Underpaid Postage* fees and the Post Office will eventually destroy your envelope and its contents. *Don't forget – the Foundation's PO Box address is not a freepost address.*

Safe receipt of your application will not be acknowledged unless you include a stamped self-addressed envelope with your form. We strongly advise that you do this – even if you are leaving your form with your school for them to post on your behalf (in which case you should staple your SAE to your form).

When your application has been processed you will receive a letter (via email – if you have provided a valid email address) telling you what will happen next. It may take three or four weeks (or *possibly up to ten weeks for forms submitted after mid-October*) for your application to be processed. After a few weeks, if you wish to contact the Foundation to check the status of your application, the easiest way is by email to (awards@tgsf.org.uk) stating your name, the approximate date you sent in your form, the name of your School and type of Award you have applied for.

CONDITIONS FOR SOMERSET AWARDS (INCLUDING UNDERGRADUATE AWARDS)

The full rules and regulations of the Tottenham Grammar School Foundation are available upon request and can also be viewed on the Foundation's website: www.tgsf.info. The Trustees of the Foundation have approved the following additional Rules for the granting of Somerset Awards:

- (i) the closing date for receipt of applications for Somerset Awards for any academic year shall be 31 January;
- (ii) Somerset Awards (for students taking a full-time vocational course at a further education college or other recognised provider) and Undergraduate Awards (for students taking a full-time degree or other full-time course of higher education of two or more year's duration) will be available only to applicants who are resident in the London Borough of Haringey and have attended a maintained secondary school;
- (iii) Awards will not be approved for GCSE, AS or A level courses;
- (iv) Awards will not be approved in respect of a course being followed at a school (including a school sixth form) unless it is a vocational course;
- (v) Awards will not be approved for students on apprenticeships;
- (vi) Payment of any Award will be conditional on the provision by the Award holder of a Certificate of Enrolment and Attendance which should be on University or College headed paper (not a photo copy) and which must be signed by the holder's tutor or other senior member of staff concerned with the course being followed;*
- (vii) Applicants for Awards must be at least 16 years old and below the age of 25 years on the 1st September in the year of their course of study.

****N.B.** The provision of your University or College's Certificate of Enrolment and Attendance (referred to in Condition (vi) above) is a distinctly separate stage to this application process. You should not delay submitting your application form by trying to obtain such a statement prematurely. Normally, this application form does not need to be accompanied by any other documentation. You will eventually receive an Award Letter which will describe the Commencement Evidence requirements – which are part of the Award claiming process.

