

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's quicker and reduces
errors

Dear Student,

PLEASE READ THIS LETTER CAREFULLY

SOMERSET AWARDS for the 2019- 2020 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

To APPLY on-line point your smartphone's camera at this QR code. Then follow the instructions that appear on your screen.→



WHAT HAPPENS NEXT?

When you have completed your application form, send it before 28th February 2020 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 28 February;
- (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 whilst resident in the Borough for the majority of their secondary education;
- (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.

IF YOU HAVE A VALID EMAIL ADDRESS AND ACCESS TO A PRINTER, YOU CAN APPLY ON-LINE BY VISITING WWW.TGSF.INFO AND HAVE YOUR APPLICATION PROCESSED FASTER

THE TOTTENHAM GRAMMAR SCHOOL FOUNDATION

CONFIDENTIAL

A registered Charity

SOM/SUA 19/20

APPLICATION for the 2019-2020 ACADEMIC YEAR

for a SOMERSET AWARD or a SOMERSET UNDERGRADUATE AWARD

YOU MUST COMPLETE THIS FORM USING INK, BLOCK CAPITALS AND CLEAR HANDWRITING: NB: These Awards are ONLY available to former pupils of state maintained secondary schools WHO ARE ALSO resident in the London Borough of Haringey. If you did not attend a maintained secondary school, you will not be eligible for an Award. If you are not resident in Haringey, you will not be eligible for an Award.

FULL NAME Mr / Mrs / Miss / Ms (circle your preferred title)

SURNAME: FORENAMES:

1 Home Address: Date of Birth: [see Condition (vii) overleaf]

Home Tel: and/or Mobile Tel: 07

2 *Previous Address (if current Home Address is different to final year at school): Previous Postcode: Date moved from Previous Address:

Term Time Address (optional): Term Time Postcode:

PLEASE TICK HERE IF YOU WOULD LIKE ALL CORRESPONDENCE TO GO TO YOUR TERM-TIME ADDRESS

EMAIL ADDRESS { you must use ALL BLOCK CAPITAL LETTERS for your email address - it will be converted to lower case before it is used }

BANK DETAILS (if your application is successful you will eventually receive your Award by direct credit into your bank account by giving the following details): Account Name (usually your name NOT the bank's name) Bank Branch Sort Code Bank Account Number

BUILDING SOCIETY ACCOUNT NUMBERS WITH MORE THAN 8 DIGITS ARE NOT ACCEPTABLE FOR THIS PURPOSE. IF YOUR ACCOUNT NUMBER IS LESS THAN 8 DIGITS - YOU MUST INCLUDE LEADING ZEROS

You must attend, or have in the past attended, a state maintained secondary school. Give the details of that secondary school here: Secondary School name: Insert the dates you attended this school here (month & year): From M M / Y Y to M M / Y Y

5 STATE HERE THE DETAILS OF YOUR 2019-2020 COURSE: Course Subject / Title: Awarding Body - if relevant (e.g. BTEC / EdExcel / QCF / OCR / OCN / C&G / AAT / CACHE / CYQ / IMI etc) Level (e.g. Entry / Intro / First / National / Certificate / Diploma / NVQ 1, 2, 3, 4, Degree, Foundation, etc) Overall Length of Course: Year of Course: [this is asking that, for the 2019-2020 Academic Year, will it be the 1st, 2nd or 3rd (etc) year of your course?] Is the Course Full Time? YES / NO [circle either Yes or NO Please Note: Awards are only available for full time courses] Start Date [i.e. when you expect to commence or the date when you actually commenced attending your course]: NAME and address of College, University or Training Agency:

6 HAVE YOU PREVIOUSLY RECEIVED A SOMERSET AWARD? YES / NO IF YES, PLEASE GIVE DETAILS HERE (including dates, amounts and Reference Numbers):

7 Before you sign this application you should check that you have correctly completed ALL sections on the form. If anything is missing it will be returned to you and this will significantly delay the allocation of any Award to you. DO NOT SIGN THIS FORM BEFORE READING THE LETTER AND NOTES OVERLEAF. Applicants should note that by signing this form they are confirming that all the information they have given is correct. The values of the Foundation's Awards are not insignificant and the Trustees will take appropriate action if it is found that there has been an attempt to misrepresent an applicant's eligibility. The information you have provided on this form includes confidential data which the Tottenham Grammar School Foundation needs to process your application in accordance with our Trust deed. We will hold your personal data securely and not disclose it to any third parties unless consultation with a third party is necessary to determine your eligibility for an award and by signing this form you consent to this. The information will be kept for up to six years or as long as is necessary to the provision of assistance to you and to beneficiaries who remain potentially eligible for the Foundation's various awards, grants, scholarships and bursaries programmes.

8 I CONFIRM THAT THE INFORMATION GIVEN AT POINTS 1 (OR 2), 3 & 4 ABOVE MATCHES THE SCHOOL'S RECORD FOR THIS PUPIL

Signature of Head Teacher: HEAD TEACHER - PLEASE DO NOT SIGN IF THE DATES ARE MISSING AT POINT 4 Date:

SCHOOL OFFICE USE ONLY: Points 1 (or 2), 3 & 4 above are CORRECT: (Initials) Head Teacher PLEASE DO NOT sign this form before you, or a member of your Staff, have checked that the HOME ADDRESS given at point 1 (or 2), the DATE OF BIRTH given at point 3 and the DATES OF ATTENDANCE given at point 4 ARE CORRECT. N.B. The Conditions for the making of Somerset Awards are contained in the Rules for the Management of the Foundation. The relevant extract from the Rules is printed overleaf. THIS BOX MUST CONTAIN THE OFFICIAL STAMP OF THE SECONDARY SCHOOL NAMED IN POINT 4 ABOVE - IF THIS FORM IS SUBMITTED WITH A COLLEGE OR UNIVERSITY STAMP - IT WILL BE REJECTED SECONDARY SCHOOL STAMP ONLY

TGSF OFFICE USE ONLY	#1	APP CONTS INCL: SAE orig p/copy EoC cert t/copy of: UDP £	R2A R2S OBR Dec A; AS; GCSE, appr p/t >24 2L 2 nd Awd 4L O/R @S <16 on:
	#2		