

**GUIDANCE FOR COMPLETING THE APPLICATION FORM FOR A  
BUC EDUCATIONAL GRANT AT NEWBOLD COLLEGE:**

1. Before you download the form, read through the BUC grant policy and make sure that you are eligible to apply first.
2. Download the form and complete by hand:
3. Page 1: Ensure that the full name is written.
4. Page 2: Ensure that all the names which appear on your birth certificate are written and the current surname that you use.
5. Page 2: The address must be where you reside and where we are able to contact you.
6. Page 2: If you were born outside of the UK please state the town, city and country of birth.
7. Page 2: If you were not born in the UK, please state the month and year you entered the country. (Note: the policy states that students must be resident in the UK for a full **three** years to be eligible for this grant.)
8. Page 2: The name of the church where your membership is presently held must be given and the month and year of your transfer of membership if you have come from abroad.
9. Page 2: Make sure to fully explain your reason for enrolling for this course of study.
10. Page 3: Remember to sign and date the 'Declaration by applicant' section.
11. Page 3: Remember to get your **pastor/head elder** to **sign** and **date** the 'Declaration by an authorised person' section.