

Ruth Hayman Trust

PO BOX 17685 LONDON N6 6WD

Initiated by the National Association for Teaching English and other Community Languages to Adults

www.ruthhaymantrust.com

Charity Commission Registration No 287268

GUIDELINES FOR APPLICANTS

The trust is a small charity with no paid staff. It awards small grants to support the education and training of **adults who have come to settle in the UK and whose first language is not English.**

1. Please complete the application form clearly.

We give up to a total of £300* (usually much less) for

- registration, course and exam fees which you have to pay yourself (these receive priority)
- and when possible for
- books (dictionaries only at present)
 - equipment (special cases only)
 - costs of joining professional bodies

Sorry, we do not give money for

- fares, except for disabled students with an accompanying statement from a doctor
- accommodation and living expenses
- childcare
- computers
- overseas students to study in the UK or abroad

nor, usually, for

- post-graduate higher education

Note: Cheques for fees will normally be made out to colleges or other institutions.

2. Attach an academic reference from a tutor or a college careers/student advisor.

This should be submitted on official headed notepaper. **A college enrolment confirmation alone is not enough.** Please see our suggested Guidelines for Referees.

* For special Rose Grant Award please see separate sheet.

3. Send the form with the reference to us at the above address.

The awards committee of the trust meets five times a year. The exact closing dates for applications are given on individual application forms and on our website, www.ruthhaymantrust.com

4. Wait.

- ***Congratulations!*** If you are awarded a grant you should receive a cheque about a month after the closing date for applications. We do not normally make more than one award per course in any one academic year.
- ***Sorry.*** We get many, many applications. **If you *don't* get a letter you have, unfortunately, been unsuccessful.** We cannot write to unsuccessful candidates but you are welcome to try again in the future.

5. Tell us you have received the cheque.

Please return the receipt at the bottom of the letter which we send with the cheque. If there is a problem, please always give the reference number at the bottom of the receipt.

6. Apply again.

You are welcome to apply for further years of study. We will consider your application **IF you did (5) above.** Please quote your previous reference number.