

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

PLEASE GIVE THIS FORM TO THE PERSON WRITING YOUR REFERENCE

GUIDELINES FOR REFEREES

Please provide a reference on official headed notepaper, which includes the following information:

- Student's full name and address
- Course information:
 - name of course
 - start and finish dates
 - full- or part-time
 - qualification/outcome
 - whether the student has already enrolled on this course
- Please comment on:
 - attendance
 - attitude to learning
 - standard of coursework
 - progress
 - whether the student has applied to the College/University Learner Support Fund
 - whether the student has applied to the College Hardship/Welfare Fund
- Any other comments you think might help us.
- Name, position and contact telephone number/e-address of referee.