

## **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 <[http://adventist.uk/\\_\\_data/assets/pdf\\_file/0018/8046/BUC-Policy-Book-Section-VII-Education-Jun-2018.pdf](http://adventist.uk/__data/assets/pdf_file/0018/8046/BUC-Policy-Book-Section-VII-Education-Jun-2018.pdf)> from page 18 (G. Grant Policies for Undergraduates at Newbold College) and first make sure that you are eligible to apply.
2. Download the form and complete.
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 motivate the reason for enrolling for the 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.
12. Page 4: Students applying for the Licence / Graduate Diploma in Theology, Bachelor of Divinity or MA in Theology or any other theology course, must be interviewed by the Conference/Mission President of their respective sponsoring Conference/Mission **before** submitting the form to the BUC Education department. Be sure to take your form with you and have it signed and dated by the President.

SEC: ☎ 01923 232728

Irish Mission: ☎ 01923 893212

Welsh Mission: ☎ 0791 294 2130

NEC: ☎ 0115 960 6312

Scottish Mission: ☎ 01764 653 257