# Education, Leisure and Housing

## Application for Student Interview Expenses

### Academic Year: 2023-2024



#### Applicant Details

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| Date of Birth: |  | |
| Address and Postcode: |  | |
| Contact No: |  | |
| Parent/carer name: |  | |
| Email address: |  | |
| Current Place of Study and Class/Course Name: |  | |
| If you are not in education, employment or training then please tick here: | |  |

#### Interview Details

|  |  |
| --- | --- |
| Date of Interview: |  |
| Location of Interview: |  |

**Please supply evidence of your invitation to interview, e.g. letter, email.**

#### Expenses

|  |  |  |  |
| --- | --- | --- | --- |
| Method of Travel: |  | Cost: |  |
| Accommodation: |  | Cost: |  |

**You must submit receipts for expenses listed above.** Please note that you may not receive the full amount listed if it exceeds the total contribution amount (up to £50 for interviews in Scotland, up to £75 for interviews outwith Scotland).

#### Declarations

**I certify that these expenses were incurred in connection with the above interview and all receipts are enclosed, along with a copy of the invitation to interview.**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant Signature: |  | Date: |  |
| Establishment Signature: |  | Date: |  |

**Completed application, including evidence, and bank mandate must be submitted within one month of the interview date to the Education Grants Team at:**

Education, Leisure and Housing, Orkney Islands Council, Kirkwall, Orkney, KW15 1NY.

#### Guidance Notes

**Overview:**

The purpose of this fund is to contribute towards the costs of young people travelling outwith Orkney to attend an interview for a University or College place. Applications are limited to one per individual per academic year. Awards will be made on a first come, first served basis for contributions up to the following amounts:

* £50 for interviews taking place in Scotland.
* £75 for interviews taking place outwith Scotland.

**Criteria:**

Applications will be accepted from:

* School Pupils in S4 to S6 at any secondary school in Orkney.
* Orkney College students aged 16 to 18 years old.
* Young people aged 16 to 18 years old who are not in education, employment or training.

**Authorisation:**

Applications must be signed by the individual and authorised by an appropriate member of staff from the school, Orkney College, Job Centre, Skills Development Scotland or other relevant establishment.

**Deadlines:**

Completed application forms, including a copy of the applicant’s interview invitation letter or email and relevant travel receipts must be submitted **within one month** of the interview taking place. Applications submitted after this will not be accepted.

Applications will be accepted **up to 3 July 2024**, or until the entire budget has been allocated. Once the budget has been fully allocated no further applications will be accepted.

**Further Information:**

If you have any queries, please contact us on 01856873535 extension 2422, or email us at [education.grants@orkney.gov.uk](mailto:education.grants@orkney.gov.uk).