



## **Criteria for administration of Educational Grants for Maritime Studies**

One-time payment only, no greater than £500.

Documents as per application form requirements:

- completed application form
- copy of seaman book
- course fees and details
- how long unemployed and type of work done since last contract if any
- income contribution from other members of family (spouse, children, siblings, parents)
- number of dependents, age and status (married, single, schooling)
- application endorsed by college or training supplier with course contact name and details
- details of two referees
- details of course providers bank account and payment references

The provision of an Educational Grant will be dependant upon the following principles:

1. The applicant must be either a student/cadet preparing for a career at sea in the Merchant Navy or be either a Rating or Officer requiring assistance in furthering their nautical education and training.
2. Applications are welcome from individuals irrespective of nationality, religion or country where training is to be undertaken.
3. All applicants must in or working towards deep sea work. Offshore, rigs, supply ships, yachting etc are not eligible.
4. Applications must be made by completion and submission of the Society's grant application form.
5. Where possible, a local Society Port Chaplain or an agreed representative will meet personally with the applicant to discuss their circumstances.
6. If satisfied that the applicant may be a suitable candidate for an Educational Grant, the Port Chaplain or an agreed representative will submit a supporting statement with the completed application form and return it to the Society.
7. No application will be considered without written confirmation from the college or other accredited establishment in which training is to be undertaken that the named applicant has registered for the course and is properly in attendance.
8. All payments shall be paid by bank transfer to the course provider who will be responsible for forwarding the grant to the named beneficiary.
9. A written confirmation of receipt of funds will be signed by the course provider and the beneficiary and returned to the Society.
10. The course provider will notify the Society as and when the beneficiary has completed their training and the resulting qualification achieved.
11. Beneficiaries who do not complete their training may be required to repay all or any part of their grant to the Society.
12. All grants paid to course providers but not passed on to beneficiaries will be returned to the Society.
13. Educational Grants will only be available for Course Tuition Fees, related study books and other necessary course material required to complete the course.
14. All applications will require the approval of an 'Educational Grant Committee' comprising the CEO, the Regional Manager and a Trustee. This Committee will meet quarterly.
15. Once an applicant has been successful and awarded, they cannot reapply for further funding until two years after the award was made.