

# 2025 PALMER & BARTELL 18-25 SUPPORT BURSARIES

The closing date for the Palmer & Bartell Bursary for 2025 is 25<sup>th</sup> April 2025  
In-Year applications will be considered in exceptional circumstances

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## Coopers' Company & Coborn Educational Foundation Bursaries

### APPLICATION FORM FOR AN 18-25 SUPPORT BURSARY FROM THE PALMER & BARTELL FUNDS

These bursaries were established from the Legacies of the late Mr E W Palmer (a former pupil and Governor of the Coopers' Company School and past Master of the Worshipful Company of Coopers) and the late Mr K G W Bartell (a former pupil of the school).

They are awarded, by application and only with the full support of the school, to students in Year 13, or former students of the school up to the age of 25 years, who show or have shown exceptional ability or promise while studying at The Coopers' Company and Coborn School, to support their future or current university/higher education/apprenticeship studies. 18-25 support bursary awards will be given in exceptional circumstances only and will be for students identified by the school who are facing severe financial constraints or other barriers. This will be in consultation with the school's 16-19 Bursary Co-ordinator. **The applicant will need to have shown a current or previous good record of behaviour as well as demonstrating commitment to the school in order to be successful with the bursary application**

Examples of the types of items which can be supported via the bursary scheme include:

- equipment or books for the applicant's university/higher education/apprenticeship study
- travel costs to and from university/higher education college/apprenticeship location
- contribution towards accommodation costs at university/college
- subsistence whilst at university/higher education

The list of items above which can be funded is not exhaustive.

Year 13 students and former students can apply for a 18-25 support bursary award up to the age of 25 years. Funding for such bursaries is extremely limited and consideration in these cases is on a case-by-case basis and are exceptional. Any such applications will require the strong support and recommendation by the school. Priority for such awards will also be given to applicants whose access to university/higher education/apprenticeship study is limited by financial constraints or other barriers. The maximum award will normally be £500 per annum for a maximum of 4 years. The award recipient will need to provide receipted accounts, showing expenditure on the purpose for which bursary funds were awarded. In exceptional circumstances funding can be made available in advance of the provision of receipts. Awards made in excess of one year will require the award recipient to provide an annual report of their studies and progress to the Bursaries Committee in May each year in order that further instalments of the award will continue.

The Foundation Governors reserve the right to withdraw a Bursary in the event of withdrawal from university/higher education/apprenticeship study, non-receipt of an annual report and/or receipted accounts for the expenditure of bursary funds, inappropriate behaviour or the misuse of funds.

Completed application forms must be downloaded and returned for the attention of the Foundation Governors' Office (and taken or sent directly to the school office). **NB the applicant's supporting statement must be handwritten as clearly as possible onto the downloaded form by the applicant.** In addition the Teacher's, 16-19 Bursary Coordinator's and the Headteacher's name and signature must be provided on the application form in order to be a valid application. The outcome of the applicant's application will be notified to the applicant by the School after the Bursaries Committee meeting. The Clerk to the Bursaries Committee will notify recipients of a bursary award and any conditions formally in writing. The Bursaries Committee's decision is final, therefore if an applicant's application is rejected, there is no right of appeal.

## Personal 18-25 Support Application for Palmer and Bartell Bursaries

The following form is in four parts. Parts 1-3 should be **completed by the applicant** and returned to the School Office by the closing date. **PLEASE NOTE EMAIL APPLICATIONS CANNOT BE ACCEPTED.**

The Headteacher and other relevant staff must then be asked for their comments, in part 4, before the forms are passed on the Bursaries Committee for their consideration. **Please note that applications are only valid if the Teacher, 16-19 Bursary Coordinator and Headteacher comments and signatures are included on this form.**

No other information is required. Please do not add any additional material. Incomplete or incorrectly submitted forms will be disregarded. **Supplementary material should not be included and may detract from the application.**

### Part 1: - Personal details

Surname

First Name

Form at school

### Part 2: Personal application

Proposed/current university/higher education/apprenticeship study including subject, university/college/apprenticeship and length of study

Applicant's statement in support of this application which must include an outline of how, if successful, you would use the 18-25 support bursary to support your studies. **NB this must be handwritten by the applicant onto the downloaded form below and be no more than 500 words in black ink. Please use a separate blank page if necessary. This should be written by the applicant.**

The Bursaries Committee of the Foundation Governors of The Coopers' Company and Coborn School Educational Foundation will consider all applications correctly completed. The Committee's decision is presented for ratification to the Full Governors' meeting in July of that year.

In the case of applications outside of the normal round of applications, the Bursaries Committee will consider In Year applications on an ad hoc basis if it decides that this is necessary.

Signature of Applicant

Date

### **Part 3: Estimated Expenditure to be incurred (e.g. Books, equipment, rent, subsistence)**

Please give some information of how you plan to use the bursary. The committee need as much information of your plans to help them with the decision-making process.

Total cost of study

Of which

1. Contribution made personally or by parents/guardians/carers

2. Money obtained by other sources, (e.g. sponsorship, university scholarship/bursary award, Charitable foundations e.g. Jack Petchey Awards)

3. Balance applied from Palmer/ Bartell funds

4. Please state any previous awards of Palmer/ Bartell Bursaries.

#### **Part 4: Supporting statement**

Comment from the Headteacher and relevant member(s) of staff in support of this application.

Teacher's recommendation:

16-19 Bursary Coordinator's comments:

Headteacher's endorsement:

Teacher  
Signature:

16-19 Bursary  
Coordinator  
Signature:

Headteacher  
Signature: