

# 2025 PALMER & BARTELL BURSARIES

The closing date for the Palmer & Bartell Bursary for 2025 is Friday 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 A 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, to students in Years 7-12, who show exceptional ability or promise while they are still studying at The Coopers' Company and Coborn School, to enhance their **academic studies in any subject area**, or such activities as **sports, music or the performing and visual arts**. Priority for bursary awards will be given to students whose access to such studies or activities is limited by financial constraints or other barriers which will be determined by advice from the school. **The student will need to have shown a good record of behaviour as well as demonstrating commitment to the school in order to be successful with the bursary application**

Examples of the sorts of activities supported include:

- Extra non-curriculum coaching, training or appropriate examination fees
- Fees for linguists to attend intensive courses in a new language
- Purchase of equipment and other material for art, music or sport
- Conference or workshop costs for mathematicians, scientists, historians or others to attend specialist meetings to support the student's further education. It is recognised that these short events may not tie up with the normal bursaries timetable and may therefore be applied for at other times in the year
- Travel costs associated with any of the above.

Bursary support will not under any circumstances be given for extra academic tuition relating to the school curriculum.

Current students who seek support for activities and courses which do not fall within the criteria for the Palmer and Bartell Bursaries may be eligible for other Foundation funds. Enquiries should be made at the Foundation Office at the School.

The Foundation Governors' Bursaries Committee welcomes applications from students currently in Years 7-12 inclusive at the school. The following will be taken into consideration for applicants: age and experience; comments from subject teachers and from the Headteacher; information relating to financial constraints or other barriers; behaviour; the applicant's contribution to the life and activities of the school. The award of Bursaries in previous years may also be taken into consideration.

Students can apply for bursaries up to £350 for year 7, up to £450 for year 8 and up to £500 for years 9-12. Bursaries are awarded for one academic year (but may be renewable), and are paid on presentation of receipted accounts, showing expenditure on the purpose for which awarded. In exceptional circumstances funding can be made available in advance of the provision of receipts.

The Foundation Governors reserve the right to withdraw a Bursary in the event of discontinuation of an activity or the misuse of funds.

Completed application forms must be downloaded and returned for the attention of the Foundation Governors' Office (and taken 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 and not by parents or carers.** In addition the Teacher's name and signature and endorsement of the Headteacher **MUST** be provided on the application form in order to be a valid application. Applications will not be accepted unless this action is followed and no late applications can be considered unless they fall into the short course or conference category referred to above. The outcome of the student's application will be notified to the student by the School after the Bursaries Committee meeting. The Bursaries Committee's decision is final, therefore if a student's application is rejected, there is no right of appeal.

Year 13 students and former students facing severe financial constraints or other barriers can apply for a university/higher education bursary award up to the age of 25 years. This should be completed on a separate university/higher education bursary application form available from the school office.

## Personal 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 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

Subject or targeted area of the application (one sentence please)

Applicant's statement in support of this application which MUST include an outline of how, if successful, you would use the bursary. NB this must be handwritten by the student 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 short courses or conferences outside of the normal round of applications, the Bursaries Committee will consider In Year applications on an ad hoc basis.

If your application is unsuccessful the committee would encourage subsequent applications in the following years.

Signature of Applicant

Date

Signature of Parent/Guardian

Date

### **Part 3: Estimated Expenditure to be incurred (e.g. travel, tuition, equipment, fees)**

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 the project

Of which

1. Contribution made personally or by parents/guardians

2. Money obtained by other sources, (e.g. sponsorship, National Governing Body Grants, 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:

Headteacher's endorsement:

Headteacher's  
Signature:

Staff  
Signature: