

**Application form for**

**Subsidised Psychotherapy**

We are delighted to be able to offer subsidised psychotherapy through The Sea Change Trust. We can offer this due to the kind support of individuals and organisations who donate towards our work. We ask anyone who would like to access subsidised psychotherapy to complete the following application form.

Please complete the form and sign the declaration and return to The Sea Change Trust, using the details below.

**PERSONAL DATA**

We are committed to protecting your personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Your data will be: (a) used lawfully, fairly and in a transparent way; (b) collected only for valid purposes and not used in any way that is incompatible with those purposes; (c) relevant to the purposes we have told you about and limited only to those purposes; (d) kept only as long as necessary for the purposes; and (e) kept securely.

* We will use personal data provided to us, either in this application form or otherwise as part of the application process, in the following ways:
* We will use the information given on your application form (and any supplementary information submitted by you) in order to carry out background and reference checks (where applicable) and to decide whether to make an award to you.
* We will use your contact details in order to communicate with you about progress with your application.
* We may use your contact details to send you updates about our work which we think may be of interest to you.

**Sharing Your Personal Information**

We may share your personal data with our trustees as part of the application process. We may also share your personal data with certain third parties, including service providers who provide IT and system administration services, professional advisers, and HM Revenue & Customs, regulators and other authorities. We will also share or disclose your personal information if we are under a duty to do so in order to comply with any legal or regulatory requirement or as otherwise permitted to do so by law.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

**Retention of Your Personal Information**

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of our internal recording requirements and satisfying any legal, accounting, or reporting requirements.

**Data Security**

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

**Any Questions?**

If you have any questions about this privacy notice, including any requests to exercise your legal rights, please contact us at: info@theseachangetrust.co.uk

**APPLICATION FORM**

**THE CHILD**

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of circumstances: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**THE FAMILY**

Name of Parents/Guardians: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

UK Resident: ILR Indefinite: Leave To Remain:

*If you are a foreign National, living or working in within the UK, please provide photocopies of your passport and visa documents.*

Do the Parents/Guardians co-habit? Yes: No:

Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and age other dependents:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FINANCIAL INFORMATION**

In order for us to process your application, we require a breakdown of your household’s financial situation. **Please fill out all the details below.** Failure to do so will result in your application not being assessed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HOUSEHOLD INCOME** | **MONTHLY TOTAL**  |  | **HOUSEHOLD EXPENDITURE** | **MONTHLY TOTAL**  |
| 1st Parent/Guardian (net) Wage |   |  | Rent |   |
| 2nd Parent/Guardian (net) Wage |   |  | Mortgage |   |
| Disability Living Allowance Hi |   |  | Maintenance/Child Support |   |
| Disability Living Allowance Medium |   |  | Childcare |   |
| Disability Living Allowance Low |   |  | Loans/ Credit cards |   |
| Carer’s Allowance |   |  | Gas  |   |
| Child Tax Credit |   |  | Electricity |   |
| Child Benefit  |  |  | Water |  |
| Maintenance/Child Support |   |  | Council Tax |   |
| Housing Benefit |   |  | TV Licence |   |
| Income Support |   |  | Telephone |   |
| Council Tax Benefit |   |  | Mobile Phone |   |
| Working Tax Credit |   |  | Satellite/ Cable (Sky, Virgin) |   |
| Jobseeker's Allowance |   |  | Broadband/Internet |   |
| Employment and Support Allowance |   |  | Appliance Rentals/ HP/Conditional Sale |   |
| Statutory Sick Pay |   |  | Vehicle costs (e.g. tax, insurance, DLA Motability) |   |
| Maternity Allowance |   |  | Fuel |   |
| Statutory Maternity Pay |   |  | Public Transport |   |
| Student Loan/ Grant |   |  | Sundries/ Food |   |
| Pension |   |  | Clothing/Footwear |   |
| Family Allowance |   |  | Meals/Trips |   |
| Universal Credit  |   |  | Leisure Activities/Memberships |   |
| **SUBTOTAL** |   |  | Student Course Costs/Tuition Fees |   |
|  |   |  | Private School Fees |   |
| Savings (Total To Date)  |   |  | Treatments/Therapies |   |
|  |   |  | Other\* |   |
| **TOTAL** *INCLUDING SAVINGS* |   |  | **TOTAL** |   |

\*Please specify any additional source of income/expenditure. Failure to do so may invalidate your application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AGREEMENT**

Please be aware The Sea Change Trust may contact you at any point to clarify the information provided.

 **DECLARATION:**

**This application must be signed by the parent/legal guardian to validate information given.**

All the details that I/we have provided within this application are correct and true to the best of my knowledge. I fully understand that failure to disclose the correct information will invalidate my application.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Printed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you for completing this form.

**Please return to the office via:**

**POST:**

[The Sea Change Trust, 8 & 9 Victoria Mews, St Austins Friars, Victoria Quay, Shrewsbury, SY1 1RY](https://maps.google.com/maps?z=16&q=8%2B%26amp%3B%2B9%2Bvictoria%2Bmews%2C%2Bst%2Baustins%2Bfriars%2C%2Bvictoria%2Bquay%2C%2Bshrewsbury%2C%2Bsy1%2B1ry)

**EMAIL:**

info@theseachangetrust.co.uk

Please ensure the scanned/photographed copy is clear before sending.

If you would like to speak to a member of the team regarding your application, please call: 01743 248886

If you haven’t heard back from the team after 14 days please get in touch.