

4. Bank/Building Society Details accounts must be provided for all Clothing Grant Applications as we can no longer make cheque payments (please note that the structure of Argyll and Bute's payment system is unable to accommodate payment to Post Office accounts).

Name of Bank/Building Society												
Name of Account Holder												
Account Details	Sort Code											
	Account Number											
	Roll Number (if applicable)											

5. Declaration

I declare that the information provided by me is a true and accurate statement of my circumstances. I acknowledge that false statements will render my application invalid and may result in prosecution. I will notify you of any change in circumstances as this could affect my entitlement to free school meals.

Signed		Date	
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NOTES OF GUIDANCE FOR PARENT/GUARDIAN

- a) Application for grants for pupils aged 16 or over (i.e. pupils who are aged 16 or over after 1 March 2017) will have their grant paid once confirmation of their return to school has been received.
- b) Application for grants for pupils aged less than 5 years (i.e. pupils whose 5th birthday is after 28th February 2017) will have their grant paid once confirmation of their attendance at school has been received.
- c) Only one Clothing Grant payment per pupil will be made per school year (i.e. August – June).
- d) Payment of Clothing Grant will be made within 28 days of application* other than a) and b) above. *Please note that the first payrun for 2017/18 session will be made on **20 July 2017** please allow 3-5 working days for payment to show in your account.
- e) School will be notified of your child's entitlement to Free School Meals within 5 days of approval of application.

DATA PROTECTION

All information will be held in the Council's confidential systems or hard files. Such information will be used to assist in the provision and administration of clothing grants and free school meals. It will also be shared with the Local Authority department responsible for the administration of Housing and Council tax benefit and may be used to assess changes in your entitlement to either of those benefits. The uses of your personal information are covered by our registration under the Data Protection Act 1998.

SERVICE POINTS

Jamieson Street, Bowmore, Isle of Islay	1A Manse Brae, Lochgilphead
Burnet Building, St John Street, Campbeltown	Municipal Building, Albany Street, Oban.
22 Hill Street, Dunoon	Eaglesham House, Mount Pleasant Road, Rothesay
Helensburgh & Lomond Civic Centre, East Clyde St, Helensburgh	Breadalbane Street, Tobermory, Isle of Mull

OFFICE USE ONLY

Original benefits notice checked by:		Application entered on SEEMiS by:	
SEEMiS Reference Number		Application approved on SEEMiS by:	

Please note that Clothing Grant applications for session 2017/2018 must be submitted by 31 March 2018. Clothing Grant applications received after this date will not be processed.