



**RE: SEC Grant**

**4th October 2021**

Dear Parent / Guardian,

The SEC's electronic application process was introduced in 2018 and following feedback and reviewing of technological developments that could improve the process, the SEC are pleased to advise you that the application process is changing this year.

They are moving to a fully online application process. No longer will the Adobe pdf forms or posting of documents be necessary. The new online registration and application forms will be mobile compatible and cloud based.

Applicants will complete a registration form online, then they will be issued with a personalised link to an online application form. Once they submit this, they will receive a document list and a link to a secure personalised document submission portal where they can drag and drop scans or photographs of all their documents. This new process should be very user-friendly.

They are confident that these changes will streamline the application process which should, in turn, speed up processing leading to an earlier notification of grant outcomes.

#### **Deadlines**

The new process will enable faster turnaround times for processing, so to capitalise on this and ensure earlier grant notifications, they are bringing forward the deadlines.

The application process continues to consist of 3 steps. For existing applicants or those who are already attending a Block Grant school, the Registration Deadline will be **30 October 2021**, the Application Deadline will be **30 November 2021**, and all documents should be submitted within two-weeks of the Application Deadline.

Deadlines will be **strictly enforced**

For new applicants who have just received an offer of a place in a school, they will be required to register within **two weeks** of accepting a place, and then complete application within 4 weeks of registration.

If you have any further queries, don't hesitate to contact the school office.

Yours in education,

Johnstone Reid  
Principal

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## Grant Application Process

