**EDUCATION BURSARY APPLICATION FORM**

The **Education Bursary Fund** has been introduced by SVG Friendship Foundation (UK) for young people it considers to be the most in need. This Bursary can pay you up to £400 over the school year and has strict eligibility criteria.

#### Education Bursary Fund – Are you eligible?

To be eligible to receive support from this fund you must be:

* Aged 5 - 21 at the start of your course/schooling

**and** you must meet **at least one** of the following criteria; **you must be**:

* A young person claiming Income Support from the social welfare department

**in your own name**

* A young person who is ‘Looked After’ and in the care of someone other than a parent – you will need to provide proof of financial need
* A young person with a parent with a recognized disability
* A young person who is on the school meals program
* A young person who is recommended by the principal or headteacher of the school outlining the need

#### Education Bursary Fund – How to apply

* 1. Check that you meet one of the criteria listed above (please contact us if you are unsure via email)
	2. Attach any evidence of your eligibility to your completed Education Bursary Application Form
	3. Send the application form and evidence by email to the address below

#### Education Bursary Fund - What happens next?

**We will aim to process your application within two weeks from the date we receive it**. If you have not completed the form in full or you have not provided evidence of your eligibility, then we will return the form to you. When we have assessed your application we will write to you with the outcome explaining how your award will be paid. If your application is unsuccessful we will send you a response explaining why which will include details of **how you may reapply in the future**.

**Please email your completed electronic application form and scanned/electronic proof of eligibility to:** **info@uksvgfriends.org**

 **In the subject line, include applicant’s name and “Education Bursary Fund Application”.**

 **Principals/headteachers can email us their recommendation directly stating applicant’s name**

 **and “Recommendation for Education Bursary Fund”.**



**Application for Financial Support 2022 -2023**

**Education Bursary Fund**

### **Section 1: Student Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| First Name: |  | Surname: |  |
| Date of Birth: |  | Age: |  |
| Address: |  |  |  |
| Email address: |  | School name: |  |
| Mobile no: |  | Home tel No: |  |
| Did you receive support previously? |  | When did you receive assistance? |  |

**Section 2: Course Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Name: |  | Start Date: |  |

**Section 3: Student Circumstances**

|  |  |  |  |
| --- | --- | --- | --- |
| **Please tick all of the statements below that apply to you** |  | ✓ |  |
|  A young person claiming Income Support from the social welfare department**in your own name** |  |  |  |
| A young person who is ‘Looked After’ and in the care of someone other than a parent – you will need to provide proof of financial need |  |  |  |
| A young person with a parent with a recognized disability |  |  |  |
|  A young person who is on the school meals program |  |  |  |
|  A young person who is recommended by the principal or headteacher of the school outlining the need |  |  |  |
| If you tick any of the boxes next to the statements above and can provide proof of your circumstances, then it is likely that you will be eligible for Education Bursary payments. If none of the above statements apply to you then it is unlikely you will qualify for Education Bursary payments. However, your application will be considered for discretionary funding with priority going to those in secondary education.  |  |
|  |  |  |  |

###  **Section 4: Proving Financial Need**

|  |
| --- |
| In order to assess your application, we may need confirmation that your costs are not already being met elsewhere. Please use this box to tell us if anybody supports you financially e.g. Foster Parents, Social Services, etc. We may need to ask for further information regarding this before we can make an assessment. |
| **Occupation of father:****Occupation of mother:** |  |
| **Combined Household income:** |  |
| **Name of parent/guardian:** |  |
| **Contact Email address:** |  |
| **Contact Tel number:** |  |

### **Section 5: Declaration**

* I certify that the information I have provided on this application form is complete and accurate to the best of my knowledge and understand that if I provide false information my application will not proceed and that the SVG Friendship Foundation (UK) may reclaim any funding already allocated to me.
* I understand that any funding awarded will be subject to satisfactory behaviour, attendance, and completion of work on the course.
* I understand that this application only applies to one academic year and that I will need to reapply if I require financial assistance with study for further years.

Signature:

Date:

**Please note that your application WILL NOT be assessed if you have not completed all the necessary sections and/or if you have not provided any proof of eligibility.**

**Parents should complete and sign the application form on behalf of applicants under the age of 18 years old.**

Office Use Only - Education Bursary Fund 2022/23

**Travel Costs**

**Total award allocated £**

**On course costs**

**Total award allocated £**

**Other**

**Total award allocated £**

***OFFICE USE ONLY:*** Date received:

**Student Name: Person Code:**

**Course:**

**Education Bursary Terms**

**Total award allocated £**

|  |  |
| --- | --- |
| Eligibility Criteria |  |
| Evidence Received |  |