

STUDENT MONEY ADVICE AND RIGHTS TEAM (SMART)

Rec'd:
Completed:
Enrolled:
On excel:

Department for Education ITT PGCE Bursary Application Form

Please do not complete this bursary form if you are an international or a School Direct Salaried Trainee

Section 1 – Personal Details – Students will be notified via UEL Student email account

Student No:	Full Name:
Date of Birth:	Contact number:

PGCE subject

Primary Maths	Sec Maths	English	Music	Art & Design	RE
Chemistry	Geography	Physics	Biology	Business studies	
Languages	Computing	Classics	History	Design & Technology	

Section 2 – Eligibility Criteria

To be eligible for a training bursary, trainees must be eligible for UK student support. Please answer the following residency eligibility questions:

- What is your nationality?
- Are you lawfully resident in the UK / EEA for a minimum of 3 years as of 1st September 2020? Yes No
- International students only, which status do you currently hold in the UK?

Leave to Remain

Indefinite Leave to Remain

Child of a Turkish worker

Refugee

Under Humanitarian Protection Act

Child of a Swiss national

Stateless person

18+ yrs old and lived in UK continuously min 20years (or half your age)

Other – please explain:

Date applied for above current status:

Date received:

What was your previous status by 01/09/2017?

Date previous status ended:

Have you made an in-time application between your previous status and current status?

Qualification and other eligibility criteria

- | | | |
|---|-----|----|
| • Do you hold a min of 2.2 UK Honours degree or equivalent? | Yes | No |
| • Do you have A Level Maths? <u>If yes</u> , what grade do you have? | Yes | No |
| • Have you already attended a PGCE ITT course in previous years? | Yes | No |
| <u>If yes</u> , please confirm the date and institution attended | | |
| • Did you receive an ITT Bursary if you already attended PGCE previously? | Yes | No |
| <u>If yes</u> , how much and how many payments did you receive? | | |
| • Do you already hold Qualified Teacher Status? | Yes | No |
| • Are you eligible to receive QTS from to previous qualification/experience? | Yes | No |
| • Will you be undertaking paid teaching work when receiving the bursary? | Yes | No |
| • Will you be seeking a teaching post in England upon completion of your ITT course and the award of QTS? | Yes | No |
| • Will you be simultaneously undertaking any other ITT course, training scheme or programme leading to QTS? | Yes | No |

Section 3 – Bank Details

If eligible; your bursary will be paid into the bank details on your UEL Direct account. To securely upload:

Step 1: Login to My Record ([UEL direct](#))

Step 2: Click on My Payments

Step 3: Click on 'Bank Details – Add, Amend & View'

Step 4: Follow instructions to submit your bank details

Step 5: Once submitted you will receive an email that you must read and click on the 'Click Confirm' link

Step 6: Confirm the bank details you have submitted are correct

It's the responsibility of the student to ensure that bank details are provided and are correct.

Bursary payments are paid October to July, on/near the 5th working day of the month.
First payments can be delayed in line with eligibility checks and application dates/processes.

Section 4 - Data Protection

The personal data provided in this bursary application form will be used to assess your eligibility for an ITT Bursary. External organisations may be contacted if your eligibility for the bursary requires clarification. Please note that false or misleading information will result in your bursary being withdrawn and any further payments suspended and bursaries that have been paid will be reclaimed.

SMART provides monitoring information to the TRA regarding the allocation of bursaries. We are monitored and audited to ensure that we are following the guidelines laid out as to the allocation of these bursaries. Signing this form indicates your consent to the possible use of your personal information.

Section 5 – Terms and conditions of the bursary

To receive a bursary, trainees must agree to comply with the terms and conditions of the bursary scheme;

- Promptly inform SMART of any information required to determine or re-determine ITT trainee's eligibility including maternity break, failing a DBS or standards assessment.
- Promptly update any changes to address and bank details on UEL direct.
- Promptly inform SMART of your intention to withdraw or defer via ittfunding@uel.ac.uk to stop future bursary payments. Any bursaries overpaid to a trainee will be re-claimed.
- Sign a declaration of understanding to the effect you expect to seek a teaching post in England on successful completion of your course.

Section 6 – Declaration

By signing this declaration, I confirm that:

- I have read and understood the guidance notes for this bursary.
- The information I have provided, including information on previously received bursaries and Teacher Training scholarships, is accurate to the best of my knowledge.
- I accept the bursary terms and conditions, and acknowledge current guidance on bursary entitlements.
- To obtain a bursary on the designated route to achieving QTS, I understand that I will be expected to seek a teaching post in England upon completion of my ITT programme.
- I agree to keep my bank and address details up to date on my UEL Direct account.
- I accept that I will promptly inform SMART of any information required to determine/re-determine my bursary eligibility including maternity break, failing a DBS or standards assessment. I will also promptly inform SMART if I intend to withdraw or intermit from this programme via ittfunding@uel.ac.uk.
- I understand and accept that I will be invoiced for any overpayment of the ITT bursary should my eligibility for the bursary be re-determined, or should I intermit or withdraw from the programme.

Signature

Date

Please email the completed bursary form to ittfunding@uel.ac.uk with a copy of your degree and A level Maths certificate (Primary Maths only) and scholarship award notification (if awarded a scholarship).

Section 7 – Award Details (Office Use Only)

Student Number			Full Name
Qualification			ITT Subject
Eligible for bursary	Yes	No	
Bursary Total			Payment Level
1. £28,000 10 x £2,800 Oct–July			5. £12,000 10 x £1,200 Oct–July
2. £26,000 10 x £2,600 Oct–July			6. £9,000 10 x £900 Oct–July
3. £17,000 10 x £2,200 Oct–July			7. £6,000 10 x £600 Oct–July
4. £15,000 10 x £2,000 Oct–July			
Notes:			

Payments are made on or near the 5th working day of each calendar month, Oct-July.

Section Eight – Invoice Details (Office Use Only)

Last Day of Attendance			Date Notification Received
Overpayment Amount			
Overpayment Details			
Invoice Requested By (signature)			Date.
Name	Service		
Invoice Authorised By (signature)			Date
Name	Service		
Credit Control:			
Input by			Date
Invoice No			