

# STUDENT MONEY ADVICE AND RIGHTS TEAM (SMART)

## Department for Education ITT PGCE Bursary Application Form 2023/24

Please do not complete this bursary form if you are 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 Secondary subject: There is no bursary for PGCE Primary subjects or international trainees except for physics, languages

Mathematics	Physics	Geography	Biology	English	Design & Technology
Chemistry	Computing	Spanish	German	French	Languages other: enter below

### Section 2: Eligibility criteria

To be eligible for a training bursary, trainees must be eligible for UK student support except for physics and languages. 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 since 1<sup>st</sup> September 2020? Yes      No
- Non-UK nationals, please enter date arrived in England:  
Which status do you currently hold in the UK?

<b>EU settled</b>	<b>Leave to Remain</b>	<b>Child of a Turkish national</b>
<b>EU pre-settled</b>	<b>Indefinite Leave to Remain</b>	<b>Child of a Swiss national</b>
<b>Refugee</b>	<b>Under Humanitarian Protection Act</b>	
<b>Stateless person</b>	<b>18+ yrs old and lived in UK lawfully, continuously min 20years (or half your age)</b>	
<b>Other – please explain:</b>		

Date applied for above current status:

Date received:

What was your previous status by 01/09/2020?

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
- Did you already attend a PGCE ITT course in previous years? Yes      No

If yes, please confirm the date and institution attended

- Did you receive an ITT Bursary if you already attended PGCE previously? Yes      No

If yes, confirm how much and how many payments you received

- Do you already hold Qualified Teacher Status from previous study/experience? Yes      No
- Are you eligible to receive QTS from 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 alongside this PGCE programme? 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.**

Bursaries are paid October to July, on the 10<sup>th</sup> of the month, or the closest working day if this falls on weekend. 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. Documents provided with this bursary application will be shared with DfE upon request. 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](mailto: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](mailto: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](mailto:ittfunding@uel.ac.uk) with a copy of your UK degree award (NARIC comparison if international degree) and Scholarship award notification (if awarded a scholarship). All students please email a copy of Passport or Biometric Residence Card for funding eligibility checks