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STUDENT MONEY ADVICE AND RIGHTS TEAM (SMART)



Teaching Regulation Agency (TRA) ITT Bursary Application Form 2019/20

Please do not complete this bursary form if you are
an overseas student or a School Direct Trainee on a Salaried Route

Your ITT Bursary will be subject to authentication of your qualifications.

Please indicate your ITT Programme:

PGCE Schools Direct (non-salaried) Schools Direct (tuition fee)

Please indicate which subject you will be studying:

Primary Maths Secondary Maths Sec English Sec Music
 Sec Physics Sec Chemistry Sec Biology Sec R.E.
 Sec Geography Sec Classics Sec Languages Sec History
 Sec Computing Sec Design & Technology (inc Engineering and food trainees)

Primary Mathematics trainees without at least a B at A Level in Maths and a minimum of 2.2 Honours UK degree will not attract a bursary.

Secondary Mathematics trainees starting an eligible ITT in 2019/20 will be eligible for two additional early-career payments of £5,000 each (£7,500 if teaching in specified areas of England) in their third and fifth year of teaching, if they have taught in a state-funded school in England since completing their ITT course. For more information, please refer to the mathematics early-career payments guidance or the getintoteaching website.

Have you been awarded a Scholarship? Yes £..... No

(If yes, please provide a copy of your scholarship award notification)

Section One – Personal Details

First Name.....Surname.....
Student Number.....Date of birth.....
Address.....
.....
.....Post Code.....
Home Telephone NumberMobile.....
Email...**Your UEL email will be used to contact you**.....
Gender.....Marital Status.....Dependent Children.....

Please note; if awarded, your award will be paid into the bank details provided on your UEL Direct account. It is your responsibility to check that bank details are correctly and timely provided.

Section Two – Eligibility Criteria

To be eligible for a training bursary, trainees must be an eligible student for the provision of 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 2019?.....
- For non-UK and non-EEA citizens, 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 min 20years (or half your age)
 - Other – please explain.....

Date applied for above current status..... Date received.....

What was your previous status by 01/09/2016.....Date previous status ended.....

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

Please provide your Student Finance Customer Reference Number (**CRN**) or Student Support Number (**SSN**):

CRN / SSN

- Do you hold a UK Honours degree or equivalent? Yes No

If **yes**, what is it? _Phd, Masters, BA/BSc 1st, 2.1, 2.2 or other _____

- Do you have A Level Maths? If **yes**, what grade do you have? _____ Yes No

- Have you already attended a PGCE ITT course in previous years? Yes No

If **yes**, please confirm dates & institution _____

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

If **yes**, how much & how many payments did you receive? _____

- Do you already hold Qualified Teacher Status or are you eligible to receive QTS? 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

- Are you simultaneously undertaking any other ITT course, training scheme or programme leading to QTS? Yes No

Section Three – Bank Details

If awarded; your award will be paid into the bank details provided on your UEL Direct account.

To securely upload bank details on UEL Direct:

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 Four - 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 Five – 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 whether or not the ITT trainee is eligible 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 thehub@uel.ac.uk to stop future bursary payments. Any bursaries overpaid to a trainee as a result of late notification to SMART 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 Six – 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 inform SMART if I intend to withdraw or intermit from the programme.
- 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 certificate (Primary Maths only) and scholarship award notification (if awarded).

Alternatively you can post the completed bursary form and documents to:

Student Money Advice & Rights Team (SMART),
University of East London, Docklands Campus,
4 -6 University Way, London, E16 2RD.

Section Seven – Award Details (Office Use Only)

Student Number.....

First Name.....Surname.....

Qualification.....ITT Subject.....

Eligible for bursary Yes No

Bursary Total.....Payment Level.....

1. £28,000 10 x £2,800 Oct–July	6. £12,000 10 x £1,200 Oct–July
2. £26,000 10 x £2,600 Oct–July	7. £9,000 10 x £900 Oct–July
3. £22,000 10 x £2,200 Oct–July	8. £6,000 10 x £600 Oct–July
4. £20,000 10 x £2,000 Oct–July	9. Other payment arrangements
5. £15,000 10 x £1,500 Oct–July

Notes:.....

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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.....

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Invoice Requested By (signature).....Date.....

Name.....Service.....

Invoice Authorised By (signature).....Date.....

Name.....Service.....

Credit Control:

Input by.....Date.....

Invoice No.....