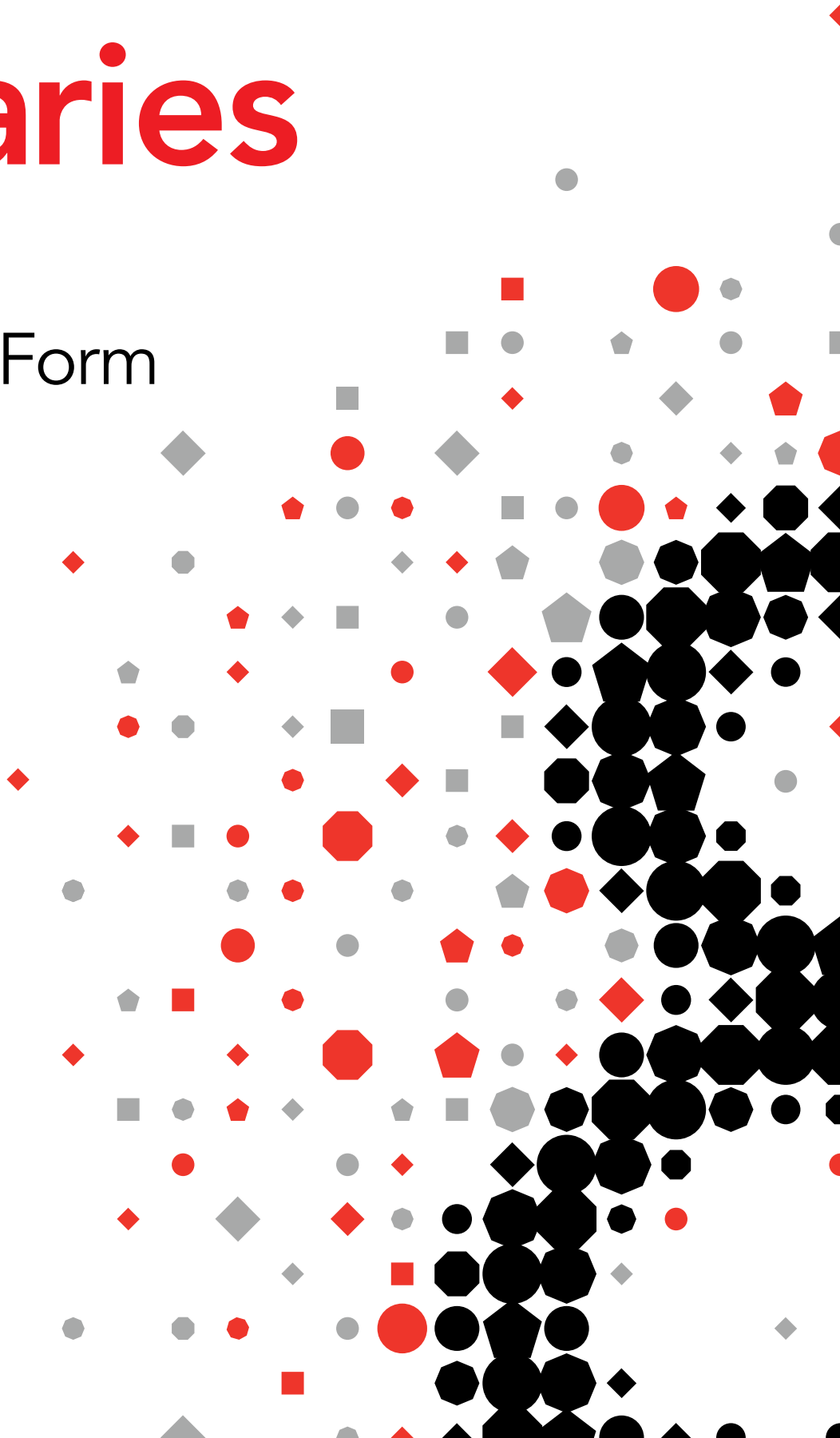
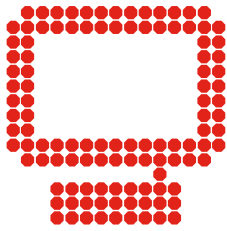


Bursaries

Guide and
Application Form





We operate an online application system.

Once you have read the guidance document
you will need to register online.

Once you register you will be sent a link
to the online application.

If you are a serving prisoner, a paper application
will be accepted. Please use this form as your
main application and send it back to the Freepost
address. No stamp needed.

Once you have
read this form
you are ready to
register online



www.cityandguildsgroup.com

City & Guilds Group is offering a small number of bursaries* each year to people who would like the opportunity to study for a City & Guilds or ILM qualification.

The bursaries can be used for a wide range of purposes** including paying for:




course fees



**books,
materials,
equipment**



**childcare
or travel
expenses**



**living costs
(can be awarded
in exceptional
basis only)**

*The bursary is an educational grant awarded by City & Guilds Group to a learner wanting to study a City & Guilds or ILM course and who is in **genuine financial need**.

If awarded the learner is expected to complete the bursary which the course has been awarded for. As a monetary award the learner is not expected to pay back the amount awarded.

** We do not make any retrospective payments including payments for career development or deferred loans that you may have taken out with a college or bank.



Let's get started

Simply fill in the application form giving us a few details about yourself. There are no right or wrong answers. If you need to, ask a friend or family member for help in completing the form.

■ Criteria

We can only consider applications for a bursary from people who:

- are currently resident in, and wish to study in the UK
- wish to study for a City & Guilds or ILM qualification
- are in genuine financial need that prevents you from completing your qualification

● Timescales

- Applications are generally considered twice a year, in Spring and Autumn
- You will be notified soon after the application window closes that whether you have been chosen to go forward to the next stage (interviews)
- If you miss one cut-off date your application will automatically go into the next selection period

If you require any assistance
don't hesitate to call
0207 294 2564 or
0207 294 2591 or email
bursaries@cityandguilds.com

Every effort has been made to ensure that the information contained in this publication is true and correct at the time of going into press. However, City & Guilds Group's products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time. City & Guilds Group cannot accept liability for loss or damage arising from the use of information in this publication.

Bursaries are granted entirely at the discretion of City & Guilds Group's from limited funds. Decision on the awards of any bursaries are final and there is no right to appeal if you have not been successful

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City & Guilds is a trademark of the City and Guilds Group of London Institute. City & Guilds is a registered charity established to promote education and training.

1 Giltspur Street
London EC1A 9DD
T 0207 294 2591
bursaries@cityandguilds.com
www.cityandguildsgroup.com

If you are a serving prisoner please return the completed form to:

FREEPOST RSGZ AJYE CZTS
City & Guilds Group
Bursaries
1 Giltspur Street
London
EC1A 9DD

You will not need a postage stamp



**We strongly
recommend
that you prepare your
answers in advance
before you complete
the online application.**

Guidance on completing the online application

The application is your main opportunity to tell us about you and your plans.

The application is split over five sections

Section 1: About you

Section 2: Your financial circumstances

Section 3: About your bursary

Section 4: Why you are applying for a City & Guilds Group bursary, and what difference this support will make to your life

Section 5: Statements that best describe you



Section 1

About you

This section is designed to tell us more about your personal situation. Please answer all questions and write your answers clearly.

PLEASE WRITE IN BLOCK CAPITALS IN BLUE OR BLACK INK.

Part 1

Name

Address

Post code

Home phone No.

Mobile no.

Email

Gender

☐

Male


☐

Female

Qualifications you already have

Occupation

Disability / learning difficulties



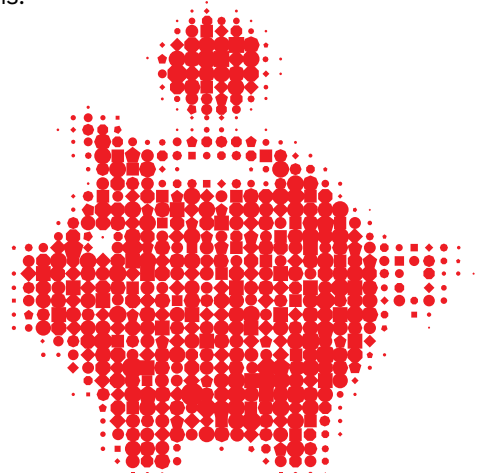
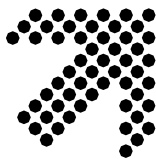
Within the online application form there are questions around your finances.

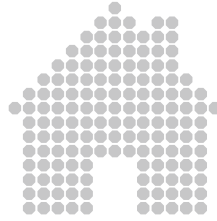
Read the questions in this section and give details of the specific information you are required to supply in the application.

Please make sure that the information you provide is accurate and up-to-date. Where specified you must provide figures as monthly figures.

Where an item does not apply you will need to enter a zero "0" in the box. For each of the financial questions there is space for you to give us more detail, if you wish to do so.

Scroll down to see the questions.





Section 2

Your financial circumstances

In this section we ask you to tell us about your household's income and expenditure.

We also ask you to tell us about any outgoings and savings you or your household have.

If you are in employment/self-employed, please tell us more about **YOUR** income and expenditure.

If you are a unemployed, or not earning income, please tell us more about the **HOUSEHOLD** income and expenditure.

What is your household income?

£

What is your household expenditure?

£

We will ask you to provide evidence supporting these figures at interview

How many people are in your household?

How many are under 16 years of age?

What is your monthly household income?

Wages (incl. from a part time job)

£

Rent from tenants or lodgers

£

Carers allowance

£

Child maintenance

£

Disability living allowance (DLA)

£

Housing Benefit

£

Job seeker allowance (JSA)

£

Partner's wage

£

Pension

£

Child benefit

£

Child tax credit

£

Employment and support allowance (ESA)

£

Income support

£

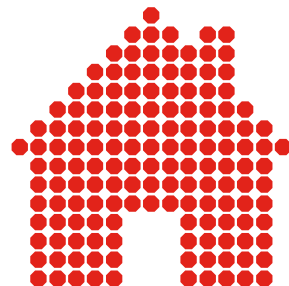
Working tax credit

£



What is your monthly household expenditure? – please state in £

Rent or Mortgage £	Council Tax £
Electricity £	Gas/ Oil £
Water £	TV Licence/ Subscription £
Home phone number and / or mobile £	Internet £
Food and housekeeping £	Clothing and footwear £
Childcare £	Child maintenance payments £
Car insurance/ Running cost £	Contents insurance £
Pet insurance £	Savings £
Pension £	Credit card bills £
Payment to creditors £	Overdraft interest £
Travel £	Spending money £





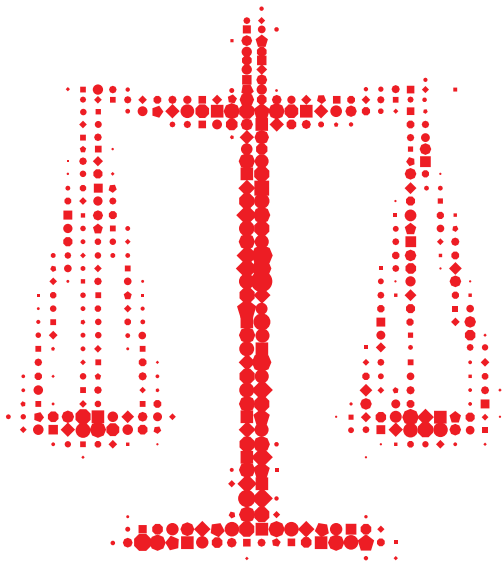
Do you have any debts and / or savings?

Debts

Personal Loans £	Friends and / or family loans £
Catalogues £	Overdrafts £
Rent Arrears £	Other arrears £

Savings

Savings in your bank account(s) £	ISA(s) £
Other investments £	Redundancy pay £



Section 3

About your bursary



In this section please tell us more about the City & Guilds or ILM qualification that a bursary would support.

- You will need to list the correct course name, the name of the centre you are interested in studying and (if known) the course code.
- You will need to provide a full breakdown of the financial support you are requesting.

Do you know the course details? Check on www.cityandguilds.com to find out or speak to our Customer Services team on **0844 543 0000** or email centresupport@cityandguilds.com

Course title (e.g. NVQ in Retail)

Course code (eg. 6820)

Centre name (the nearest centre to you offering the course)

Please note a City & Guilds Group bursary would support costs that arise as a result of you completing your City & Guilds or ILM qualification. This includes:

- **Course and/or Exam Fees** – You will need to get a quote from the centre of course fees. If the latest course costs are not available, we will accept a quote from the last course of this type run by the centre.
- **Tools/Materials/Books** – You will need to gather quotes of specific tools, materials and/or books that you will require.
- **Travel** – You will need to decide the mode of transport that you will be using to travel to and from the centre. You will then need to cost a return journey and then multiply this by the number of journeys you will need to undertake for the duration of the course.
- **Childcare** – You will need to calculate what childcare provision you will need by getting a quote from a registered Childcare Provider. City & Guilds Group ONLY provide support towards registered Childcare.
- **Living Costs** – Please note living costs are rarely supported and only considered in extreme circumstances. For example, lunch costs could be covered on exceptional basis..

Unless you have had to move a significant distance away from your previous home with valid reasons in order to complete your qualification, costs such as rent and bills will not be considered.

How much are you requesting from City & Guilds Group?

Course fees

Travel

Childcare

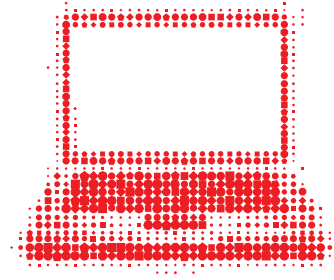
Exam fees / registration fees

Books, materials, tools

Living expenses

Section 4

Further information



In this section we require further information on why you are applying for a City & Guilds Group bursary, and what difference this will make to your life.

1. Explain why you require financial support to do this qualification.

A strong answer to this question would include

- an overview of your life, including specific challenges you face (in getting work for example)
- an overview of your financial position
- what has led you to applying for a City & Guilds Group bursary
- further information on what motivates you to do the qualification you are applying for

2. Other than financially, what other challenges will you find about doing this course?

A strong answer to this question should

- Give us an understanding of the research you have undertaken to prepare for this course
- Demonstrate that you have considered possible challenges that could arise as a result of doing this course and maintaining your existing lifestyle.



3. How will you overcome these difficulties?

A strong answer to this question should

- Demonstrate that you have clearly thought about solutions to the challenges mentioned in your previous answer.

4. If you were able to complete this course, how would this help you towards financial independence?

A strong answer to this question would

- Demonstrate how completing this course will make a difference to your life and to your financial independence.





5. What do you plan to do once you are qualified?

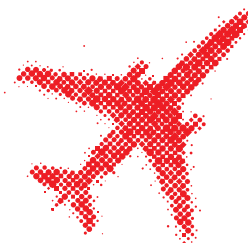
A strong answer to this question will include

- specific plans and next steps that you have already identified to pursue, once you have completed your qualification.

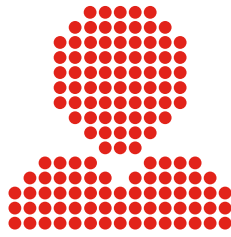
6. How would you be a good Bursary winner representative for the City & Guilds Group Bursary programme?

A strong answer to this question should

- highlight the attributes and characteristics that you think would make you a good role model, as a learner. You may wish to give an example from your experience.

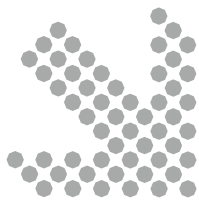


Section 5

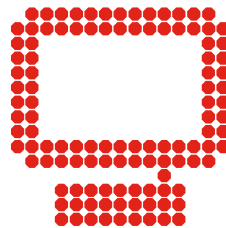


Statements that best describe you

To complete this section, you will be asked to select the statements that best describe you. As there are no right or wrong answers, we would suggest that you do not spend too much time on this. Instead focus on selecting an answer from each line.



**You will find the
section 5 online on
the application form**





Thank you for reading this guidance document. You can now use your answers to complete the online application at **www.cityandguildsgroup.com/bursaries**

Once you have registered, you will be sent the link to the online application.

If you are a serving prisoner, this paper application will be accepted.

Please use this form as your main application and send it back to the Freepost address.

No stamp needed.



City & Guilds Bursary Programme Terms and Conditions

1. Introduction and definitions

- 1.1. The City and Guilds of London Institute, a body incorporated by Royal Charter and registered as a charity in England and Wales (Reg. No.312832) and Scotland (Reg.No.SC039576), whose registered office is at 1 Giltspur Street, London EC1A 9DD ("**City & Guilds**") offers financial support in the form of non-repayable bursaries to learners who meet the eligibility criteria set out below ("**Bursary Programme**").

2. Eligibility

- 2.1. Applicants must be aged 16 or over, reside in the United Kingdom and must not be employed by City & Guilds, or its associated companies, or be a member of an employee's immediate family.
- 2.2. Bursaries will only be offered to applicants undertaking a qualification offered by City & Guilds or The Institute of Leadership and Management.
- 2.3. City & Guilds will disqualify any applicant that it knows, or has reasonable grounds to believe, ineligible for the Bursary Programme on the grounds of misrepresentation, misconduct, fraudulent behaviour and/or has breached any of these terms and conditions and/or any applicable law, and will seek repayment of any monies already paid.

3. Application process

- 3.1. Applications must be submitted no later than 10 am on the closing date stated at www.cityandguilds.com/bursaries. Any late applications may be considered solely at City & Guilds' discretion.
- 3.2. Applications for a bursary may cover: (1) course fees, which City & Guilds will pay directly to the centre stated on an applicant's application form; and/or (2) course related expenses, as set out in the letter of award, which City & Guilds will pay by BACS transfer to the bank account nominated in writing by the applicant upon receipt of a completed claim form and valid receipts.
- 3.3. Bursaries are not transferable and cannot be used retrospectively for any payments that an applicant has already made towards their course.
- 3.4. Following the closing date for applications, City & Guilds will either invite applicants to an interview or inform them that their application has been unsuccessful. Following any interviews, recommendations will be made to the Bursary Board, and following the meeting of the Bursary Board, City & Guilds will inform the interviewees on the outcome of their interview. Meetings of the Bursary Board are held bi-annually.
- 3.5. Awarding of a bursary is discretionary and City & Guilds will select applicants it deems to be the most deserving in its sole discretion. City & Guilds' decision is final and there is no right of appeal.

4. Withdrawal of a bursary

- 4.1. Successful applicants shall immediately notify City & Guilds of any change in their circumstances which may affect their entitlement to receive a bursary, including changes to their course. Failure to do so may result in the immediate withdrawal of a bursary and shall entitle City & Guilds to recover any monies paid. Any notification received under this clause shall be reviewed by the Bursary Board and may result in the bursary being withdrawn.

- 4.2. Subject to clause 4.3.1, in the event the successful applicant does not enrol on the course immediately after the grant of a bursary, the successful applicant shall notify City & Guilds every 3 months thereafter of any change in their enrolment status. Failure to do so may result in the immediate withdrawal of a bursary and shall entitle City & Guilds to recover any monies paid.
- 4.3. City & Guilds shall be entitled, at its discretion, to stop the payment of the bursary or require repayment of some or all of the bursary, if a successful applicant:
- 4.3.1. does not enrol on the course within one year of the date of the grant of the bursary;
 - 4.3.2. before enrolling on the course, fails to provide City & Guilds with a business reference recommending the suitability of the successful applicant from the centre running the course or from an employer or lecturer;
 - 4.3.3. fails to complete the course for which the bursary is granted;
 - 4.3.4. fails to complete and return their quarterly and/or final evaluation form; or
 - 4.3.5. if it becomes apparent that the bursary is not being used for the purposes intended.
- 4.4. City & Guilds shall also be entitled to recover any overpayment of bursary made in error.
- 5. General**
- 5.1. Applicants consent to the use of their personal information by City & Guilds and its associated companies for the purposes of administering the Bursary Programme. City & Guilds shall comply fully with the content and principles of the Data Protection Act 1998 when dealing with such personal information.
- 5.2. City & Guilds may contact successful applicants to participate in case studies for publicity, for an update, and any feedback.
- 5.3. The terms and conditions shall be subject to and construed in accordance with the laws of England and Wales and the parties hereby submit to the exclusive jurisdiction of the English courts.

.....
Signature

.....
Name (in block letters)

.....
Date