

COMHAIRLE NAN EILEAN SIAR

FURTHER EDUCATION BURSARIES 2008-2009

- (1) Before completing this form, please read carefully the accompanying guidelines.
- (2) The application **MUST** be accompanied by an offer of place letter from the College. Do not submit this application until you have an offer of place.
- (3) If there is insufficient space on any part of the form, please continue on a separate sheet.
- (4) Please complete in **BLACK** ink.

FOR OFFICIAL USE ONLY

RECEIVED

ACKNOWLEDGED

STUDENT NO.

CRED REF.

COLLEGE

CATEGORY

A

B

C

COURSE

AWARD

Provisional

Fees Only

Self-supporting

SECTION A - PERSONAL DETAILS

1 SURNAME

FORENAME

2 OTHER NAMES

DATE OF BIRTH

3 ADDRESS

AGE AT START OF COURSE

POST CODE

HOME TELEPHONE NO.

SECTION A - PERSONAL DETAILS cont'd

4 HOW LONG HAVE YOU BEEN RESIDENT IN THE UK?

5 HOW LONG HAVE YOU BEEN RESIDENT IN THE WESTERN ISLES

6 DO YOU HAVE ANY DISABILITY WHICH MAY REQUIRE THAT YOU RECEIVE ADDITIONAL SUPPORT TO UNDERTAKE YOUR COURSE OF STUDY? IF SO PLEASE GIVE DETAILS.

Please see Bursary guidelines.

7 PLEASE STATE YOUR PROPOSED PLACE OF RESIDENCE DURING THE SESSION TO WHICH THIS APPLICATION APPLIES

Please tick the appropriate box

(a) PARENTS HOME	<input type="checkbox"/>
(b) COLLEGE HOSTEL	<input type="checkbox"/>
(c) HALLS OF RESIDENCE	<input type="checkbox"/>
(d) OWN HOME	<input type="checkbox"/>
(e) LODGINGS	<input type="checkbox"/>

8 IF OTHER THAN (a) OR (d) PLEASE GIVE ADDRESS (if known)

METHOD OF PAYMENT

If you are eligible for a Further Education Bursary award and you wish to have your instalments paid directly into your bank account, please give bank details below.

9 BANK NAME

ADDRESS

SORT CODE

ACCOUNT NO.

If you do not wish to have your payments paid directly into your bank account, they will automatically be sent to your home address.

SECTION B - DETAILS OF YOUR EDUCATION

1 **LAST SCHOOL ATTENDED**

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DATE OF LEAVING

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2 **PLEASE GIVE RESULTS AND GRADES OF EXAMINATIONS TAKEN AT SCHOOL**

If you have taken exams, but have not yet received your results, write "awaiting results".

SUBJECT	GRADE	DATE

3 **PLEASE LIST THE EDUCATIONAL ESTABLISHMENTS YOU HAVE ATTENDED SINCE LEAVING SCHOOL**

This should include any college or University

NAME OF ESTABLISHMENT	FROM	TO
1.		
2.		
3.		
4.		
5.		

4 **PLEASE LIST THE TITLE OF THE COURSES STUDIED AND WHETHER THEY WERE FULL OR PART-TIME**

TITLE OF COURSE	FULL/PART-TIME
1.	
2.	
3.	
4.	
5.	

5 **PLEASE GIVE ANY QUALIFICATIONS GAINED AT THE ABOVE ESTABLISHMENT(S)**

1.
2.
3.
4.
5.

6 **PLEASE STATE WHETHER OR NOT YOU COMPLETED THE ABOVE COURSES**

If you did not satisfactorily complete any course, you should give details on a separate sheet

1.
2.
3.
4.
5.

7 **HAVE YOU PREVIOUSLY HAD ANY FINANCIAL SUPPORT FOR FULL-TIME EDUCATION? IF YES, PLEASE INDICATE THE TYPE OF SUPPORT RECEIVED AND ENTER THE DATES AWARD(S) WERE HELD.**

TYPE OF AWARD	Please tick	YEAR(S) HELD	
		FROM	TO
FE Bursary			
Higher School Bursary			
Students Awards Agency for Scotland Grant			
Other (please indicate)			

SECTION C - INFORMATION ON YOUR PROGRAMME OF STUDY

Even if you gave full details last year, you must complete this section in full

1	NAME OF EDUCATIONAL ESTABLISHMENT WHICH YOU PROPOSE TO ATTEND	
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2	ADDRESS OF EDUCATIONAL ESTABLISHMENT	
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3	TITLE OF COURSE	
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4	HOW LONG DOES YOUR COURSE LAST? (IN YEARS)	
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5	WHICH STAGE OF THE COURSE DOES YOUR APPLICATION REFER TO?	
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Please answer 1st, 2nd or 3rd year

6	PLEASE GIVE THE START AND FINISH DATES FOR THE SESSION TO WHICH YOUR APPLICATION APPLIES	FROM	TO

7	ARE YOU BEING SPONSORED FOR THE COURSE YOU WISH TO TAKE	YES	NO

IF YES PLEASE GIVE DETAILS OF YOUR SPONSORSHIP

8	NAME & ADDRESS OF AWARDING BODY	ANNUAL VALUE	DURATION	DATE OF COMMENCEMENT

SECTION D - YOUR PARENTS' PERSONAL DETAILS

(This section need not be completed by married or self-supporting applicants)

1 YOUR PARENT(S) OR GUARDIAN'S FULL NAMES AND ADDRESS AND TELEPHONE NO.

If both parents are living you should give details of both (if known) even if they no longer live together.

If both/either of your parents are not living please indicate

FATHER	MOTHER	GUARDIAN

2 YOUR PARENT(S) OR GUARDIAN'S OCCUPATION

FATHER	MOTHER	GUARDIAN

3 NAME & ADDRESS OF YOUR PARENT(S)/ GUARDIAN'S EMPLOYER

FATHER	MOTHER	GUARDIAN

SECTION E - YOUR SPOUSE'S PERSONAL DETAILS

1 YOUR SPOUSE'S FULL NAME AND ADDRESS

2 YOUR SPOUSE'S OCCUPATION

3 NAME & ADDRESS OF YOUR SPOUSE'S EMPLOYER

SECTION H - THE SELF SUPPORTING STUDENT

A student considered as a self-supporting student has no parental income taken into account in the assessment of their application. If such an application for self-supporting status is accepted by the Education Authority, you would qualify for a "full" Bursary Award, subject to any income on your part while at college.

For further details of eligibility for self-supporting status please read "Comhairle nan Eilean Siar Guidelines for Further Education Bursary Awards 2008/2009."

1	WILL YOU BE SINGLE AND 25 OR OVER AT THE START OF YOUR COURSE?	YES	NO
2	IF YOU ARE OR WILL STILL BE UNDER 25 AT THE START OF YOUR COURSE, DO YOU QUALIFY AS A SELF-SUPPORTING STUDENT?	YES	NO
3	IF YOU HAVE TICKED THE YES BOX ABOVE, PLEASE TICK THE APPROPRIATE REASON.	MARRIED	
		NO PARENTS LIVING	
		SUPPORTED MYSELF FOR 3 YEARS	
4	HAVE YOU BEEN GRANTED SELF-SUPPORTING STUDENT STATUS BY THIS AUTHORITY FOR A PREVIOUS COURSE OF STUDY?	YES	NO

SECTION I - "FEES ONLY" SECTION

Although the award of a Further Education Bursary is dependent on the outcome of a means-tested exercise based on parental, spouse's or applicant's income, the Education Authority may pay your course fees (if appropriate) and certain other fees (eg. registration fees, examination fees, assessment fees etc.) directly to the establishment concerned, irrespective of the level of such income, but subject to your application being accepted by the Education Authority. If you are confident that, based on the level of income, it is unlikely that you will qualify for a Further Education Bursary, you may apply for a "Fees Only Award". If this is the case you should complete all relevant sections of this application form (other than sections relating to income) and proceed to the declaration at the end of the form.

DO YOU WISH TO APPLY FOR A FEES ONLY AWARD	YES	NO

DECLARATION BY APPLICANT

I declare that, to the best of my knowledge and belief, the statements I have made are full and correct in every respect and that no information relating to my circumstances has been withheld. I also declare that, if a Bursary is awarded, I shall keep in regular and punctual attendance for the full length of the course and shall undertake to inform the Education Authority, immediately, of any change in financial or other circumstances, which might affect the value of the Bursary awarded.

Should the amount of the Bursary be revised for any reason, I undertake to refund any amount received by me in excess of the revised amount. I understand that the giving of false information, withholding of relevant information or failure to comply with the conditions of award may lead to the termination of any Bursary awarded and to the recovery of any amounts paid by the Education Authority.

I understand that the processing of my application form may be held up if I have not completed all relevant sections of the form or enclosed all relevant documentation.

SIGNED:
(signature of applicant)

DATE:

DECLARATION BY PARENT/GUARDIAN/SPOUSE

(This declaration need not be completed by the parent/guardian of an applicant who qualifies as a self-supporting student).

I declare that, to the best of my knowledge, all the information, which I have given in conjunction with this application, is full and correct in every respect. I undertake to supply any additional information which may be required by the Education Authority to verify the particulars given and also to inform the Authority immediately of any alteration in these particulars.

I understand that the giving of false information or withholding of relevant information may lead to the termination of any Bursary awarded and to the recovery of any amounts paid by the Education Authority.

I understand that the processing of my application form may be held up if all relevant sections of the form have not been completed and all relevant documentation enclosed.

SIGNED:
(signature of parent/guardian/spouse)

DATE:

Please ensure that ALL relevant sections have been completed and return, with relevant documents, in an envelope marked Confidential to:

Department of Education
Bursaries Section
Comhairle nan Eilean Siar
Sandwick Road
STORNOWAY
Isle of Lewis
HS1 2BW

INFORMATION SUPPLIED ON THIS FORM WILL BE STORED ON COMPUTER AND TREATED CONFIDENTIALLY UNDER THE 1998 DATA PROTECTION ACT.