

## Bursary Application Form for Part Time Students

In line with our charitable objectives, we make means-tested bursaries available to students studying our Professional Qualifications.

Before completing this form you should read our Policy for Awarding Scholarships, Bursaries and Prizes.

Information on available bursaries can also be found at [www.libf.ac.uk/bursaries](http://www.libf.ac.uk/bursaries).

If you are unsure about any aspect of your application please contact us on +44 (0)1227 818609 or email [customerservices@libf.ac.uk](mailto:customerservices@libf.ac.uk).

### YOUR DETAILS

LIBF number (if known) \_\_\_\_\_ Title (Mr/Mrs/Ms etc) \_\_\_\_\_

First name(s) / Given name(s) \_\_\_\_\_

Last name / Family name \_\_\_\_\_

Previous name (Please tell us any previous name you have used that would help us link this registration to any other records we may hold for you)

Date of birth\* (DD/MM/YYYY) \_\_\_\_\_

Gender

Male

Female

\*A date of birth is compulsory to activate your online account.

### CONTACT DETAILS

Email address\* \_\_\_\_\_

Please provide a telephone number we can use to contact you if necessary:

Telephone no. \_\_\_\_\_ Mobile no. (if different from Telephone no.) \_\_\_\_\_

\*Please note that having a valid email address is a compulsory requirement of study.

### EMPLOYMENT (IF APPLICABLE)

Job title \_\_\_\_\_

Employer / business name \_\_\_\_\_

### ADDRESS DETAILS

Business address (if applicable) \_\_\_\_\_

Postcode / Zipcode \_\_\_\_\_ Country \_\_\_\_\_

Home address \_\_\_\_\_

Postcode / Zipcode \_\_\_\_\_ Country \_\_\_\_\_

Please indicate which address you would prefer us to use for postal correspondence: Business  Home

### QUALIFICATIONS

Please confirm the qualification you would like to register below. You are only permitted to register for one qualification when applying for bursary funding, which must be completed before a further application can be submitted. Where a qualification has multiple units i.e. CeMAP, DipFA and DipPP, you may register for all the units at the same time.

\_\_\_\_\_

Full details of the qualifications we offer can be found at [www.libf.ac.uk](http://www.libf.ac.uk)

## EVIDENCE

As part of the application process, you will need to supply proof that you are currently receiving Universal Credit or one of the following benefits:

- Income support
- Housing benefit (including local housing allowance)
- Council tax benefit
- Income-based employment and support allowance
- Income-based jobseeker's allowance

If you are claiming working tax credits, you must also be in receipt of housing benefit or council tax benefit in order to be eligible for a bursary.

If you are receiving Income-based employment and Support Allowance or Income-based Jobseekers Allowance your evidence must be dated within 30 days of your claim being received. For all other benefits, evidence must be dated within three months of being received. Your completed form and evidence should be sent to [customerservices@libf.ac.uk](mailto:customerservices@libf.ac.uk).

## YOUR PERSONAL DATA

We will use and protect your personal data in accordance with current data protection legislation to evaluate your claim. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our **Privacy Notice** ([www.libf.ac.uk/privacy](http://www.libf.ac.uk/privacy)).

## DECLARATION

- I declare that the information contained in this form is true and accurate, consent to the processing and use of personal data as outlined in the **Privacy Notice** and accept our **terms and conditions**.
- I confirm that by completing and submitting this form and associated evidence, I give consent to the processing and secure storing of the evidence provided.
- I confirm that my household income is below £25,000 per annum
- I enclose copies of my proof of benefit(s)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please note that all unsigned forms will be returned and will result in a delay in the processing of your enquiry