

ICMP Short Course Participation Bursary Application Form Guidance Notes 2020/21

Before completing the application form please read these guidance notes.

The 'Fine Tune' scheme offers eligible students a financial contribution towards accessing our non-accredited online short courses. The bursaries on offer this year are as follows:

- A bursary which covers the full course fee.

Who can apply for the scheme?

To be eligible applicants must be facing financial barriers preventing them from applying to our non-accredited short courses. Applicants will be eligible to apply if they meet the criteria for a **'Home (UK) student'** and we particularly welcome applications from applicants, whom meet one or more of the following criteria:

- Care leavers and children-looked after
- Mature (aged over 21)
- Disabled (Physical impairment, Learning difference, Long-term health condition)
- Black, Asian and Minority Ethnicities
- Estranged (aged under 25 and whom have no contact with parents)
- Young Carer (aged under 25 and caring for a sick or disabled person)
- Lower Socio-Economic Background

Qualifying Criteria:

To qualify for the bursary, students must meet at least one of the following financial criteria:

- Gross Income (before tax) below £21,000 (£33,000 with partner). The gross income of all those in your household (e.g. your parents or your partner).

Or receive one of the following qualifying benefits:

- Income Related Employment Support Allowance (ESA)
- Income Based Jobseekers' Allowance (not Contribution based)
- Income Support
- Housing Benefit/ Local Housing Allowance
- Council Tax Benefit
- Universal Credit
- Working Tax Credit
- Subsistence from your Local Authority (Care Leavers Only)

Providing Evidence

Evidence is required to ensure that the applicant meets the necessary eligibility criteria, **relevant evidence must be provided as an application cannot be processed without it**. All evidence provided will be treated in the strictest confidence. You must submit one of the following:

In Care or Care Leaver

- Written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services.

Qualifying Benefit

- A copy of the benefit award notice. They must be entitled to the benefit in their own right.

A household income of less than £21,000 (single); £33,000 (partner)

- Evidence of household income showing who lives in the house and their related incomes. This may be most recent P60, or last 3 months wage slips.

Application Deadline

- Applications must be submitted before starting course.

Decisions:

- Applications will be assessed by a relevant panel and should expect to receive a response before the course start date.

Data Protection and confidentiality

- All information and supporting documentation supplied by the applicant as part of their application will be used for the sole purpose of assessing your application. The original application, including the outcome of the application, will be held and maintained in accordance with the provisions of the General Data Protection Regulation (GDPR).