



**Shetland Islands Council
Further Education Bursary and/or Education Maintenance Allowance (EMA)
Application Form**

Type of Application

Please refer to the type of application sheet for guidance.

1. Personal Details

Title Surname Forename(s)

Address Postcode
 Tel No
 Mobile No
 NI No

Email

Date of Birth Age at start of course

Marital Status SQA No

Who else resides at your home address:

Name	Relationship to you

Are you in receipt of any benefits? Yes No

If yes, which benefit(s)?

Are you a Young Carer? If yes, please provide evidence. Yes No

Have you ever been in Care? If yes, please provide evidence. Yes No

2. Residency Eligibility

How long have you lived in the United Kingdom?

Have you lived at your present address for more than three years? Yes No

If no, please supply details of your previous address(es) including relevant dates.

3. Term Time Address (only complete if different to home address)

Term Time Address

Post Code

Tel No

Please select the type of accommodation: Parental Home Lodgings Own Home

If other, please detail

Who else will reside at this address:

Name	Relationship to you

4. Course Details

College Course Title

Qualification Level Type of Study Full Time Part Time

Immediately prior to starting the course were you: Student School Leaver Skillseeker
Employed Unemployed Other

If other, please detail

Do you have an existing medical condition which may impact on your attendance? Yes No

If yes, please provide details below:

Are there any personal circumstances which may affect your attendance? Yes No

If yes, please provide details below:

Have you applied to any other college for a bursary or EMA this session? Yes No

Have you received funding from any other source? Yes No

Will you receive any trust income or unearned income during your time at college? Yes No

5. Details of your Education and Financial Support

If you have been in full time education at any time since leaving school please detail:

Name of College or University	From	To	Course	Qualifications

Have you previously received any financial support for full-time education? Yes No

If yes, please state the name of the awarding body and the year which you received funding for:

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If you did not complete the course, please state your reasons. Please provide as much details as possible to help us decide if further funding can be approved.

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Have you ever been refused a bursary, student grant/loan in the past? Yes No

If yes, please provide a reason:

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6. Details of Travel Arrangements

If you have applied for a bursary/EMA and place of residence is more than 2 miles from the college, you may be eligible for travel costs during term time. Where they are payable, costs will cover the cheapest form of travel available. Please give details of travel and estimated costs.

Travel From	Travel To	Method of Transport	Daily Cost

7. Details of Your Family

The following table should be completed for the people whose income your award will be based on. If you are under 21 years of age and you are not self-supporting, this should be completed for your parent(s)/guardian(s). If you are married or living with a partner this should be completed for your spouse/partner.

Are you married or living with a partner? Yes No

	Mother/Step-Mother/Fathers live-in Partner/ legal guardian OR Your spouse/partner	Father/Step-Father/Mothers live-in partner/ legal guardian
Full Name		
Address & Postcode		
Tel No		
Relationship to you		
Name of Employer		
Address of Employer		
Job Title		

8. Children in Your Household

To assess how much you are entitled to, we also need details of children who are dependant on and living with either your parent(s)/guardians(s) or you and your spouse. We also need details of any bursary of EMA award they may be receiving. Please submit birth certificates for all children listed.

Name of child and relationship to you	Date of Birth	College/School attending	Award receiving

9. Details of your Dependant

If you have the care, financial or legal responsibility of an adult dependant, a 'Dependant's Allowance' may be included in the assessment of your application. You may only claim for one adult dependant.

If your dependant has a source of income of his/her own this will be taken into account and will be reckoned as the maintenance for the dependant and will thus reduce the value of the Dependant's Allowance.

Please give details of your dependant below:

Name of child and relationship to you	Date of Birth	College/School attending	Award receiving

10. Employment History

Have you been in employment since leaving school? Yes No

If yes, please give details below including all periods of employment/unemployment/participation in government training schemes. Please list the most recent first:

Employer and Place of Employment	Post Held	From	To

11. Details of Income

You must give details of total gross income from all sources for the last financial year. You need to submit documents (such as TCANs or P60s) to support this information. Copies are acceptable.

	Father/Step-Father/ Father's live-in partner/ Guardian	Mother/Step-Mother/ Father's live-in partner/ Guardian	Husband/Wife/Partner
Earnings from Employment			
Pensions Received			
Child support payments received			
Child support payments made			
Bank/Building Society Interest			
Working Tax Credit (not childcare or disability element)			
Other taxable income			
TOTALS			

12. Declarations (Parental/Guardian to be signed if Applicant is under 21 and not self supporting)

I believe that all the information given in this form is correct to the best of my knowledge and belief. I understand that if I give false information or withhold relevant information this bursary/EMA application will be cancelled and, if necessary, action will be taken against me to recover any money already paid. I also understand that the bursary officer has the right to check the validity of this information.

I agree to inform the bursary officer of any changes in my financial circumstances that may affect my award. I agree to repay any overpayments made, whatever the cause. This includes overpayments due to miscalculation, re-evaluation of eligibility, unsatisfactory attendance and engagement on the course or failure to comply with the college's code of conduct.

I undertake to supply any additional information that may be required by the bursary officer to verify the information supplied. I understand that the processing of this application will be delayed if the form is not fully completed and if all relevant documentation is not provided.

I give permission for the Local Authority to release information relating to my household circumstances to the Bursary team for proof of single occupancy and benefits received.

Applicant Signature	<input type="text"/>	Parent/Guardian Signature	<input type="text"/>
Print Name	<input type="text"/>	Print Name	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

If submitting by Email, please type your name in the signature boxes.

If printing the form to submit, please ensure the signatories are complete.