## Application Information

**1. Introduction**

1.1 The Sherwood Psychotherapy Training Institute may provide a bursary in the form of reduced training fees up to a maximum of 10%. The award of a bursary is at the sole discretion of the Senior Management Team and is subject always to the availability of funds and numbers of bursary applications received.

1.2 A bursary is awarded for degree programmes and is for one year only. Further applications are required for any and each subsequent year. Applications from current students must be received by July 15th 2024 prior to entry to the 2nd, 3rd or 4th year of training.

1.3 Students in receipt of the full time SLC Tuition Fee Loan are not eligible for the SPTI bursary.

1.4 The completion of this application should not be taken as confirmation of an award of a bursary.

1.5 Students will normally be informed of the outcome of their application within 21 days of the closing date for applications.

1.6 Access to personal financial information collected during the bursary application process is restricted and is only viewed by those members of the Finance or Senior Management Team involved in the bursary approval process. All personal financial documents are shredded, deleted or returned to the applicant once the bursary has been reviewed.

**2. Relevant Programme**

A bursary is available for the following programmes at The Sherwood Psychotherapy Training Institute:

* BSc (Hons) Counselling & Psychotherapy Years 1-3
* MSc Person-Centred and Experiential Psychotherapy Years 1-4
* MSc Integrative Psychotherapy Years 1-4
* MSs Transactional Analysis Years 1 - 4

**3. Criteria for Applications**

In order to be eligible for a bursary an applicant must satisfy one or more of the following criteria:

**3.1 You are on a low income**.

Only students whose household income is less than £26,000 gross (£21350 net, after tax and National Insurance) will be considered. In this circumstance applicants must provide evidence of their income via the application form (see section 4 below).

**3.2 You have a disability**, including a long-term health condition, mental-health condition or a specific learning difficulty which has a long-term adverse effect on your ability to carry out normal day-to-day activities and which impacts upon you financially. Only costs which cannot be addressed via DSA application or other financial support will be considered for bursary.

**3.3** You are a **current student** **experiencing financial difficulties because of unforeseen and unexpected circumstances** beyond your control which might prevent the completion of the year’s work. In this circumstance you must show in your application how you had made provision for your fees for the WHOLE academic year**. Evidence of income (see section 4) should show income prior to and after your change in circumstances.**

**4. Evidence of Income**

 Only students whose household income is less than £26,000 gross (£21350 net, after tax and National Insurance) will be considered (combined income of all household members). If applying for a bursary based on low income, then additional evidence should be provided with the application. Evidence should be in the form of bank statements, bills, and pay slips but should provide evidence of all household income, savings and outgoings for the last three months. This information will be retained until the application is processed and then destroyed or returned to the applicant. If you do wish this to be returned, you should provide a stamped addressed envelope. Failure to provide supporting documents may result in your application being rejected.

**5. Evidence of Disability**

If you are physically disabled, blind, partially sighted, deaf, hard of hearing or have a long-term health condition or mental-health condition, you will need to provide medical evidence of this, such as a letter from your doctor or specialist.

If you have specific learning difficulties such as dyslexia or dyspraxia you will need to provide a full diagnostic assessment, carried out after you turned sixteen.

**6. Dependents**

Where applicants have dependents, an allowance of £2000 per dependent will be deducted from the declared household income. Where dependents attract allowances e.g. child benefit or carers allowance, this income and evidence should be included in the application form

**7. Application Process**

All applicants should complete the application in full including name, course details, eligibility criteria, income statements, number of dependents and evidence of disability.

Applicants should provide evidence of income and disability (see points 4 and 5 above).

All applications will be assessed after the closing date July 15th 2024 and where possible within 14 days. They will be considered based upon relative merits, number of applications, evidence provided and bursary fund available in the financial year.

Applicants will be advised in writing of the outcome of their application and once decisions have been made financial evidence documents will be returned via SAE or destroyed.

Application forms will be retained with students records in accordance with the SPTI Information Management Policy.

In any case where fraudulent or misleading statements or evidence are found to have been provided the bursary award will be withdrawn and full fees for the year will be applied.

**8.** **Your personal information**

We respect your privacy and are committed to protecting your personal data. Our Privacy Notice is available on our website [www.spti.net/privacynotice](https://www.spti.net/privacynotice/). Our Privacy Notice informs you how we look after your personal data when you ask us to send you information, when you apply to join us, when you use our website, while you are a current student and after you leave us and become one of our graduate members. Our Privacy Notice also tells you about your privacy rights and how the law protects you.

**Please make sure you take the time to read and understand our Privacy Notice.**

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| **Please return one copy of this form in an envelope marked “private and confidential for attention of Will Graham” to:****Will Graham, The Sherwood Psychotherapy Training Institute,** **2 Castle Quay, Castle Boulevard Nottingham NG7 1FW** |

**Application for a Student Bursary & Confidential Financial Statement**

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| NAME OF APPLICANT:  |
| NAME OF TRAINING PROGRAMME:  |
| or which year of the programme are you applying for a bursary? Yr1 Yr 2 Yr 3 Yr 4  |
| ADDRESS: | Tel. No: |
| Email: |
| Date of Birth: |

**SECTION 1: Category of Application**

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| Which of the following criteria do you satisfy? (tick one or more boxes)⬜ 1. On low income⬜ 2. Disability⬜ 3. Unexpected financial difficultiesPlease supply a brief outline: |

**SECTION 2: Monthly Income:**

|  |  |
| --- | --- |
| **SELF** | **PARTNER** |
| Details of employment or type of business if self-employed: | Details of employment or type of business if self-employed: |
| Employed/ self-employed (delete as necessary) | Employed/ self-employed (delete as necessary) |
| Net income per month after tax and national insurance.  | £ | Net income per month after tax and national insurance | £ |
| **Details of other Income** | **Details of other Income** |
| Income Support | £ | Income Support | £ |
| Jobseekers Allowance | £ | Unemployment benefit | £ |
| Child Tax Credit | £ | Child Tax Credit | £ |
| Working Tax Credit | £ | Working Tax Credit | £ |
| Housing/Council Tax Benefit | £ | Housing/Council Tax Benefit | £ |
| Child Benefit | £ | Child Benefit | £ |
| Carers Allowance | £ | Carers Allowance | £ |
| Other benefits/payments e.g. PIP, Universal Credit | £ | Other benefits/paymentse.g. PIP, Universal Credit | £ |
| Maintenance (Child/Spousal) | £ | Maintenance (Child/Spousal) | £ |
| Pension | £ | Pension | £ |
| Dividends | £ | Dividends | £ |
| Interest | £ | Interest | £ |
| Other Income | £ | Other Income | £ |
| Seasonal Income | £ | Seasonal Income | £ |
| **TOTAL MONTHLY NET INCOME** | **£** | **TOTAL MONTHLY NET INCOME** | **£** |
| Do you have savings in excess of £5,000?YES/ NO (please delete as appropriate)If so, how much? £ Please supply evidence.  | Does your partner have savings in excess of £5,000? YES/ NO (please delete as appropriate)If so, how much? £Please supply evidence.  |
| Are you in receipt of /applied for maintenance or tuition fee loan from Student Finance England?YES/ NO (please delete as appropriate) |  |

**PLEASE PROVIDE EVIDENCE OF HOUSEHOLD INCOME, SAVINGS AND OUTGOINGS**

**(see note 4)**

**SECTION 3: Monthly Outgoings**

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| --- | --- |
| **Item** | **Amount** |
| Rent/Mortgage | £ |
| Gas | £ |
| Electricity | £ |
| Water Rates | £ |
| Telephone | £ |
| Council Tax | £ |
| Insurance | £ |
| Travel | £ |
| Loan Repayments | £ |
| Food & Clothing | £ |
| Childcare | £ |
| Other (Please specify) | £ |
| **TOTAL MONTHLY OUTGOINGS** **PLEASE PROVIDE EVIDENCE (see note 4)** | £ |

**SECTION 4: Dependents**

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| Please indicate number of dependents or children under 18 years |

**Section 5**: **Disabled students**

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| Please give full details and provide evidence of your disability or specific learning difficulty. -Has your disability been assessed?-On what date was your disability last assessed? (Please give evidence)-Do you receive Disabled Students Allowance? Yes/No (please give evidence) -What extra costs would you have in relation to your training, as a direct result of your disability or specific learning difficulty which cannot be covered by DSA application? |

**SECTION 6**: **Additional Information**

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| Please include here any additional information that you would like to have considered as part of the application. |

I/We hereby attest that the above information is complete and accurate to the best of my/our knowledge and am/are aware that provision of false information may render me/us liable for payment of full fees. I confirm that I have read and understood the privacy notice.

Print…………………………………………………………………………….

Signed: Date:

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| For office use only | Bursary |
| Date received: | Date acknowledged: |
| Approved: |  |  | Unsuccessful: |
| Documents returned: |  |