



**NCTL Pre-ITT Subject Knowledge Enhancement bursary and course funding 2016-17
Guidance (courses starting Jan 26th 2017 onwards)**

The course and bursary funding for each student will be confirmed with the NCTL once students have registered on an eligible course. Once the NCTL have confirmed the student is eligible for funding we will release any bursary payment to the students as appropriate.

Participants registered on a Pre-ITT Subject Knowledge Enhancement course may be offered a tax-free bursary at the rates as outlined in the table below, provided that all eligibility criteria is met. Eligible students will receive confirmation of their eligibility from CCCU.

Maximum bursary levels available:

Number of weeks of study	Amount of bursary available
8	£1600*
12	£2400*
16	£3200*
20	£4000*

*Should your SKE end date and ITT start date overlap then your bursary entitlement will be reduced accordingly at a rate of £200 per week, for the periods of overlap. Students are only entitled to be receiving financial support for the purposes of ITT or SKE at a time. You will be asked on your eligibility declaration form to state the exact start date of the ITT programme you are anticipating starting and your bursary entitlement will be calculated on this basis. We are unable to make any changes to this figure once it has been set if you do not start your ITT programme or if you have provided an inaccurate start date. Students who do not provide an exact start date will be recorded as starting their ITT programme on September 1st 2017 with their bursary entitlement calculated on this basis.

Bursaries are paid on the 5th working day of each month provided participants are fully registered on the course, have provided all required evidence and forms as per the schedule included at the end of this guidance.

Payments are conditional on engagement with the course which is monitored by software records of access to study materials and live tutorials.

Students who have not graduated from their degree at the point of starting or completing the SKE course will not receive any bursary payments until proof of degree completion and the final grade has been provided. Once this evidence has been provided a payment will be processed for any outstanding funds due.

You must declare any other Pre-ITT SKE courses that you have started or completed previously or any other Pre-ITT SKE courses that you apply for or start whilst studying on or applying for the course.

To be eligible for an SKE bursary and SKE course funding participants must:

- Be taking a NCTL-funded Pre-ITT SKE course and have been notified by the provider that they are eligible for a bursary
- have accepted a conditional offer of a place on a Postgraduate ITT programme in the same subject area as the SKE subject area of study
- Not be undertaking or apply for any other Pre-ITT SKE courses with any other providers during the same academic year
- be a Home or EU student and not classed as an overseas fee paying PGCE, School Direct or SCITT student
- should not be employed as a teacher, already hold Qualified Teacher Status or be eligible to be awarded QTS
- hold a minimum honours degree classification of 2:2 or equivalent except for Physics and Maths. Students who are studying on a Maths or Physics SKE with a 3rd class relevant degree and a B at A Level in the subject they are studying may be entitled to a bursary. Students with overseas qualifications will be required to provide a NARIC statement and transcripts clearly showing that their qualification is equivalent to a Bachelor Degree with Honours at a 2:2 or above or a 3rd in a relevant degree with a B at A level in Maths, further Maths or Physics as appropriate. For a list of relevant degrees please visit https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/427636/training-bursary-guide-2014-to-2015.pdf

To receive the bursary you must do the following:

- **Complete and sign an Eligibility Declaration**
- **Complete and return a BACs form**
- **Complete registration including providing evidence of your entry qualifications**

The BACs form and the Eligibility Declaration should be submitted to the **PGCE Admin, School of Teacher Education and Development, Faculty of Education, Canterbury Christ Church University, Canterbury, CT1 1QU**, or to pgce.education@canterbury.ac.uk in advance or at the time of your registration. Any forms received after the start of the course will result in a delay in payment.

Please note payments can **ONLY** be made to UK bank or building society accounts.

If your bank/building society account details change at any time, PLEASE NOTIFY US IMMEDIATELY in writing. At least 10 working days are required to ensure bank/building society details are amended before the next due payment date.

Note: Students who withdraw from the course will be asked to repay any bursary received after the date of withdrawal. We reserve the right to suspend bursary payments if we are not satisfied with any participant's engagement with the course.

Payment dates (provided that all evidence and forms have been provided):

Start date	Course length	First bursary payment	No of instalments	Amount due per instalment
11 th February	8 weeks	5 th working day of April	1	£1600
11 th February	12 weeks	5 th working day of April	2	£1200
11 th February	16 weeks	5 th working day of April	3	2 x £1100 and 1 x £1000
11 th February	20 weeks	5 th working day of April	4	£1000
11 th March	8 weeks	5 th working day of May	1	£1600
11 th March	12 weeks	5 th working day of May	2	£1200
11 th March	16 weeks	5 th working day of May	3	2 x £1100 and 1 x £1000
11 th March	20 weeks	5 th working day of May	4	£1000
8 th April	8 weeks	5 th working day of June	1	£1600
8 th April	12 weeks	5 th working day of June	2	£1200
8 th April	16 weeks	5 th working day of June	3	2 x £1100 and 1 x £1000
8 th April	20 weeks	5 th working day of June	4	£1000
6 th May	8 weeks	5 th working day of July	1	£1600
6 th May	12 weeks	5 th working day of July	2	£1200
6 th May	16 weeks	5 th working day of July	3	2 x £1100 and 1 x £1000
3 rd June	8 weeks	5 th working day of Aug	1	£1600
3 rd June	12 weeks	5 th working day of Aug	2	£1200
1 st July	8 weeks	5 th working day of Sept	1	£1600