

Department for Education (DfE) Pre-ITT Subject Knowledge Enhancement bursary and course funding 2018-19 Guidance

The course and bursary funding for each student will be confirmed with the DfE once students have registered on an eligible course. Once the DfE 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	Maximum amount of bursary available
8	£1,600
12	£2,400
16	£3,200
20	£4,000

*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 2019 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 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. Should you apply for another SKE course prior to starting or during your studies you may be required to repay bursary funds paid to you.

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

- Be taking a DfE- 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 an DfE funded Postgraduate ITT programme in the same subject area as the SKE subject area of study starting their ITT programme in 2018/19 or 2019/20
 - Not be undertaking or apply for any other Pre-ITT SKE courses with any other providers during the same academic year (except for MFL students, where students are able to access funding for a maximum of two SKE courses in two different languages)
 - 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. Students who are studying with a 3rd class relevant degree are eligible for course funding but not 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.
- **To receive the bursary you must do the following:**
 - 1. Complete and sign an Eligibility Declaration**
 - 2. Complete and return a BACs form**
 - 3. Complete registration including providing evidence of your entry qualifications, ID and conditional ITT offer**

If you have not already provided these as part of your application, the BACs form and the Eligibility Declaration should be submitted to **Education Bursary Admin, School of Teacher Education and Development, Faculty of Education, Canterbury Christ Church University, Canterbury, CT1 1QU**, or to education.bursaries@acanterbury.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: If you withdraw from the SKE course, you will be eligible to receive the bursary for the portion of the SKE programme you have completed at a rate of £200 per week. E.g. if you complete 1 week of a course before withdrawing, you are still entitled to receive £200.

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
19 th January	8 weeks	5 th working day of March	1	£1600
19 th January	12 weeks	5 th working day of March	2	£1200
19 th January	16 weeks	5 th working day of March	3	2 x £1100 and 1 x £1000
19 th January	20 Weeks	5 th working day of March	4	£1000
16 th February	8 weeks	5 th working day of April	1	£1600
16 th February	12 weeks	5 th working day of April	2	£1200
16 th February	16 weeks	5 th working day of April	3	2 x £1100 and 1 x £1000
16 th February	20 weeks	5 th working day of April	4	£1000
16 th March	8 weeks	5 th working day of May	1	£1600
16 th March	12 weeks	5 th working day of May	2	£1200
16 th March	16 weeks	5 th working day of May	3	2 x £1100 and 1 x £1000
16 th March	20 weeks	5 th working day of May	4	£1000
6 th April	8 weeks	5 th working day of May	1	£1600
6 th April	12 weeks	5 th working day of May	2	£1200
6 th April	16 weeks	5 th working day of May	3	2 x £1100 and 1 x £1000
6 th April	20 Weeks	5 th working day of May	4	£1000
04 th May	8 weeks	5 th working day of June	1	£1600
04 th May	12 weeks	5 th working day of June	2	£1200
04 th May	16 Weeks	5 th working day of June	3	2 x £1100 and 1 x £1000
1 st June	8 weeks	5 th working day of July	1	£1600
1 st June	12 weeks	5 th working day of July	2	£1200
29 th June	8 weeks	5 th working day of August	1	£1600