



Student Bursary Application form

(to be completed by the individual applicant and confirmed by the Centre)

You can email your completed form and CV to: **CIPDTrustTeam@cipd.co.uk**

Please read these notes before completing the form

By applying for a Student Bursary you're accepting the CIPD Centre Responsibilities outlined in the guidance note at the back of this form. This application form is for non-members studying the CIPD Foundation Certificate in People Practice. For the full Terms and Conditions of the CIPD Student Bursary scheme please refer to the guidance notes.

To help us process your Student Bursary application promptly, please write clearly and use block capitals throughout, following any instructions carefully. If your form is not completed correctly, this may delay your application.

Section 1 – Student’s CIPD qualification details

Student nameEmail.....

Post CodeCountry of Residence.....

Name of centre

Programme title

Programme start date Programme finish date

Programme cost £

Name of programme manager/tutor

Student’s Unique Learner Number (ULN) (if applicable)

I confirm the above student has not started a CIPD qualification and will be able to enrol on the above course.



Section 2 – Your individual situation

(Use this section of the application form to give us more details about your current situation and why you are applying for a CIPD Trust bursary).

What is your current employment status

Employed

Not employed

If employed, current salary:

Tell us why you need this bursary support and how it will help you

Briefly explain why you have chosen this qualification to study and what you want to achieve on completion of your course?

Other than financial, are there any other hurdles you may face whilst studying?

How did you hear about the CIPD Trust Bursary programme?

CIPD Centre

CIPD member

Word of mouth

Social media

Other (please specify):

Section 3 – Bursary payment (to be completed by the Centre providing the qualification)

Please enter the Centre's bank account details, payment can not be made directly to students.

Bank or Building Society name

Centre Bank Account Name

.....

Amount requested

I confirm the student and Centre have discussed an agreed payment plan for any remaining balance

Branch Sort Code

Bank/building society account number

Section 4 – Declarations

On behalf of the Centre:

I understand that (a) the information submitted in connection with this application may be verified by CIPD and that any error or omission in the documentation provided may lead to the bursary application being delayed or rejected; and (b) the Centre is responsible for informing the student of the outcome of this application and keeping CIPD informed of any changes in the student's circumstances.

I confirm that:

- the student meets CIPD's eligibility criteria
- any bursary awarded will be used by the Centre as part payment towards the student's course fees
- the information supplied in this application is true and accurate.

Name

Job Title

Signature Date:

I understand that by submitting this Student Bursary Application Form I confirm that the Centre has discharged its responsibilities as set out in the Student Bursary Guidance Note.

Fraudulent claims will be treated as an extremely serious offence.

Student declaration:

I confirm the information I have submitted is true and accurate. I understand that any errors or omissions may lead to the bursary application being delayed or rejected and in the event of false information submitted, that I am liable to reimburse CIPD the whole or part of the bursary awarded immediately upon demand.

The CIPD Trust team would like to be in touch with relevant events and resources.

Please tick here to opt in to receive these notifications

Student Name.....

Signature Date

Section 5 – Guidance Note for CIPD Centres

Student Bursaries

CIPD Trust bursaries are granted on a discretionary basis and are available to students who meet the eligibility criteria set out below. Once the annual allocation is awarded, the scheme will be closed until the following year.

Eligibility criteria – any person:

- aged 18 and over wishing to study the CIPD Foundation Certificate in People Practice; (individuals wishing to apply for another level of CIPD qualification will be considered on a case-by-case basis);
- who has not started their course yet
- who is in genuine financial need and unable to commence learning without the bursary funding.
- we welcome all applications including those from under-represented groups and those most in financial need.

Application process

• Complete the form and sign the declaration with your proposed centre. The centre will then email it along with your CV to CIPDTrustTeam@cipd.co.uk

- Once the eligibility criteria is confirmed you'll be invited to a short chat with two CIPD members on Teams or Zoom to discuss your plans and answer any questions you may have about the bursary funding. Please feel free to invite your Centre contact or someone else to attend with you, if you're more comfortable and let us know if you have any accessibility needs which we can help with.
- We aim to inform you of our decision within 14 days. If successful, a payment will be made to the proposed Centre for your chosen course and you will receive a CIPD membership application to complete and apply for your free membership.

Bursary holder benefits

- A financial contribution towards the cost of their CIPD qualification (the amount will vary depending on the application but is not expected to exceed £1250-£1800).
- Free CIPD Student membership from the date the Student Bursary is awarded until the end of that membership year (1) ; and
- All bursary holders who pass their CIPD qualification will also receive free CIPD Foundation membership for one year (2).

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¹ A membership year runs from July to June. If a student is awarded a Bursary between 1 April and 30 June the Student membership will run until the end of the following membership year. For example, if awarded in May 2023 the student will receive Student membership until June 2024. If the Bursary is awarded between 1 July and 31 March, the Student membership will end in June of the same membership year.

² Available only for the first membership year following successful completion of qualification.

CIPD Centre Responsibilities

All Centres shall adhere to the following process:

1. Centres shall verify that the student meets the eligibility criteria.
2. Where the student meets the eligibility criteria, the Centre shall submit to CIPD³ for review, a completed 'Student Bursary Application Form' confirming that the student has met the eligibility criteria, the evidence in support of their application has been verified and set out the amount sought for the Bursary, along with payment details.
3. Centres shall inform the bursary applicant of the outcome immediately following notification from CIPD.
4. Centres must allocate the awarded bursary towards payment of the applicant's course fees.
5. Where a Bursary is awarded, Centres must ensure that the respective student submits an application for CIPD membership within one month of a bursary award.⁴
6. Centres shall immediately inform CIPD of a change in the student's circumstances as follows:
 - a. Where a student in receipt of a Bursary, withdraws from the programme during the first 12 months.

Withdrawal from a programme shall result in the student's CIPD membership being revoked with immediate effect. The Centre must inform the student that this will be an outcome of their withdrawal from the programme.
 - b. Where a student in receipt of a Bursary, defers to the same programme which commences on a later date.

The CIPD may in its absolute discretion decide to withdraw the Bursary benefits in respect of the deferred programme. The Centre shall inform the student of CIPD's decision accordingly.

Data Protection

The CIPD takes your privacy seriously and will keep your personal information private and secure. We'll use your data to process the bursary application. For more information, please view our privacy policy by visiting cipd.co.uk/privacy-policy

³ Return to the email address or postal address as detailed on the Student Bursary Form.

⁴ Return to the email address or postal address as detailed on the Membership Application Form. It is advisable for the Centre to check this form is completed correctly before it is sent to CIPD, as this will help to avoid delays to the process. CIPD will notify the student directly once their membership application has been processed, including providing their membership number and details of any benefits they are entitled to under the membership.

CIPD

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