**LINCOLN COLLEGE HIGHER EDUCATION**

**CAREER DEGREE BURSARY REQUEST FORM**

Please complete this form in full and submit to your course tutor, allowing sufficient time for the BACS payment to be made.

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| **Name** |  |
| **Programme** |  |
| **Tutor** |  |

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| **Spend category (delete as appropriate)** | * Qualification * Professional accreditation / membership * CPD event * Vocational placement * Equipment / resources\* |
| **Further details (events)** | |
| If you are hoping to attend an event or course please provide details of:   * The course title and event organiser * Venue * Dates and times * Cost | |
| **Further details (purchases)** | |
| Please provide details of:   * The specific item(s) – including reference or item codes * Where they are being purchased from * Cost | |

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| **Justification** |
| Please provide a justification for this request stating how this will benefit your career prospects and enhance your employability. |

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| **Bank details** |
| Account holder name:  Sort code: - - / - - / - -  Account number: - - - - - - - -  **HAVE YOU ENTERED YOUR BANK DETAILS CORRECTLY -PLEASE DOULBE CHECK – ACCOUNT NUMBER SHOUD BE 8 DIGIT AND SORT CODE 6 DIGIT** |

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| **Tutor decision** |
| Accept  Reject  Tutor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Grounds for refusal (where appropriate): |

*\* Note: This is not the primary purpose of career degree bursary funds, therefore you will not be permitted to allocate more than 1/3 of your total bursary funding on equipment and resources over the duration of your main programme (eg. £500 in total for full time students on 3 year programme).*