**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).*