

EET Bursary

Guidance for Young People

The Centrepoint EET Bursary is open to Centrepoint young people to apply for funds to help you with your education, employment and training goals.

What can I apply for?

You can apply for any cost that will have a short-term, positive effect on your education, employment and training goals. The list below gives examples of costs that you can apply for but it is not all-inclusive. If you want to apply for something that isn't here, check with the Senior Bursary Coordinator to see if it is eligible.

- Education / training course fees;
- Books and stationery for an education / training course;
- Clothing that is necessary to access education, employment and training;
- Computer equipment (for university students or young people on a specialist course where a laptop is required);
- Equipment required for a course; and
- Travel to college, university or work (usually awarded in three-month increments except in the case of work where a maximum of one month is awarded).
- Childcare

Am I eligible to apply?

The Centrepoint Bursary CANNOT support applications from young people who:

- Have young person arrears of more than £500 (except in some special cases); or
- Are applying for costs related to asylum and visa applications.

The EET Bursary requires a guideline attendance of 70% on your course when applying (except in some special cases. For example you haven't been able to attend due to a recent change in your housing circumstances);

If you are a 'looked after' young person by Social Services, the EET Bursary can still support you, but we will want to make sure we are not duplicating what Social Services can provide.

How much can I apply for?

There is no minimum or maximum. However, you will need to provide proof of costs. If you make a request for over £300 or for computer equipment, you will need to attend a short, informal interview with the bursary panel.

How many times can I apply?

There is no limit to how many times you can apply to the Centrepoint Bursary. However please note, when you submit an application, the Bursary Panel will look at previous bursary awards you may have received. This is why it is important to send your keyworker/the Senior Bursary Officer all requested information, such as receipts progress letters.

How do I complete an application?

Your keyworker will support you in making an application. Below is a list of information/documents that must be included when you submit your application:

1. **Bursary application form**
2. **Rent statement** showing young person arrears are £500 or lower (your keyworker can help you with this)
3. **Action Plan** (your keyworker can help you with this)
4. **Proof of cost** of the items
5. **Attendance record** showing attendance of at least 70%, if applicable
6. **Supporting documents**, which if you are in education may include a learning agreement, letter of acceptance to a course, recent exam results, or record of qualifications. If you are working, this may include a pay stub or job offer
7. **Equipment/uniform lists** (if applicable).

How will my application be assessed?

Before filling in the Application Form, think carefully about what you are applying for and why. If you do not give enough information or your application isn't clear, the Bursary Panel will not be able to make a decision. **All applications need details of the items requested, including accurate costs so make sure you research thoroughly!**

Your application will be assessed by the Bursary Panel, using the following criteria:

- The commitment that you show towards education, employment and training;
- The link between the request and your education, employment and training goals;
- How well you engage with Centrepoint. Staff have the discretion to withhold your application based on non-engagement, incidents etc.

How will I receive my bursary award?

If your application is successful, the Senior Bursary Coordinator will notify your keyworker or supported housing worker and you will receive an Award Acceptance Agreement, which will give all the details of your award, including how and when you will receive your award.

In all cases, awards are made either by cheque or the Senior Bursary Coordinator purchases the item directly. Cash is never given out and in the case of a cheque, it is rarely made out to you directly.

What are the deadlines?

The deadline for application submissions is on the **first Friday of every month**. The Bursary Panel is held on the second Friday of every month. You can expect to hear the outcome of your application at the beginning of the week after the panel.

For further information please contact your keyworker, or contact the Senior Bursary Officer: bursary@centrepoin.org

An application to the EET Bursary can take up to **six weeks** to be assessed so please ensure you give yourself enough time. There is no guarantee that the Bursary Panel will be able to make you an award so please think carefully about making commitments before you know if you have been successful.

You should **never** borrow money from friends, family or organisations on the assumption that you will receive an EET Bursary.