

UNISON Educational Grants 2018

Learning Grant

Because we want to help you to get ahead and develop your career, UNISON offers a learning grant to our members.

These grants of up to £200 are intended to help members studying up to and including at under-graduate level at their own expense on the following types of courses:

1. Trade Union and Labour Studies where an applicant has not received a bursary (NB different application form)
2. Non-vocational education up to and including under-graduate level
3. Vocational education relevant to public service work up to and including under-graduate level.

"My job was coming to an end so I decided to turn this into a positive step - I applied for an access course so I could begin a Social Work degree. This was a big commitment in terms of time and money and, as a single Mum, I really welcomed the learning grant support I received from UNISON. It was all worth it as I've now been accepted to start university and I'm looking forward to a new career."

Lauren, East Midlands

See over for grant application details.

Learning Grant

Read the grant criteria below and complete the attached application form.

When your branch secretary or branch education co-ordinator has signed your application, send it to the address below.

**Bursaries Administrator,
UNISON Learning & Organising Services,
130 Euston Road,
London NW1 2AY**

Tel: 020 7121 5116

email:

LearningAndOrganising@unison.co.uk

Grant Criteria

- Grants are offered on a first-come, first-served basis until funding is spent. Funding becomes available at two points in the year: 1st January and 1st September.
- They can be used for study on any general development course or any career-related course relevant to working in public services, including public services delivered by private contractors.

Support is not available however for qualifications linked to licence to practice or more generally intended to meet an employer's statutory and/or legal responsibilities (e.g. health and safety).

- A copy of your course registration and proof that you are paying the full cost of the course fees yourself will be required before any grant can be paid, though in certain circumstances we may look at offering a grant even if you are receiving money from elsewhere. **Enclosing a copy of these documents with your application, and completing the attached form for payment to members by BACS, will help us to process your application more swiftly.**
- You must be a member of UNISON for at least 4 weeks prior to applying for a grant, have no arrears of subscriptions, and continue to pay membership subscriptions during the time you are supported by a grant.
- Each member can only receive one UNISON learning grant in each calendar year, up to a maximum of four grants.
- Grants are made at the discretion of the NEC Development & Organising Committee.
- The course you wish to study must start in 2018.

How do I apply?

- 1) Complete and sign the application form and the BACS form.
- 2) Copy your course registration and proof that you are paying the full course fee cost yourself (receipt / student finance agreement).
- 3) Give the application form to your branch* and ask them to complete section 2 (payments may be delayed if this section is blank when received by the Bursaries administrator as the forms have to be sent back to the branch).
- 4) Ask the branch to send the application form back to the address on the form (it can also be scanned & emailed).
- 5) Return your completed BACS form and the proof of registration and payment direct to the Bursaries administrator.

* If you are unsure of your branch please contact Unison Direct on 0800 0847 847

Forms must reach us by **16th November 2018**.

Please note that we cannot process the application until we have received the signed application form (both sections 1 & 2), your proof of payment and your BACS form.

Return the form to:

**Bursaries Administrator
UNISON Learning & Organising Services,
130 Euston Road
London NW1 2AY**

Tel: 020 7121 5116

email: LearningAndOrganising@unison.co.uk

Learning Grant – Application Form 2018

SECTION ONE – Applicant to complete

YOUR DETAILS

Name (please print):

UNISON Membership No.....

E-mail address:

Address

.....

..... Postcode

Daytime telephone no. (work or home):

Occupation

Working hours per week (tick): Part-time Full-time

Please tick below to tell us of any previous qualifications you have, i.e. from school and college
There is no need to give further details.

None <input type="checkbox"/>	Entry & Level 1: e.g. NVQ Level 1 <input type="checkbox"/>	Level 2: e.g. GCSEs A-C <input type="checkbox"/>	Level 3: e.g. A/AS levels <input type="checkbox"/>	Level 4 and above: e.g. First level degree <input type="checkbox"/>
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Length of UNISON membership (including partner unions): years months

UNISON Branch Name

Do you hold any positions in your branch? Yes / No

If yes, tell us what positions you hold

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THE COURSE YOU WANT TO STUDY

Course title:

Course Level (if applicable):

Name of college:

Duration of course:

If your course lasts more than one year, which year is this (e.g. 2nd of 3 years):

Course start date:

Course fees this year: £

Exam / other Fees (Maths or English GCSE only): £

Are you meeting the full cost of the course fees yourself? Yes No

Have you or will you receive any other grant/financial support for this course? Yes No

If yes, who is paying part of your fee?..... How much is being paid? £.....

Member's signature Date.....

SECTION TWO: Branch Secretary or Branch Education Officer to complete
The member must arrange this.
Contact UNISONdirect (Tel: 0800 0 857 857) for branch contact details if necessary.

Name

Address

.....

.....

..... Postcode

Branch Stamp

I confirm that(name of applicant)

I. is at present a member of this branch of UNISON

II. is not in arrears with subscriptions

III. has completed the above details correctly to the best of my knowledge

Branch Signature Date

Please return the completed form with a copy of your course registration and fee receipt where applicable to:

Bursaries Administrator
UNISON Learning & Organising Services
130 Euston Road
London NW1 2AY

LearningAndOrganising@unison.co.uk

THIS FORM MUST BE RECEIVED BY LAOS NO LATER THAN 16th NOVEMBER 2018

UNISON LEARNING GRANT

FORM FOR PAYMENT TO MEMBERS BY BACS

NB MEMBERS: To keep your bank details secure, print and complete this page by hand. **DO NOT INCLUDE this when passing your bursary application to your branch for approval/signature. Send it to UNISON Learning and Organising, 130 Euston Road, London NW1 2AY.**

The Union's preferred method for paying bursaries is to transfer money direct to members' bank accounts by BACS. This avoids the risk of cheques being lost or delayed.

Payments are processed on a weekly basis and members will be sent a remittance advice showing details of payments. This will be sent by email where possible to keep costs down.

To enable us to process your payments by BACS, please complete the form below and return it to **UNISON Learning and Organising Services, UNISON Centre, 130 Euston Road, London, NW1 2AY.**

Your Details

Your name (please print):

Membership No. E-mail address:

Address

.....

..... Postcode

Please credit UNISON payments to my bank/building society:

Your Bank Details

Bank/building society name

Sort code:

Account number:

Bank/building society reference (if applicable) :

Signed:.....

Dated:

THIS FORM MUST BE RECEIVED BY LAOS NO LATER THAN 16th NOVEMBER 2018