

**Future Ready**  
*Student Bursary Form*



### **Who is Make Happen/what is Future Ready?**

Make Happen is the Essex partnership of the National Collaborative Outreach Programme; a government run scheme to help young people to raise their aspirations and promote interest in higher education (HE) to help you achieve your ambition.

Future Ready is the FE specific programme for Make Happen across Essex, offering a range of interesting free workshops and events both in and outside of college to open your eyes to the world of opportunity that lies ahead of you.

### **What are our student bursaries for?**

We want to help students attend and utilise events and activities to help you discover more about what HE can offer. We also understand that it is important that your family be involved too. Therefore, we will cover the travel costs for you and up to two guests, where appropriate. This is not an exhaustive list of opportunities we could fund, but it is intended to give you an idea of the types of bursaries awarded:

- Travel expenses associated with attending university open days
- Travel expenses associated with HE related interviews
- UCAS Applications
- Expenses associated with study experiences to enhance university applications e.g. summer schools, conferences, course experiences

**Please note that travel must be standard class when traveling via train or coach.**

### **Am I eligible?**

To receive Make Happen funding, you will need to meet the following criteria:

1. Currently studying in either year 12 or 13 or year 1, year 2 equivalent (Level 2 or 3)
2. You will need to be an NCOP student in order to be eligible for a bursary. To find out whether or not you are eligible, please contact your in-college coordinator who will be able to inform you. We do this by checking your home postcode. Alternatively, you can email us at [makehappen@essex.ac.uk](mailto:makehappen@essex.ac.uk) and we will notify you of your NCOP status.

### **What do you have to do to?**

1. Firstly, read the entire document. If you need any help completing this form or need the form in an alternative format, please contact your in-college Make Happen coordinator for support.
2. Provide a short description of the purpose of the bursary and how it will contribute to your own progression to HE.
3. Submit your application to your in-college Make Happen Coordinator who will be required to provide a short supporting statement to your application.
4. Your in-college coordinator will then submit your application on your behalf.
5. We aim to respond to your request within 2 weeks. If successful, in order to ensure that students are fully prepared for and have the confidence to make the most of their bursary experience, it is a requirement of the scheme that applicants participate in up to two, short, 1:1 meetings with one of our team.

## Please complete the following:

Supporting information: Please use this space to fill in your information to help support your application.	
Student name:	
Student email:	
Student postcode:	
College / Sixth Form student attends:	
Course studying and year group:	Please delete where appropriate: Level: 2 / 3                      Year: 1 / 2
Date of the event / activity which the bursary will be used:	
What the bursary is required for:  <i>Is it to attend an open day, to experience a summer school, conference, UCAS application, trip abroad?</i>	
Amount requested and total breakdown of expenditure e.g. travel, tickets, accommodation:  Please note that we are only able to fund: Standard class travel	
Short supporting statement:  <i>Demonstrate how the bursary will affect your own progression to HE.</i>	
Staff member supporting statement	
Name:	Position:

**REIMBURSE TO THE ABOVE APPLICANT (Payments will be made through BACS to the bank below)**

Name	
Address	
Postcode	
Contact phone number	
Bank name	
Bank account number	
Sort code	
Signature	

**JOURNEY DETAILS**

**Travelling by train/bus: Please note that we will only pay for standard class when travelling via train or coach.**

Cost of journey from home station to destination	£
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**Claims will only be processed with valid receipts or tickets attached. Train travel must be at standard class and for no more than 3 people.**

**Travelling by Car**

Journey in miles (paid at 20p per mile)	
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<b>Total</b>	£
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**You will be reimbursed for mileage. You do not need to attach fuel receipts.**

<b>Total to be reimbursed</b>	£
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**FOR INTERNAL USE ONLY**

**COST CODE: RY00806**

**ACCOUNT  
CODE:**

**AUTHORISED  
BY:**

**Please use this space to attach any of your relevant evidence/receipts to support your application.**