



PFA BURSARY CLAIM FORM

11 OXFORD COURT, BISHOPSGATE, MANCHESTER, M2 3WQ

THEPFA.COM

Professional Footballers Association Charity

t: 0161 236 0637

e: education@thepfa.co.uk

Before completing the application form, please carefully read the funding criteria and checklist enclosed.

PERSONAL DETAILS <u>(BLOCK CAPITALS)</u>			OFFICE USE ONLY Confirmed
Name: _____	Date of Birth: _____	Age: _____	
Address: _____ _____			Total to Date:
_____		Postcode: _____	
PFA number: _____			
Email: _____	Phone: _____		

Cheque to be made payable to:

CURRENT EMPLOYMENT STATUS

 (Please Tick)

Employment (F/T P/T): Student: Registered unemployed (provide evidence from your Jobcentre):

Employer Name: _____ Job Title: _____

Salary (per annum) £0 - £25,000 £25,000 - £50,000 £50,000+

PROFESSIONAL PLAYING HISTORY

	Club	Years (e.g. 2016/17)	Pro	YT/Scholar	Non-contract
Current Club: <i>(if applicable)</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Previous Club: <i>(Please note which seasons)</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Previous Club: <i>(Please note which seasons)</i>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DETAILS OF COURSE

College/University/Place of Study: _____

Level of Qualification & Course Name/Subject: _____

Start Date: _____ Finish Date: _____

Please indicate whether your studies are FULL TIME or PART TIME: _____

FEES	Registration:	£:	<i>Office use Only</i> _____ _____ _____
	Tuition:	£:	
	Examination:	£:	
	Other/Books:	£:	

If you wish to claim for books please list the cost of each one and its price on a separate sheet.

OFFICE USE ONLY

Date Received:

Nominal Code:

Checked by:

Invoice number:

Sage Posted:

Total Grant: £

Authorised:



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COMMERCIAL OPT-IN

- The Professional Footballers' Association Charity is committed to protecting and respecting your privacy and we will not pass these details on to third parties for the purpose of direct marketing by them. However, please tick here if you are happy for us to contact you by email, SMS, post and telephone with details of the goods, services and commercial offers from our business partners.

PREVIOUS EDUCATION

What is your highest current qualification?

- Level 2 - 5 GCSE's Grade C or Above
- Level 3 - A-Levels / BTEC National Certificate
- Level 4 - Undergraduate / Postgraduate
- Other - Please state _____

ETHNICITY

Our Ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture, ancestry or family history. Ethnic background is not the same as nationality or country of birth.

Please study the list below and tick the box which you believe best indicates your ethnicity.

White

- British
- Irish
- Other

Black or Black British

- African
- Caribbean
- Others

Asian or Asian British

- Bangladeshi
- Chinese
- Indian
- Japense
- Korean
- Pakistani

Mixed

- Asian and White
- Black African and White
- Black Caribbean and White
- Other

Other Ethnic Group not Listed:

Please specify _____

SIGNATURE

I, the undersigned, wish to apply for financial assistance with the above course of study. I understand that all grants are awarded at the discretion of the Professional Footballers' Association Charity and that the criteria and levels of funding do change from time to time.

Signature: _____

Date: _____

Please be aware claims can take 4-6 weeks to process.



BURSARY TICKLIST

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Subject to providing the Professional Footballers' Association Charity with specific information, you may be entitled to a payment from this department.

In order to provide this, please indicate from the list below, the items that you have purchased to assist with your studies whilst at University. Please enter any other necessary educational items that are not identified on the list but were a requirement for your course. **Receipts are NOT required.**

Please also indicate your living maintenance status. You should note whether you are living at home, or away in separate accommodation. Approximate yearly cost should also be entered.

Name (Block Capitals): _____

LIVING MAINTENANCE STATUS	YEARLY COSTS (£)

ITEM DESCRIPTION	Please tick if Purchased	ITEM COST £
Computer / Laptop / iPad		
IT Software		
Printer		
Ink Cartridges		
Books		
Ring Binders		
Training Equipment		
Outward Bound residential programmes		
Placement		
Other (please state):		
Other (please state):		
Other (please state):		
Other (please state):		

I confirm that I have purchased the items as indicated above to assist me through my (please circle) **1st*/2nd*/3rd*/4th*** year at University/College.

Please state which year is being claimed for (e.g. 2017/18) _____

This payment is only available once you have officially enrolled onto each academic year and provided us with the appropriate paperwork to confirm this. Please do not apply for funding until you have started the course and received enrolment verification. Please be aware the cut-off date to apply for funding for the 2017/18 academic year is 30th June 2018.

I, the undersigned, wish to apply for financial assistance with the above course of study. I understand that all grants are awarded at the discretion of the Professional Footballers' Association Charity and that the criteria and levels of funding do change from time to time.

Signature: _____

Date: _____



FUNDING CRITERIA

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PROFESSIONAL FOOTBALLERS ASSOCIATION CHARITY: EDUCATION DEPARTMENT CRITERIA

WHO CAN APPLY?

Any PFA beneficiary. The definition for a beneficiary is: trainee professional footballers, young persons registered with professional football academies associated with clubs or centre of excellence, current professional footballers, former professional footballers and former trainee professional footballers.

WHAT KIND OF ASSISTANCE IS AVAILABLE?

PFA Education currently provides two forms of funding; Grants and Bursaries. Members attending University are able to apply for a living/maintenance Bursary. Members undertaking any other training may qualify for a grant. We currently assist towards study costs (registration fees, tuition fees, exam fees – NOT private tuition fees) and required textbooks for most courses leading to a nationally recognised qualification.

Unfortunately we cannot fund travel/parking expenses, membership/subscription fees, kit/uniform, tools and equipment or postage fees. Grants towards language training is only given if the member requires these skills for job purposes. Any training that has been undertaken on a personal/recreational basis will not be funded.

HOW SHOULD I APPLY?

University funding is available upon enrolment. Funding for any other course is available on completion of the training/module. Please note 100% of all fees should be paid up front by the member. Claims for books may be made upon purchase - please note we do NOT refund postage fees if you have purchased books online. Please refer to the checklist supplied at the end of this document.

HOW MUCH AM I LIKELY TO GET?

Members attending University can apply for a Bursary of £1,250 per year. The current standard grant towards any other fundable training is 50% towards eligible study costs, subject to a maximum grant per year of £1,500. There is a maximum 'lifetime' grant of £300 towards book costs. PFA Education supports a number of discrete courses that are available to members and the funding is subject to separate consideration by the Trustees.

UNEMPLOYED BENEFICIARIES

An enhanced rate of funding (up to 100%) may be available for members who are registered as unemployed with the Job Centre and are looking to undertake training. You are advised to complete a Grant Application Form and return to the Education Department, along with a letter from your Job Centre to confirm you are currently registered as unemployed and details of the training course you would like to undertake. Your request will be put to the Trustees to establish the level of grant available. You will be contacted once a decision has been made.

IMPORTANT INFORMATION

UK UNDERGRADUATE UNIVERSITY STUDIES (BURSARY)

All members attending University (full-time, part-time, Open University) may receive a Bursary of £1,250 or a pro-rata figure based on the number of credits being undertaken. This will be available at the start of each academic year. We require a Bursary Application Form, a copy of your Student Loan confirmation letter and evidence from your University that you have officially enrolled onto your course. This payment is to cover any necessary items that may be required for your forthcoming year at University, and also to go towards your living maintenance costs. PLEASE NOTE - any member withdrawing from their Degree Programme may be requested to reimburse their Bursary. Please refer to the checklist supplied at the end of this document.

AMERICAN SCHOLARSHIP OR UNIVERSITY STUDIES ABROAD

Members undertaking full time university studies abroad may qualify for a Bursary of £1,250 per year. We require a Bursary Application Form, a copy of your scholarship agreement and confirmation from the University that you have officially enrolled onto your course. This payment is to cover any necessary items that may be required for your forthcoming year at University, and also to go towards your living maintenance costs.

PGCE OR MASTERS

Members undertaking a PGCE or Masters degree may receive a Bursary of £1,250. At the start of the academic year, please complete a Bursary Application Form, and return with a copy of your Student Loan confirmation letter (or receipts) and evidence from your University that you have officially enrolled onto your course. Your request will be put to the Trustees and you will be contacted once a decision has been made.

PERSONAL TRAINING COURSES

Due to the rising number of members wishing to undertake this type of training, a cap has been introduced for all personal training courses. The level of funding available will be 50% up to the maximum of £1,500. Any cost above this amount will not be funded by The PFA.



CHECKLIST

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FINAL POINTS:

- There is a maximum payment of £1,500 for any one course or within each PFA financial year (1st July - 30th June).
- Please note that funding is capped at a maximum of £5,000 for each member.
- Claims should be made within 6 months of the course end date (claims received outside this period will not be processed).
- PFA discrete courses are subject to separate consideration by the Trustees.
- Members attending University must claim during the academic year (cut off date 30th June).
- No retrospective claims will be considered.
- Multiple claims for courses of the same nature will not be considered.
- Claims for private tuition/private lessons will not be funded.
- All payments are subject to strict administration checks.
- All grants are awarded at the discretion of the PFA Charity.
- Grant/Bursary awards are an agreement/transaction between the PFA Charity and the member.
- All claims should be submitted by the individual member rather than a company or course provider.
- The Trustees may reject any claim that does not meet funding requirements.

Our criteria and levels of funding are subject to regular reviews to ensure that we can carry on helping as many beneficiaries as possible within the limits of the funds available. Consequently grant payments may vary over time and as such this document should not be viewed as a definitive guide.

CHECKLIST

After reading all of the above information carefully, this checklist is designed to help process your application smoothly.

GRANTS

Checklist

We require the following items:

(Please tick)

1. A fully completed Grant Application Claim Form.
2. Official/original receipts (or bank statements) to confirm you have paid for the training in full.
(Handwritten notes and invoices will not be accepted).
3. Evidence to confirm the training has been completed in full - A photocopy of your certificate/licence.
(Please do not send original certificates - we are unable to return them).

BURSARY - UNIVERSITY/OPEN UNIVERSITY

Checklist

We require the following items:

(Please tick)

1. A fully completed Bursary Application Claim Form including Ticklist.
2. A copy of your official letter of enrolment for the appropriate academic year.
3. A copy of your Student Loan confirmation letter (or receipts) or scholarship agreement if outside the UK.

Please be aware claims can take 4-6 weeks to process.