



2025 Bursary Awards Application Guidance Notes (Revised October 2025)

PLEASE READ IN FULL AS THE REGISTRATION PROCESS HAS CHANGED

Thank you for taking the time to apply for opportunity to expand your learning opportunities!

Introduction

The **Bursary Awards** are meant to be a one-time award, to be utilised for individuals who are enrolled or plan to enroll in:

1. a short-duration programme
2. single course completion with a local institute or organisation,
3. Associate's (Two-Year) degree,
4. Master's Degree (9-24 months)
5. a professionally recognised programme to obtain an Industry Diploma, Certificate or Designation from an accredited organisation or educational institute.

The Bursary Awards are **NOT** meant to support applicants pursuing Bachelor's Degrees. Those degrees are funded via the Overseas Undergraduate Award Scholarship.

Section A: Criteria

To be eligible for the Bursary Award, applicants must meet the following criteria:

- Have Bermudian Status.
- Be 18 years +, as of September 1 of the year of bursary application submission.



Section B: Required Application Documents

Bursary applicants may be required to submit documents such as:

- Proof of Bermudian Status.
- Photo ID (Driver's License or Passport).
- A current resume.
- Provide a course/ programme name and description, credit hours/ CEU credits.
- Proof of current enrolment/acceptance from accredited Organisation or educational institute.
- Proof of course/programme cost from an accredited Organisation or educational institute.
- Professional letter of recommendation.
- Proof of Social Insurance Number.
- Security Vetting Confirmation.

Section C: Eligibility Notes

1. Award Limitation per Fiscal Year

An applicant who is successfully granted a bursary award shall be eligible to receive funding for a maximum of two (2) courses, not to exceed \$5,000 within a single fiscal year. The approved courses must demonstrate a progressive relationship, whereby each subsequent course builds upon the foundational knowledge or competencies of the preceding course (e.g., Level 1 followed by Level 2).

2. Continuity of Study in Consecutive Fiscal Years

Applicants who submit bursary applications in consecutive fiscal years are required to pursue a course of study that aligns with or represents a logical continuation of their previously funded studies.

3. Change in Course of Study

In instances where an applicant seeks to pursue a course of study that is not aligned with their previously funded program or area of study, the applicant shall be required to consult with a Career Development Officer prior to the subsequent bursary application.

4. Cumulative Award Restriction

An individual shall not be eligible to receive more than two (2) bursary awards within any four-year



period, regardless of the number of applications submitted during that timeframe.

5. Fiscally Responsible Funding

Applicants choosing to enroll in Bermuda College Sponsored Courses MUST show proof that they have been denied funding from Bermuda College. This is to remove duplication of funding and support Government fiscal responsibility.

6. Course Completion Timeline

Enrollment must take place by March 31st of the fiscal year of application, and the course must be completed by March 31st of the following fiscal year. (For example, if an individual applies on November 1, 2025, they must be fully enrolled by March 31, 2026, and they must finish the course by March 31, 2027).

**Applications will be open on
The Department of Workforce Development Website
(www.dwd.bm)
from October 15-December 15, 2025.**

Section D: How to Apply for the Bursary Award

1. Go to www.dwd.bm
 - Select the Resources Tab
 - Select Forms Tab
 - Scroll down to the Funding and Scholarships category.
 - Click on the 2025 Bursary Awards Application Form.
2. Complete the **entire** application form and upload **all** supporting documents.
 - **You will not be able to submit your application if you do not have the documents ready.**

Section E: Required Documents for Interested Applicants:

Interested applicants must upload the following documents as part of the application process:

- a. Proof of Bermudian Status:** Letter from Department of Immigration / Bermudian Stamp in Passport



- b. Photo Identification** (Bermuda Items: Passport (must be valid), Youth License or Identification Card)
- c. Resume:** (Professional format)
- d. Reference Letter** (Examples include Previous Employer, Teacher, Professor)
- e. Proof of Course/Programme:** Name and description, credit hours / CEU credits
- f. Proof of current enrolment:** (This must show that you have applied to be a part of the programme)
- g. Proof of course/programme cost:** (The total cost must align with the requested amount)

Section F: Required Documents for Shortlisted Applicants- Advanced Planning

Shortlisted applicants **will be required to obtain security vetting confirmation and a social insurance number** if they wish to continue with the process towards potential successful awarding. Applicants are encouraged to obtain these documents as soon as possible.

As these documents are often important for job applications and other scholarship applications, as a department whose mandate is to help prepare our community for work readiness, we suggest that individuals obtain these documents to prepare for ANY application process, including this one.

- Proof of Social Insurance Number
- Security Vetting Confirmation
- Proof of Bank Account

Section F Notes

- a.** Bank statement/authorised bank letter must display your name, address, account number, and type of account from HSBC, Clarien, or Butterfield Bank.
 - i. The account must be in **Bermuda dollars**. **(Cross out account balances to hide confidential information)**
 - ii. Addresses must match. (Bank statement, All Application documents)
 - iii. Applicant can be the only person on the account, or it can be a joint account -it must be an adult savings account.
- b.** If you do not have a social insurance number, you can apply online at <https://www.social.gov.bm/public-access-signup> or call 294-9292.
- c.** If you do not have a security vetting confirmation, please fill out this form: [Annex-E-Vetting-Form.pdf](#)



- d. If needed, DWD can assist with the security vetting application process. Send your completed form to dwdlearning@gov.bm.

Section G: Required Documents for Successful Applicants

The documents below are **not required** at the application stage. They will be required if an applicant is successful. The information is being shared at this stage for full perspective and advanced knowledge.

All successful applicants will be required to agree to bursary terms and conditions and sign off on various documents contained in an awards package.

The Department of Workforce Development will send the package to all awardees, to be signed and returned. It will contain the following documents:

- i. A **bursary award offer letter and guidelines**, which will outline the terms, obligations, financial documents required and service requirements.
- ii. A **Bursary Award Agreement Contract** (to be signed by the awardee and Director of Department of Workforce Development).
- iii. A **Deed of Guarantee** (to be signed by a guarantor and awardee)
- iv. A **Confidentiality Waiver** (to be signed by the awardee).
- v. A **New/Change Address** Form (New Vendor Financial Form to be signed by awardee)

On behalf of the
Department of Workforce Development, we look forward to
receiving your bursary award application!

Congratulations on taking another step towards your personal learning.

Please email the Department of Workforce Development should you need further assistance with submitting your Bursary Award application: dwdlearning@gov.bm.