



APPLICATION GUIDE

2026 Bursary Awards

Guidance Notes for Applicants

KEY DATES

Applications open 14 September 2026 and close 14 October 2026.

PLEASE READ BEFORE APPLYING

The application process has changed. Read this guide in full and have all required supporting documents ready before beginning your online application.

Thank you for taking the time to apply for an opportunity to expand your learning and professional development.

About the Bursary Awards

The Bursary Awards provide one-time financial support for eligible individuals who are enrolled, or plan to enrol, in one of the following:

- a short-duration programme;
- a single course offered by a local institute or organisation;
- an Associate's degree (two years);
- a Master's degree (9–24 months); or
- a professionally recognised programme leading to an industry diploma, certificate or designation from an accredited organisation or educational institution.

IMPORTANT ELIGIBILITY DISTINCTION

The Bursary Awards do not support Bachelor's degrees. Bachelor's degree funding is considered through the Overseas Undergraduate Scholarship.

Section A: Eligibility Criteria

To be eligible, an applicant must:

- have Bermudian status;
- be 18 years of age or older by 1 September in the year the application is submitted.



Section B: Application Document Overview

Applicants may be required to provide the following information and supporting documents. The full upload checklist appears in Section E.

- Proof of Bermudian status
- Valid photo identification, such as a driver's licence or passport
- A current, professionally formatted résumé
- Course or programme name and description, including credit hours or CEU credits
- Proof of current enrolment or acceptance from an accredited organisation or educational institution
- Proof of the total course or programme cost
- A professional letter of recommendation
- Proof of Social Insurance Number
- Security vetting confirmation

Section C: Eligibility Notes

1 Award limit per fiscal year

A successful applicant may receive funding for a maximum of two courses, up to a combined total of \$5,000 in one fiscal year. The approved courses must have a progressive relationship, with each course building on the knowledge or competencies of the previous course, such as Level 1 followed by Level 2.

2 Continuity of study in consecutive fiscal years

Applicants who apply in consecutive fiscal years must pursue studies that align with, or logically continue, the studies previously funded.

3 Change in course of study

An applicant seeking funding for a course that does not align with their previously funded programme or field of study must consult a Career Development Officer before submitting a subsequent application.

4 Cumulative award restriction

An individual may not receive more than two Bursary Awards within any four-year period, regardless of the number of applications submitted.



Section C: Eligibility Notes (continued)

5 Fiscally responsible funding

Applicants enrolling in Bermuda College-sponsored courses must provide proof that Bermuda College funding was declined. This avoids duplication of funding and supports responsible use of Government resources.

6 Course completion timeline

Enrolment must take place by 31 March in the fiscal year of application, and the course must be completed by 31 March of the following fiscal year.

EXAMPLE TIMELINE

If an individual applies on 1 October 2026, they must be fully enrolled by 31 March 2027 and complete the course by 31 March 2028.

Section D: How to Apply

1 Visit the Department's website

Go to www.dwd.bm, select Resources, select Forms, then scroll to Funding and Scholarships and choose the 2026 Bursary Awards Application Form.

2 Prepare your supporting documents

Gather every document listed in the application form before you begin. You will not be able to submit an incomplete application.

3 Complete and submit the online form

Complete every field, upload all supporting documents and review the information carefully before submitting.

BEFORE YOU START

Save clear electronic copies of all documents. Ensure names, programme details and costs are consistent across the application, acceptance letter and invoice.

Application window

14 September – 14 October 2026

Applications are submitted through the Department of Workforce Development website at www.dwd.bm.



Section E: Required Documents for Applicants

Upload each of the following documents with your application:

- **Proof of Bermudian status:** Letter from the Department of Immigration or a Bermudian status stamp in a passport.
- **Photo identification:** A valid passport, youth licence or identification card.
- **Résumé:** A current résumé in a professional format.
- **Reference letter:** A professional reference, for example from a previous employer, teacher or professor.
- **Proof of course or programme:** The programme name and description, including credit hours or CEU credits.
- **Proof of current enrolment or acceptance:** Evidence that you have applied to, been accepted into or are currently enrolled in the programme.
- **Proof of course or programme cost:** The total cost, which must align with the amount requested.
- **Invoice:** An invoice from the accredited organisation or educational institution showing the exact course or programme cost.

SUBMISSION REMINDER

Incomplete applications cannot be submitted. Verify that every upload is readable and current before completing the online form.

Document quality checklist

- The applicant's name is consistent across documents.
- The programme title and dates are clearly shown.
- The invoice reflects the exact cost being requested.
- All identification documents are valid and legible.
- The résumé and reference letter are current.



Section F: Shortlisted Applicants – Advance Planning

Shortlisted applicants who wish to continue towards potential award approval will be required to provide the following:

- Proof of Social Insurance Number
- Security vetting confirmation

Applicants are encouraged to obtain these documents as early as possible. They are also commonly required for employment and other scholarship opportunities.

PAYMENT PROCESS

Bursary payments are made directly to the applicant's educational institution. Proof of the applicant's personal bank account is not required. **Shortlisted applicants should confirm that their institution can provide its banking information using the New/Change Address (Vendor) Form described in Section G.**

How to obtain the documents

1 Social Insurance Number

Apply online at <https://www.social.gov.bm/public-access-signup> or call 294-9292 for assistance.

2 Security vetting confirmation

If needed, the Department can assist with the security vetting application process. Email the completed form to dwdlearning@gov.bm.

What happens next

Being shortlisted does not guarantee an award. Applicants must satisfy all requirements and provide any requested documentation within the stated timeframe.



Section G: Documents Required from Successful Applicants

NOT REQUIRED AT THE APPLICATION STAGE

The documents in this section are only required if an applicant is successful. They are provided here so applicants and educational institutions can plan ahead.

Successful applicants will receive an award package from the Department of Workforce Development. The package must be reviewed, signed and returned, and will include:

- **Bursary Award offer letter and guidelines:** outlining the terms, obligations, required financial documents and service requirements;
- **Bursary Award Agreement Contract:** to be signed by the awardee and the Director of the Department of Workforce Development;
- **Deed of Guarantee:** to be signed by the awardee and a guarantor;
- **Confidentiality Waiver:** to be signed by the awardee;
- **New/Change Address Form (New Vendor Financial Form):** to be completed and signed by an authorised officer of the educational institution;
- **Proof of the institution's bank account:** on official bank letterhead; and
- **Tax documentation:** an IRS W-9, Tax Identification Number or VAT number provided by the educational institution.

NEED ASSISTANCE?

Email dwdlearning@gov.bm if you need help with your Bursary Award application.

We look forward to receiving your application.

Congratulations on taking another step towards your personal learning and professional development.