



APPLICATION FOR TARGETED & GENERAL BURSARY & FREE MEALS FUNDING 2016-17

IMPORTANT: Please complete ALL details in FULL & provide FULL proof of household income

Completed forms should be returned to the Finance Department, c/o Student Services

Title..... Forenames Surname

Address

..... **Post code**

Home Tel no. Mobile Tel no.

Date of Birth/...../..... Age at 31/08/16

Course you have applied/been accepted for

**Tutor group: Lower 6th Upper 6th 19+ *if over 19 at 31/08/16
Please tick**

Have you been resident in the UK for a full three year period preceding the start of your course, other than for the purposes of full time study? YES/NO (delete as appropriate)

Do you have any immigration restrictions on the length of time you can stay? YES/NO

Student Living Arrangements:

If you live with or are financially dependent on parent(s) or guardian(s) please give:

Parent(s)/Guardian(s)/Carer name

Address (if different from the above)

..... **Post code**

If you live independently please complete the following questions by deleting as appropriate:

I support myself financially	YES/NO	I am married	YES/NO
I live with a partner	YES/NO	I am in receipt of benefits in my own right	YES/NO
I have a child/children	YES/NO		

If yes, how many What are their ages

Changes to the Care to Learn process

If you have a child you can apply for Care to Learn funding via the Student Bursary Support Service (SBSS) on-line portal. The on-line portal is accessible via most web-enabled devices (PC, laptop or tablet). Alternatively, if you do not have access to the internet then you can contact the SBSS on the helpline 0800 121 8989.

Household Finances:

Do you receive any financial support from your Local Education Authority? YES/NO

If yes, please specify.....

Please tick *ALL* relevant benefits your household receives:

Income support

Income based Job Seekers Allowance

Income-related Employment Support Allowance

(Please tick if ESA is rec'd in conjunction with Disability Living Allowance)

Personal Independence Payment

The guarantee element of State Pension Credit

Support under part 6 of the immigration & asylum Act 1999

Earned wages from a job

Universal Credit

Child Tax Credit (provided you are not entitled to working tax credit) and have an annual gross income of not more than the threshold for eligibility* (Please provide full tax credit notification as at April 16 or April 17 with application)

Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for WTC)

**College discretionary annual household income threshold for general bursary should not exceed £22,500 to be eligible. Free meal entitlement threshold remains at £16,190.*

Do you receive any other financial support not listed above? YES/NO

If yes, please specify.....

.....

Evidence Required:

The College will need evidence of **ALL CURRENT** household income, including **ALL** benefit entitlement and/or earnings. Therefore, whichever boxes you tick above, we require supporting evidence in **FULL** with your application form. We will be unable to assess any application form handed in without complete supporting documentation. This may be in the form of one or more of the following:

Tax Award notification for year ending APRIL 16 or APRIL 17 (ALL PAGES OF THE LATEST NOTIFICATION YOU HAVE)

Receipt of all other household benefit entitlement – this could be a letter of entitlement to income support, income based job seekers allowance, employment and support allowance (in conjunction with disability living allowance), personal independence payment, pension credit, immigration and asylum status.

P60

Evidence of self-employment income

Written confirmation of your current or previous 'looked after' status from the local authority which looks after you or provides your 'leaving care' services

Financial Assistance:

The fund is aimed at helping two key groups:

Targeted Bursary

Young people who are looked after (in care), care leavers, young people in receipt of income support or universal credit (in their own name) and disabled young people in receipt of both employment support allowance (or universal credit) and disability living allowance (or personal independence payments) in their own name. In 2016-17 funding for this group of young people will be held centrally and the College will draw down funds on behalf of eligible students. Eligible students could receive a **bursary of up to £1,200 per year** from the bursary fund (see bursary fund guidance).

General Bursary

The College will use discretion to make awards to young people in financial hardship in ways that **best fit their needs and circumstances**. Bursary awards will be aimed towards young people facing financial barriers to participation. The College will therefore prioritise financial assistance towards the costs associated with transport. However, consideration will be given to books, equipment, re-sit fees and meals, as well as other exceptional payments dependent on individual circumstances.

Free Meal Entitlement

Free meals have been extended to disadvantaged students at College. *Disadvantaged* is defined by the household being in receipt of one or more of the benefits listed on page 2 of the application form and have an annual household income which does not exceed £16,190. If you have been eligible for free school meals in the past, you are likely to be eligible for them again.

Please state your reason for applying for financial assistance:

Free College meal entitlement*	<input type="checkbox"/>
Transport	<input type="checkbox"/>
Exam re-sit fees	<input type="checkbox"/>
Books/equipment	<input type="checkbox"/>
Other	<input type="checkbox"/>

** Eligible students will be entitled to a free meal worth £2.41 per day*

If your reason is Other, please give details

Payment Details:

If your application is successful, payment will be made directly into your bank account. Please note bank account details of parents will NOT be accepted. Please provide details of:

Bank Account Name <small>(i.e Mr J Bloggs)</small>	Bank Account No <small>(8 digit number)</small>
Bank Address & Branch	Sort Code <small>(6 digit number)</small>

Declaration:

I agree that all funds received are on the understanding that I regularly attend College and make good progress on my course. I will inform the Bursary Fund Officer if my financial circumstances change. I understand that I may be required to repay all or part of the award if I leave College prior to the completion of the course. I certify that the above information is correct and I recognise that false statements can leave me open to prosecution.

Student Signature Date/...../.....

Parent/Guardian/Carer Signature Date/...../.....

For Office Use:

Application Received Date/...../.....

Staff initials

Proof of benefit entitlement provided: Yes/No

Date/...../.....

Panel Decision: Application Approved / Application Rejected / Further information requested

Approved For: General Award
 Targeted Award
 Free Meals

Notes

.....

Appeal letter received/...../.....

Result.....

Applicant notified/...../.....

Payment Date/...../.....

Student Monitoring:

(Information available via Student Registration system)

	Term 1	Term 2	Term 3
Attendance approved			
Satisfactory Progress			