

Bursary Fund Application Form 2021 to 2022 academic year



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This completed Application Form and evidence must be handed in within 4 weeks of your start date. If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks. Applications cannot be paid before 01/08/21.

Please complete the form and bring it together with your supporting evidence.

Learner Details							
First Name				Surname			
D.O.B.		Age	You must be 16, 17,18 (and under 19) on 31st August 2021 to apply or over 19 to 24 with an Educational Health and Care Plan (EHCP) or a care leaver.				
Address							
Postcode		Telephone		Email			
Which Centre are you studying at?							
Course start date		Course end date		No. of days per week		Total Number of weeks	

Apprenticeship Bursary-In Care or Care Leavers Only

Please provide evidence from your Local Authority

Bursary Criteria

To qualify you must be aged 16 or over and under 19 on **31 August 2021** or over 19 to 24 with an Educational Health and Care Plan (EHCP). and meet the EFSA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard. **Please select which bursary you wish to apply for:**

Vulnerable Bursary Criteria

To qualify you must fall into one of the below categories and produce the required evidence as stated.

Are you in receipt of Income Support or Universal Credit? (evidence required - Income Support or Universal Credit Statement Letter)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a Care Leaver or currently looked after in care or an unaccompanied asylum seeker? (evidence required - letter from Local Authority)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a Disabled learner in receipt of <u>both</u> Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/Personal Independence Payments? (evidence required, financial statement showing <u>both</u> ES + DLA/PIP)	Yes <input type="checkbox"/> No <input type="checkbox"/>

You may not qualify for a Vulnerable Bursary, but you may be able to claim Discretionary Bursary

Discretionary Bursary Criteria

Your household income is one of the criteria which will help us to assess your application. If your **TOTAL** Household income exceeds £26,100 per annum, you will not be eligible for a Bursary payment.

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence, then we cannot process your application for bursary payments.

P60	<input type="checkbox"/>	Income Support/Universal Credit (award letter)	<input type="checkbox"/>	Full TCAN Notice	<input type="checkbox"/>
Self-employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>

Did you receive free school meals?

Please list the names of the household members and relationship to Learner:

Name	Relationship to Learner
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To be completed For All Bursary Applications

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for and how much you believe you will need for each **day** in education. This information is strictly confidential and will only be used for this assessment purpose.

Item - Receipts must be supplied for all expenditure	Amount	How many days?
Travel Daily – Receipts to be supplied on a monthly basis		
Meals (Maximum £3.50 per college day) Receipts to be supplied on a monthly basis		
Appropriate Clothing i.e. Tunic, work clothes		
Equipment/ Kit		
Any other-please specify.....		
Childcare must be an Ofsted registered childcare provider		

LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may leave me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund – Information for Learners.
- HOLIDAYS WILL BE UNPAID (college shutdowns and your personal holidays).**
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm that I will notify my institution immediately.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with means to remain in education and are to be used for items such as: books, equipment, travel costs, meals, additional costs (i.e., trips, miscellaneous course costs).
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to the college, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Induction/Welcome Programme.

Applicant Signature: **Date:**

Assessment and Approval 2021/22

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Eligibility – please tick appropriate box (✓)

Vulnerable Bursary	<input type="checkbox"/>	<ul style="list-style-type: none"> Those young people who receive Income Support/Universal Credit. Care Leavers or young people who are looked after children, or unaccompanied asylum seekers. Disabled young people in receipt of both Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/PIP.
Discretionary Bursary	<input type="checkbox"/>	<ul style="list-style-type: none"> Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met.
Apprenticeship Bursary	<input type="checkbox"/>	<ul style="list-style-type: none"> Care Leavers starting an apprenticeship on or after 1st August 2020

Vulnerable or Discretionary Total Amount of award:

Bursary £

Childcare costs £

For All Bursary applications Please state what the bursary is for.	Assistance Granted	Value of Bursary
Daily cost of Travel	<input type="checkbox"/>	
Meals - £3.50 per college day	<input type="checkbox"/>	
Appropriate Clothing i.e., Tunic, work clothes	<input type="checkbox"/>	
Equipment / Kit	<input type="checkbox"/>	
Any other (please specify)	<input type="checkbox"/>	
Childcare	<input type="checkbox"/>	
NOTE - Must fall within guide amounts		

SIGNED: **DATE:**

NAME: