

# Bursary Fund Application Form 2024-2025



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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.**

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

Learner Details						
First Name			Surname			
D.O.B.		Age <i>You must be 16, 17, 18 (and under 19) on 31<sup>st</sup> August 2024 to apply or over 19 with an Educational Health and Care Plan (EHCP) or a care leaver.</i>				
Address						
Postcode		Telephone		Email		
Which Centre are you studying at?						
Which Course are you completing?						
Course start date		Course end date		No. of days per week		Number of weeks

Bursary Criteria						
To qualify you must be aged 16 or over and under 19 on 31 August 2024 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.						
Did you receive Free School Meals at school?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
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 <b>day</b> in education. This information is strictly confidential and will only be used for this assessment purpose.						
Item				Total cost per day	Total cost across course (estimate)	
Travel					N/A	
Meals: up to £1.50 for Breakfast & £3.50 for lunch (per day)					N/A	
Equipment				N/A		
Appropriate Clothing to suit training and placement requirements				N/A		
Any other (please specify)						

### Discretionary Bursary Criteria

**Please only complete this section if you are applying for Discretionary Bursary.**

Your household income is one of the criteria which will help us to assess your discretionary bursary application. If your TOTAL household income exceeds £26,100 per annum, you will not be eligible for discretionary bursary but you may be eligible for a hardship bursary. Please explain below why you need hardship support.

You will only be eligible for Discretionary or hardship bursary if you are taking part in a **traineeship** or **study programme**.

Explanation:

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 ( <i>award letter</i> )	<input type="checkbox"/>	Full TCAN Notice	<input type="checkbox"/>
Self-employed earnings ( <i>Official tax return</i> )	<input type="checkbox"/>	Other benefits/pension ( <i>award letter</i> )	<input type="checkbox"/>	Wage slips for household	<input type="checkbox"/>

Please list the names of the household members and their relationship to you:

Name	Relationship to Learner

### Vulnerable Bursary Criteria

**Please only complete this section if you are applying for Vulnerable Bursary.**

You will only be eligible for Vulnerable bursary if you are taking part in a **traineeship** or **study programme**.

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

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

### Apprenticeship Bursary Criteria

**Please only complete this section if you are applying for Apprenticeship Bursary.**

**To qualify, you must fall into the below category and produce the required evidence as stated.**

Are you a Care Leaver? ( <i>evidence required - letter from Local Authority</i> )	Yes <input type="checkbox"/> No <input type="checkbox"/>
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## 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.
- **I understand that HOLIDAYS WILL BE UNPAID (college shutdowns and 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:** .....