

Bursary Fund Application Form for the 2022 to 2023 academic year

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 by 9th September 2022

Student Details					
Title:		First name:		Surname:	
DOB:			Age: (You must be 16, 17, 18 (and under 19) on 31 st August 2021 to apply)		
Address:					
Postcode:		Telephone:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>

Bursary Criteria
To qualify you must be aged 16 or over and under 19 on 31 August 2021 and meet the Education and Skills Funding Agency (ESFA) 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.

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

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 £25,000 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"/>
Please list the names of the adult household members and relationship to Student:					
Name 1			Relationship to Student		
Name 2			Relationship to Student		

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.

	How much will you need?	How many days?
Travel		
Meals: Please <input checked="" type="checkbox"/> Breakfast <input type="checkbox"/> (and/or) Lunch <input type="checkbox"/> (and/or) Tea <input type="checkbox"/>		
Appropriate Clothing to suit training and placement requirements		
Equipment		
Any other		

Eligible benefits

Free meals are targeted at disadvantaged students. Free meals in further education defines disadvantage as students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance (ESA)
- support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty’s Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

A student is only eligible to receive a free meal when they, or a responsible adult on their behalf, have made a successful application to the institution where they are enrolled.

Please provide **student bank details below**, as printed on your bank card or statement.

Please be aware that Providers can choose to pay Bursary awards ‘in kind’ e.g. by purchasing any equipment required or providing Students with a travel pass.

Account Name: _____

BIB Reference (Admin use): _____

Account Number:

Sort Code:

STUDENT 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 lead 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 Students.

HOLIDAYS WILL BE UNPAID.

- 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 will notify my institution immediately.
- I will notify my institution immediately with any changes to my Bank/Building Society details.
- 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 my institution.

I confirm I have read the ‘Bursary Protocol 2022-23 was given to me with this application.

Applicant Signature:

Date:

Assessment and Approval 2022/23

FOR OFFICE USE ONLY

Eligibility – please tick appropriate box (✓)

Student Name:	D.O.B:
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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.
Free Meals	<input type="checkbox"/>	<ul style="list-style-type: none"> Young people who qualify under the Guidance Rules and whose household is in receipt of one of the benefits criteria listed.

Assistance Requested	Assistance Granted ✓
Travel	<input type="checkbox"/>
Meals: Breakfast <input type="checkbox"/> (and/or) Lunch <input type="checkbox"/> (and/or) Tea <input type="checkbox"/>	<input type="checkbox"/>
Free Meals – in accordance with meeting criteria listed on page 3	<input type="checkbox"/>
Date recorded on ILR :	<input type="checkbox"/>
Appropriate Clothing to suit training and placement requirements	<input type="checkbox"/>
Equipment	<input type="checkbox"/>
Any other	<input type="checkbox"/>
NOTE - Must fall within guide amounts	

SIGNED:

DATE:

NAME: