****

**The 16-19 Bursary Scheme 2018-19­­­**

**Information and Application Form**

|  |  |
| --- | --- |
| **Information ………………………………………….** | **p.1** |
| **Application Form ………………………………….** | **p.2-6** |
| **For office use only ………………………………..** | **p.7-8** |

**Please read the information on this form carefully**. Any missing information or errors could delay your application. It is important that you provide us with the correct contact details and keep us informed throughout your time at College of any changes. The information provided on this form will only be used for the purposes of processing your bursary application and is protected by the Data Protection Act. The bursary is paid to enable you to attend learning with us and funding is **subject to good attendance**. In line with GDPR, the bank details of successful applicants will be stored securely for a period of 6 years plus the current financial year, in line with standard financial practice. After this time, the details will be deleted from our accounting system.

**What is the Bursary Scheme?**

The Bursary Scheme is Government funded, and it is intended to help you overcome financial barriers to learning. Funding allocated to you will be a contribution towards the costs of studying, but may not cover all of your costs. You can apply for **one** of two bursaries:

* **Guaranteed Bursary Scheme – Government funding for young people in one of four defined vulnerable groups**
* **Discretionary Bursary Scheme – Government funding awarded by the college to meet individual learner’s needs**

Both schemes can provide funding towards the costs of: travel to and from college; uniform; course materials; trips; and print credit.

Travel is considered a priority for funding. **You can apply for Free College Meals in addition to one of these bursaries.** If you received free meals at school it is likely that you will qualify for Free College Meals. If you need financial assistance with childcare costs, you can apply to the **Care to Learn Scheme** – please see*:* [*https://www.gov.uk/care-to-learn*](https://www.gov.uk/care-to-learn).

**Who can apply?**

To apply for **one** of these bursaries you must:

* meet the Education Funding Agency residency criteria
* be aged 16 or over but under 19 at 31 August 2019 (If you turn 19 during your course of study you will still receive funding until the end of the college year)
* be aged 19 or over at 31 August 2019 and have an Education, Health and Care Plan (Discretionary Bursary and Free College Meals Only)
* be aged 19 or over at 31 August 2019 and continuing on a study programme you began aged 16 to 18 (Discretionary Bursary and Free College Meals Only)

**You will not be able to apply for this support if you are on a full cost course (unless funded by an Advanced Learner Loan or Fee Remitted), an Apprenticeship, or a Higher Education course.**

**Applicant Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full name: |  | | | | |
| Date of birth: |  | Age: |  | Student number:  (if you do not know this yet please leave this part blank) |  |
| Postcode: |  | | | | |
| Email Address |  | | | | |
| Contact number(s): |  | | | | |

|  |  |
| --- | --- |
|  | Yes/No |
| Do you have the right to live in the UK? |  |
| Have you been permanently resident in the UK for the last 3 years? |  |
| Do you live with a parent, guardian or relative? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What course have you applied to study/are you studying? | | | |  |
| Course Name and Level: |  | Year of Course:  (Year 1 or 2) |  | Part time or Full Time? |  |

**Parent/Guardian Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full name: |  | | Date of Birth: |  | |
| Relationship to student: |  | National Insurance Number:  (This will be used to check Free Meals Eligibility) | |  | |
| Email Address |  | | | | |
| Contact number(s): |  | | | | |
| We may need to contact you for further information. How would you like us to contact you? | | | | Phone? (Y/N) | Email? (Y/N) |

**Guaranteed Bursary Scheme**

You may be eligible for a Guaranteed Bursary of £1200 a year if you fall into any of the following group which can fund travel costs, uniform, course materials, and trips. Any funds remaining after these costs are covered will be paid to you on set dates during the College year. Students on full-time courses will receive the full £1200 bursary, students on part time courses will receive a pro-rata amount.

Please tick if any of the following apply to you. **You must include evidence with your application.**

|  |  |  |
| --- | --- | --- |
| **Eligible Group** | **Evidence you will need to provide** | **Please tick** |
| I am a student receiving Income Support or Universal Credit in my own name | Income Support or Universal Credit Award Notice |  |
| I am a care leaver | Letter from the Local Authority confirming your care status |  |
| I am currently looked after in Local Authority Care (this includes Unaccompanied Asylum Seekers) | Letter from the Local Authority confirming your care status |  |
| I am a disabled student receiving **both** Employment Support Allowance/Universal Credit **and** Disability Living Allowance/Personal Independence Payments | Financial statement showing that the applicant is receiving **both** ESA/Universal Credit **and** DLA/PIP |  |

**Discretionary Bursary Scheme**

You may be eligible for a Discretionary Bursary of up to £1200 if you or your parent/guardian receive any of the following benefits listed below. This bursary can fund travel costs, uniform, course materials, and trips. This funding is allocated based on individual needs and not all students who qualify will receive the full £1200. Please tick if any of the following apply to you. **You must include evidence with your application**

|  |  |  |
| --- | --- | --- |
| **Eligible benefits** | **Evidence you will need you to provide** | **Please tick** |
| **Income Support** | Letter dated after 31 May 2018 stating receipt of this benefit |  |
| **Income Based Job Seeker’s Allowance** | All pages of the JSA notification letter, dated after 31 May 2018 |  |
| **Income Related Employment and Support Allowance** | All pages of the notification letter, dated after 31 May 2018 |  |
| **Support under part VI of the Immigration and Asylum Act 1999** | Letter dated after 31 May 2018 stating receipt of this benefit |  |
| **The Guarantee Element of State Pension Credit** | The State Pension Credit (Guarantee Element) letter, dated after 31 May 2018 |  |
| **Child Tax Credit** –This is only eligible if you 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 | All pages of the Tax Credit Award Notice for April 2018 to April 2019 |  |
| **Universal Credit** | All pages of the Award Notice which can be printed from your online account, dated after 31 May 2018 |  |
| **Housing Benefit** | Local Council Housing Benefit letter, dated from April 2018 to March 2019 |  |
| **Council Tax Reduction** – Single Occupancy Reduction is not eligible | Letter of annual Council Tax bill, dated after April 2018 |  |
| **Working Tax Credit Run On** - The 4 week payment that you receive when you **stop** qualifying for Working Tax Credit | All pages of the Working Tax Credit ‘run-on’ Award Notice |  |

**Your Funding Requests**

**Please tick below to indicate what you would like the bursary to fund**.To qualify for travel funding you must live more than **2.5 miles** from your site of study. Students on part-time courses may be reimbursed for individual bus and train tickets.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| **Travel (Train)**  We can supply termly train passes with a cost based on your location.  Please tell us the station you’ll be travelling from:  \_\_\_\_\_\_\_\_\_\_\_\_ | **Travel (Bus)**  We can supply an annual Stagecoach Unirider bus pass. This pass is valid Monday-Sunday on Stagecoach buses only. | **Uniform**  Uniform costs specific to your course.  **You will need to purchase uniform and provide receipts for these costs to be reimbursed to you.** | **Course Materials**  Course Material costs are specific to your course.  **You will need to purchase course materials and provide receipts for these costs to be reimbursed to you.** | **Trips**  Trip costs are specific to your course. Trip costs are normally paid directly to your department but you may need to pay for some trips and be reimbursed. | **Print Credit**  Print credit added to your student card by LRC |

**Free College Meals**

Free College Meals are provided for students who meet the Government criteria. If you qualify for Free College Meals you will receive £3.50 for lunch per day for timetabled days at College. You are eligible for Free College Meals if you or your parent/guardian receive one or more of the benefits below.

**You must include evidence with your application**

|  |  |  |
| --- | --- | --- |
| **Would you like to claim for Free College Meals?** | **Yes/ No** |  |

|  |  |
| --- | --- |
| **Eligible benefits** | **Please tick** |
| **Income Support** |  |
| **Income Based Job Seeker’s Allowance** |  |
| **Income Related Employment and Support Allowance** |  |
| **Support under part VI of the Immigration and Asylum Act 1999** |  |
| **The Guarantee Element of State Pension Credit** |  |
| **Child Tax Credit** -This is only eligible if you are NOT entitled to Working Tax Credit and have an annual gross income of no more than £16,105 as assessed by her Majesty’s Revenue and Customs |  |
| **Working Tax Credit Run On** - The 4 week payment that you receive when you **stop** qualifying for Working Tax Credit |  |
| **Universal Credit** |  |

**Bank Details**

Bank details are required where reimbursements are necessary.

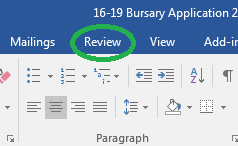
|  |
| --- |
| Uniform and course materials will need to be purchased by the student and will be **reimbursed** from the Bursary fund to the bank account details provided below. Please provide bank account details of the person who you would like the reimbursements to be made to. Reimbursements will be made by BACS transfer. Bank details are stored securely and will only be accessible to staff processing the bursary.  Student name:  The following bank details belong to: The Applicant/ Parent/ Guardian/ Other Relative ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name on card: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of bank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ­­­­­­­­­  Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sort Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

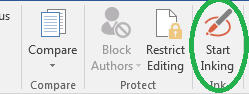
**What happens next?**

Please email this form to [bursary@farn-ct.ac.uk](mailto:bursary@farn-ct.ac.uk) or by post to the Student Support office, J8 in The Hub, Farnborough College of Technology, Boundary Road, Farnborough Hampshire GU14 6SB If you have any queries, please call 01252 407394 or 01252 407313 where your application will be processed. We will contact you if we require any further information. **Applications on average take up to 28 days for processing. Once confirmed we will send you an outcome email.** Bursary funds are limited and we cannot guarantee funding for all students who apply. Your application will only apply for one college year and you will need to reapply for funding each year you study with us.

**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 support 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 funding I receive under the Bursary Scheme will be paid on condition of standards of attendance and conduct.
* When changes to my household financial circumstances occur I confirm that I will notify the college immediately.
* I understand that funding I receive under the Bursary Scheme has 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 and I may be required to pay this back.
* I understand that I do not have an automatic entitlement to funding which is based on the information I have provided.
* I am clear that any payments I receive are to provide me with the means to remain in education and are to be used for items such as: books, equipment, travel costs and some additional costs such as trips and miscellaneous course costs.
* I understand that bursary funding will cover college term-time expenses only.
* I understand that my bank details will be stored securely for a period of 6 years plus the current financial year in line with standard financial practice. After this time the details will be deleted from our accounting system.
* I understand I have the right to appeal if I disagree with the outcome of my application. This appeal should be made to the Student Support Team, but if I feel I have not been treated fairly, I can follow the College complaints procedure.

**To sign below, please click on the ‘Review’ tab  at the top of this Word document.**

**Then click on the ‘Start Inking’ icon  on the far right.**

**You will now be able to draw your signature in the box below.**

**Alternatively, please press on the ‘Start’ icon on the bottom of your desktop screen, and open up a ‘Paint’ programme.**

**Draw your signature, using the ‘Brushes’  or ‘Pencil’ icon.**

**Once you are happy with the signature, click on the ‘Select’ icon, and click ‘Select All’, then copy and paste the image into the box below.**

|  |  |
| --- | --- |
| **Applicant Signature:** |  |
| **Date** |  |
|  |  |
| **Parent Signature:** |  |
| **Date** |  |

## FOR OFFICE USE ONLY

|  |  |
| --- | --- |
| Student Name: |  |
| Student Number: |  |
| Bursary Allocated: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Funding Requested | Amount allocated | | | |
| Travel (train) | Term 1: | Term 2: | Term 3: | Total: |
| Travel (bus) |  | | | |
| Uniform |  | | | |
| Course Materials |  | | | |
| Trips |  | | | |
| Free Meals |  | | | |
| Other |  | | | |

|  |  |
| --- | --- |
| **Total** |  |

|  |
| --- |
| Signature: Date:  Name: ­­­  Authorised by: Date:  Name: |

**FOR OFFICE USE ONLY**

**16-19 BURSARY PROCESSING CHECKLIST**

|  |
| --- |
| **Student Name: Student ID:**  **--------------------------------------------------------------------------------------------------------------------------------** |

**1. Guaranteed Bursary Criteria -** The following evidence has been provided:

|  |  |  |  |
| --- | --- | --- | --- |
| Income Support or Universal Credit Award Notice showing monthly payment and child element including the child’s name and DOB along with required downloaded pages from your Account, | |  | | --- | |  | | **Comments:** |
| Letter from Local Authority stating Asylum Seeker Status, Care Status, or Care Leaver Status | |  | | --- | |  | |
| Letter showing receipt of both ESA/UC and DLA/PIP | |  | | --- | |  | |

**2. Discretionary Bursary Criteria -** The following evidence has been provided:

|  |  |  |  |
| --- | --- | --- | --- |
| Income Support Award Notice dated after 31 May 2018 | |  | | --- | |  | | **Comments:** |
| Job Seeker’s Allowance (Income Based) notification letter dated after 31 May 2018 | |  | | --- | |  | |
| Employment and Support Allowance (Income Related)notification letter dated after 31 May 2018 | |  | | --- | |  | |
| Support under Part VI of the Immigration and Asylum Act - letter stating receipt of this dated after 31 May 2018 | |  | | --- | |  | |
| Guarantee Element of State Pension Credit letter issued by the Pension Services dated after 31 May 2018 | |  | | --- | |  | |
| Child Tax Credit (must NOT be receiving Working Tax Credit and must have an annual gross income of no more than £16,105 as assessed by her Majesty’s Revenue and Customs) award notice dated April 2018 – April 2019 | |  | | --- | |  | |
| Universal Credit Award Notice dated after 31 May 2018 along with independent status evidence such as child birth certificate, utility bill | |  | | --- | |  | |
| Housing Benefit letter dated from April 2018 – April 2019 | |  | | --- | |  | |
| Council Tax Reduction (NOT single occupancy) dated after April 2018 | |  | | --- | |  | |
| Working Tax Credit Run-on Award Notice | |  | | --- | |  | |

**3. Free College Meals -** Evidence has been provided showing receipt of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Income Support | |  | | --- | |  | | **Comments:** |
| Job Seeker’s Allowance or Employment Support Allowance | |  | | --- | |  | |
| Support under part VI of the Immigration and Asylum Act 1999 | |  | | --- | |  | |
| The Guarantee Element of State Pension Credit | |  | | --- | |  | |
| Child Tax Credit (must NOT be receiving Working Tax Credit and must have an annual gross income of no more than £16,105 as assessed by her Majesty’s Revenue and Customs) | |  | | --- | |  | |
| Working Tax Credit Run-On – paid for 4 weeks after someone stops qualifying for Working Tax Credit | |  | | --- | |  | |
| Universal Credit | |  | | --- | |  | |

**4. Travel –** the applicant has claimed for help with:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Travel by bus | |  | | --- | |  | | **Comments:** | | |
| Travel by train | |  | | --- | |  | |
| Does the applicant live more than 2.5 miles from their college site? (Farnborough GU14 6SB, Aldershot GU12 4PQ) | | | Yes / No |

GDPR Information: Bank details of successful applicants will be stored securely for a period of 6 years plus the current financial year, in line with standard financial practice. After this time, the details will be deleted from our accounting system.