**The 19+ Bursary Scheme 2018-19­­­**

**Application Form**

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| **Information ………………………………………….** | **p.1** |
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**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 uses Government funding, and it is intended to help to you overcome financial barriers to learning. Funding allocated to you will be a contribution towards the costs of studying, but it may not cover all of your costs.

The Bursary Scheme can provide funding towards: the costs of travel to and from college; childcare; uniform; course materials; and college trips. Travel is considered a priority for funding. The bursary is paid to enable to you to attend training with us, and funding is **subject to good attendance.** **This Bursary Scheme does not cover the cost of course or tuition fees**.

**Who can apply?**

To apply for this bursary you must:

* meet the Education Funding Agency residency criteria
* Be aged 19 or over at 31 August 2018.

***If you are aged 19 or over at 31st August 2018, and you are continuing on the course you began aged 16-18, or have an Education, Health and Car Plan, you should complete the 16-19 Bursary application form.***

**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): |  | | | | |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I am receiving/I have applied for an Advanced Learner Loan   |  | | --- | |  | | I am receiving  Fee Remission   |  | | --- | |  | | My course is being paid for by myself/by my employer   |  | | --- | |  | |

How is your course being funded?

**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, childcare, and college 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 £16,105 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. | **Childcare**  The Bursary can contribute toward your childcare costs for the hours that you are timetabled to be in College (Term Time Only) |

If you are applying for childcare funding, please provide the name and address of the childcare provider you will be using.

You will need to provide a copy of your

Childcare provider’s Ofsted Registration

Certificate and Public Liability Insurance with your application.

**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.

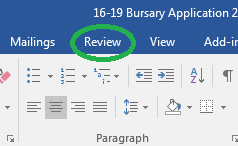
**Bank Details**

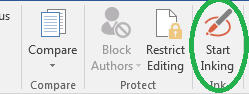
Bank details are required for any reimbursements where necessary.

|  |
| --- |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**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 |  | | | |
| Childcare |  | | | |
| Free Meals |  | | | |

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

**Signature: Name: Date: Authorised by: Signature: Date**: