

## Bursary Fund Application Form

This completed Application Form and relevant evidence must be handed in within 4 weeks of your start date.

If the Application Form and evidence is present later than that date, payments will not be backdated.

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

|       |  |         |  |            |  |
|-------|--|---------|--|------------|--|
| Title |  | Surname |  | First Name |  |
|-------|--|---------|--|------------|--|

|          |  |
|----------|--|
| Address  |  |
|          |  |
| Postcode |  |

|              |  |
|--------------|--|
| Phone/Mobile |  |
|--------------|--|

|       |  |
|-------|--|
| Email |  |
|-------|--|

|                             |  |          |  |                          |
|-----------------------------|--|----------|--|--------------------------|
| Date of Birth<br>(DD/MM/YY) |  | Your Age |  | You must be 16, 17 or 18 |
|-----------------------------|--|----------|--|--------------------------|

|                                                                               |     |  |    |  |
|-------------------------------------------------------------------------------|-----|--|----|--|
| Have you the right of abode and been resident in the UK for the last 3 years? | Yes |  | No |  |
|-------------------------------------------------------------------------------|-----|--|----|--|

### Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August and meet the EFA'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 must meet the required standard.

### Full Bursary Criteria – Category A

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

|                                                                                                                                                                                                                                                                                                                                              |     |  |    |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|--|----|--|
| <b>Are you in receipt of Income Support or Universal Credit?</b><br>(evidence required – Income Support or Universal Credit Statement letter)<br><i>You will also qualifies for Free School Meals</i>                                                                                                                                        | Yes |  | No |  |
| <b>Care Leaver or currently looked after in care?</b><br>(evidence required – letter from Local Authority)                                                                                                                                                                                                                                   | Yes |  | No |  |
| <b>Disabled Student in receipt of <u>both</u> Employment Support Allowance and Disability Living Allowance/Personal Independence Payments.</b><br>(evidence required – financial statement showing <u>both</u> ESA and DLA/PIP)<br><i>*You will also qualifies for Free School Meals JSA is 'income-based' or if ESA is 'income-related'</i> | Yes |  | No |  |

|                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                |  |                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------|--|--------------------------------|
| <b>Discretionary Bursary Criteria - Category B &amp; C</b>                                                                                                                                                                                                                                                                                                                             |  |                                                |  |                                |
| Your household Income is one of the criteria which will help us to assess you application. If your household income exceeds £25,000 per annum, you will not be eligible for a bursary payment, unless you are applying under exceptional circumstances.                                                                                                                                |  |                                                |  |                                |
| Please tick one of the following to show what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.                                                                                                                                                                                                         |  |                                                |  |                                |
| Free School Meals in Year 7-13                                                                                                                                                                                                                                                                                                                                                         |  |                                                |  |                                |
| P60                                                                                                                                                                                                                                                                                                                                                                                    |  | Income Support/Universal Credit (award letter) |  | Full TCAN Notice (Tax credits) |
| Self Employed Earnings (Official Tax Return)                                                                                                                                                                                                                                                                                                                                           |  | Other benefits/pension (award letter)          |  | Wage slips (3 months)          |
| Number of dependent children in the household?                                                                                                                                                                                                                                                                                                                                         |  |                                                |  |                                |
| Emergency application – <b>Head of Sixth Form to authorise one off payment</b>                                                                                                                                                                                                                                                                                                         |  |                                                |  |                                |
| 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 barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for. This information is strictly confidential and will only be used for assessment purpose. |  |                                                |  |                                |
|                                                                                                                                                                                                                                                                                                                                                                                        |  | <b>What do you need?</b>                       |  |                                |
| Travel                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                |  |                                |
| Meals                                                                                                                                                                                                                                                                                                                                                                                  |  |                                                |  |                                |
| Business Dress                                                                                                                                                                                                                                                                                                                                                                         |  |                                                |  |                                |
| Course Equipment<br><i>(Please attach Subject Purchase Order Form)</i>                                                                                                                                                                                                                                                                                                                 |  |                                                |  |                                |
| Any other<br><i>(Please provide details)</i>                                                                                                                                                                                                                                                                                                                                           |  |                                                |  |                                |

Please provide your bank details below, as printed on your bank card or statement. Bursary payments will be paid directly into student's bank accounts only (by BACS). Please be aware that providers can choose to pay Bursary awards 'in kind', eg by purchasing any equipment required such as laptops.

|                                                                               |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|-------------------------------------------------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <b>Account Name</b> .....                                                     |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <b>Account Number</b>                                                         | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <b>Sort Code</b>                                                              | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <b>If the Account is a Building Society Account, also provide Roll Number</b> |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| <input type="text"/>                                                          | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

**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 a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- 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 – Student Guide

**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 will notify my provider immediately.
- I will notify my provider 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 learning, and if I leave 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 understand that I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure.

**I confirm I have read the 'Bursary Fund – Student Guide' which was given to me with this application.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Key Worker Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

Eligibility – please tick appropriate box

|                              |  |                                                                                                                                                                                                                                                                                                                   |
|------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Vulnerable Bursary</b>    |  | <ul style="list-style-type: none"> <li>• Those young people who receive income Support / Universal Credit.</li> <li>• Care Leavers or young people who are Looked After Children.</li> <li>• Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance/PIP</li> </ul> |
| <b>Discretionary Bursary</b> |  | <ul style="list-style-type: none"> <li>• Young people facing financial barriers to participation in further education. Agreed standard of behaviour and attendance should be met.</li> </ul>                                                                                                                      |
| <b>Both</b>                  |  | <ul style="list-style-type: none"> <li>• Young people who qualify for the Vulnerable Bursary but who require extra assistance with the costs of participating in learning.</li> </ul>                                                                                                                             |
| <b>Emergency Payment</b>     |  | <ul style="list-style-type: none"> <li>• Circumstance authorised by the Head of Sixth Form</li> </ul>                                                                                                                                                                                                             |

| <b>Assistance Requested</b>                                             | <b>Assistance Granted v</b> |
|-------------------------------------------------------------------------|-----------------------------|
| <b>Travel</b>                                                           |                             |
| <b>Meals</b>                                                            |                             |
| <b>Appropriate Clothing to suit training and placement requirements</b> |                             |
| <b>Equipment</b>                                                        |                             |
| <b>Other</b>                                                            |                             |
| <b>NOTE: Must fall within guideline amounts</b>                         |                             |

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_