

Bursary Application Form

Lowestoft Sixth Form College 16-19 Bursary 2017/18

If you need help with this form, please telephone the College 01502 537000 and ask for Student Support Team. For Guidance Notes please see the back of this form.

FREE MEAL ENTITLEMENT: You must provide parent/carers Full Name, National Insurance and Date of Birth
The first bursary payment will be paid in the first week following the October half term.

N.B. This form must be completed by the student applying for the bursary funding. Please bring this form and all your supporting documents with you to enrolment.

In year applications will be accepted and free meals will be arranged once the application has been approved.

SECTION 1 – Student Details (please use CAPITALS and complete in BLACK ink)

| | | | |
|---|---------------|---|---------------|
| Surname: | | Student No. (e.g. S1100111) | |
| First names: | | Home telephone No. | |
| Date of Birth: | | Mobile No. | |
| Address: | | | |
| Postcode: | | | |
| Full Name of parent/carer 1 (living at the same address): | | Full Name of parent/carer 2 (living at the same address): | |
| National Insurance Number | Date of Birth | National Insurance Number | Date of Birth |

SECTION 2 – Vulnerable Student Bursary I am a STUDENT in receipt of the following:

Please tick the box that applies to you.

- I am living in care
 I am a care leaver
 I am in receipt of Universal Credit (previously IS)
 I am in receipt of Income Support (IS)
 I am in receipt of Employment Support Allowance or Universal Credit **AND** also Disability Allowance or Personal Independence Payment (PIP)

SECTION 3 – Discretionary Bursary (Evidence of household income to be provided)

I am a student who permanently lives in a household whose parent(s)/carer(s) receive one of the following:

| | | |
|----------------------------------|-------------------------|-------------------------|
| Name of person receiving benefit | 1. Name of parent/carer | 2. Name of parent/carer |
|----------------------------------|-------------------------|-------------------------|

- Universal Credit Allowance
 Income Support
 Income based Jobseekers

Child Tax Credit (**provided you are not entitled to working credit**) and annual gross income less than £16,190 (If the total household income is less than £20,000 you may be eligible to receive some funding, see guidance notes)

Income related Employment and Support Allowance (ESA)

Guaranteed Element of State Pension Credit

Support under part VI of the immigration and Asylum Act 1999

| | | | |
|---------------------|----------|-----------|------------------------------------|
| For office use only | Approved | Free meal | Bank Details in Students name ONLY |
|---------------------|----------|-----------|------------------------------------|

SECTION 4 – Evidence to be submitted

Whatever you have declared in Sections 2 or 3 must be supported with evidence in order for an assessment to be made. The tables below show the evidence you will need to bring with this application form to enrolment. Please tick the ones that you are providing.

| Name of benefit | Evidence Required | Tick if supplying this evidence |
|--|--|---------------------------------|
| In Care/Care Leaver | Local Authority letter – dated within the last 3 months | |
| Child Tax Credit | Child Tax Credit Award Notice for 2017/18. (Must be for full year and not partial awards) | |
| Income Support | Income Support letter –dated within the last 3 months | |
| Employment Support Allowance or Universal Credit AND Disability Living Allowance or Personal Independence Payment | Entitlement/Award letters – For vulnerable bursary claims both must be in payment and dated within the last 3 months | |
| Universal Credit | Entitlement/Award letter – dated within the last 3 months (a print out from the computer screen will be required) | |
| Jobseekers Allowance | Entitlement/Award letter – dated at start of the academic year (Aug/Sept 2017 or current date if applying during mid-year) | |
| State Pension Credit | The guarantee element of State Pension Credit (award letter) | |
| Employment Support Allowance | Income related Employment and Support Allowance (ESA) Award letter – dated within the current payment period | |
| Immigration and Asylum Act 1999 | Evidence of entitlement to Support under part VI of the Immigration and Asylum Act 1999 | |

SECTION 5 – Further information

Please give details below of any other circumstances that you would like us to know about to help with your application.

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SECTION 6 – Use of bursary

Please give details below of how you intend to use your bursary funding e.g. travel, books, other course materials, college visits, exams etc. You may be asked to provide proof of the use of the bursary e.g. receipts

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SECTION 7 – Student Bank Account Details (payments will NOT be back dated if details are not supplied)

| | | | | | | | |
|---|--|--|--|--|--|--|--|
| Bank Name (e.g. Nat West) | | | | | | | |
| Branch Location (e.g. London Rd, Lowestoft) | | | | | | | |
| Name of Account Holder | | | | | | | |
| Sort code (e.g. 21-23-24) | | | | | | | |
| Account Number (8 digits) | | | | | | | |

SECTION 8 – Declaration

Please read the declaration below carefully before signing:

- I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect.
- I undertake to supply any additional information that may be required to support this application.
- I understand that if I refuse or fail to provide information relevant to my claim the application will not be accepted.
- I understand that communication concerning the bursary will be via my **college email address**.
- I understand that it is my responsibility to provide the information that has been asked for and failure to do so will mean payments cannot be made to me.
- I also undertake to tell the College of any change in my circumstances in writing.
- I agree to repay the College immediately and in full any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
- I am aware that the funding covers only this College year and that I must re-apply for any future year.
- I understand there is no guarantee that I will receive free meals for future years although I may be eligible for the current year.
- **I understand the bursary will be directly linked to attendance, behaviour and performance, and if these are not at an acceptable level that the allocation may be delayed or not made.**

Signed (Student):

Date:

Signed (Parent(s)/Carer(s) named in this application):

Date:

Please note: Applications for 2017/18 should be **returned during enrolment or by 9th September 2017** at the latest. Applications after this date will be welcome and free meals will be arranged once the application has been approved, however funds may be limited.

Discretionary Bursary1: free meals to the value of £3.00 will be arranged at the earliest opportunity once the application has been approved. A bursary payment will be made at the end of October.

Discretionary Bursary 2: A bursary payment will be made at the end of October.

Vulnerable Bursary ONLY: Payments and free meals will be arranged once the application has been approved.

For College use only:

Received by:
(Staff member signature)

Date Received:

Bursary1 approved: Yes/ No

Bursary: Vulnerable/Discretionary

Bursary2 approved: Yes/ No

Authorised by:

Date:

Additional Notes:

Free meal arrangedDate

16 to 19 Bursary Fund Guidance Notes 2017/18

The Lowestoft Sixth Form College 16-19 discretionary bursary fund for 2017/18 will in the first instance be in the form of a free meal entitlement. Once all applications have been assessed the level of cash payments to eligible applicants will be determined, and the first payment will be made after October half term.

To be eligible to receive a 16-19 free meal bursary in the 2017/18 academic year you must be aged under 19 on 31 August 2017 if you are a new applicant, or if you were under 19 on 31 August on the year in which you started your course.

You must also have been resident in the UK or EEA for three years preceding 31 August 2017.¹

There are two elements of bursary funding:

Vulnerable Student Bursary (£1200.00 per annum)

This bursary is available to students in any one of the following categories:

- Young people aged 16 to 17 in care.
- Care leavers aged 16, 17 and 18.
- Young people aged 16, 17 and 18 who are in receipt of Income Support or Universal Credit
- Disabled young people in receipt of Employment Support Allowance (or Universal Credit) **AND** Disability Living Allowance.

Discretionary Bursary

Bursary1 (Free Meal and funds) is available to students who live in a household whose income is £16,190 per annum or less with one of the following qualifying benefits:

- Child Tax Credit (**NOT Working Tax Credit**) **AND** have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190 (*If you receive Working Tax Credit along with Child Tax Credit you are not entitled to a free meal but may qualify for Bursary2, see below*)
- Income Support (or equivalent Universal Credit)
- Income- based Jobseekers Allowance (or equivalent Universal Credit)
- The guarantee element of State Pension Credit
- Income-related Employment and Support Allowance (ESA)
- Support under Part VI of the Immigration and Asylum Act 1999.

Bursary2 (Funds only) for those with income between £16,191 and £20,000 per annum **AND** whose parent(s)/carer(s) are in receipt of any of the following:

- Child Tax Credit and have an annual income (as assessed by HM Revenue & Customs) between £16,191 & £20,000

Additional Help

Under exceptional circumstances students who are not automatically eligible for a bursary can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and allocations will be dependent upon available funds. Please contact the College's Student Services Team for more details.

¹ Further details of residency requirements are set out in the EFA Funding Guidance 2017/18