

Age 16 + BURSARY APPLICATION FORM TO HELP YOU WITH THE COSTS OF COLLEGE 2018/2019

IMPORTANT INFORMATION

- Please ensure that all the relevant sections of this form are fully completed.
- Please return your application form with the required **photocopied** or **printed** evidence in person to the College Student Services. Forms that are presented without proof of income or benefits, or without signatures unfortunately cannot be accepted.
- Funding is awarded based on personal circumstances at the discretion of the IW College and is not guaranteed. If demand for bursary funding is high payments later in the year may be reduced and bursary funds may not be available for new applicants.
- Help through the College bursary is dependent upon attendance and commitment to your course.
- **If your attendance and behaviour fall below the expected College standards you may have your payments stopped.**

Bursary funding provides financial support to help students overcome barriers that may stop them being able to participate in education.

Types of bursary help available:

Vulnerable Bursary

A yearly bursary of up to £1,200 is available to students aged 16-18 on 31st August 2018. To apply you will need to provide evidence from the defined vulnerable groups – see page 3 for more information.

Discretionary Bursary - Group 1

Students with a household **income of less than £25,000** may be eligible for help towards:

- Travel
- Age 20+ Childcare
- Young Carers payment
- Kit, uniform, stationery and books – predetermined list applies
- Central Administration and Material fees
- Membership fees – you may need to provide receipts
- Replacement student cards and printing credit
- Help towards the cost of applying to University
- Trips – based on individual circumstances
- Other education related costs on a case by case basis.

Discretionary Bursary – Group 2

Students with a household **income of between £25,000 and £35,000** may be eligible for help towards:

- Travel
- 20+ Childcare
- Young Carers payment

For details of evidence required to demonstrate household income see page 3.

Childcare

Parents are expected to access any entitlement they may have to early learning for 2, 3 and 4 year olds before applying for funding. Parents should visit www.childcarechoices.gov.uk for further information.

Students aged between 16 to 19 years of age can access childcare support through the government funded Care to Learn scheme. Further details on Care to Learn funding and how to apply can be found at <https://www.gov.uk/care-to-learn/how-to-claim>.

Students aged 20+ can apply for childcare support through the College Bursary – please ask for a 20+ Childcare application form and hand in as soon as possible to secure funding.

Free College Meals (FCM)

In addition to other bursary help eligible students aged 16-18 and some students aged 19-24 (19+ Continuer or EHCP students only) may be able to receive Free College Meals depending on the benefits received by the household:

- 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

Your evidence for Free College Meals can also be used as bursary evidence.

Transport

Travel at the College is provided to students on a bursary who live more than 3 miles away from their College site or work placement. Travel help may be given in the form of Smartcards or Multibundle bus passes, petrol money or ferry refunds (for work placements only).

Students with EHCPs should apply to the IW Council for travel help. Please contact the SEN Team on 01983 823470 or see Mike Joy at the College.

Young Carer payment

Young Carers will receive an extra payment of £300 in the first half term. You will need to be registered with YMCA Young Carers and supply a letter from them to confirm you are a Young Carer.

Students who cannot apply for this bursary:

- If you have applied for an Advanced Student Loan to pay for your course, please apply for the Advanced Student Loan Bursary.
- Apprenticeships, students paying in full for a full cost course (no government funding support), students under the age of 16 and those undertaking higher education in conjunction with a Partner University, cannot apply for bursary help.

INCOME EVIDENCE NEEDED TO APPLY FOR THE VULNERABLE BURSARY

You must be aged 16-18 on 31st August 2018 and provide evidence from the defined vulnerable groups below to apply for the vulnerable bursary. Pro-rata calculations are made for courses that are part time or for students who study for less than 30 weeks in the academic year. The following costs will be deducted from the vulnerable bursary allowance unless you tell us not to: Bus Passes, Central and Material Fees (kits, uniform, books etc.) If you do not qualify for Free College Meals, you can opt into these and we will deduct the cost of meals from your bursary allowance. Once these costs have been deducted the balance of your bursary will be divided and paid into your bank account on a half termly basis.

Criteria:	Evidence required:
You receive Income Support (IS) or Universal Credit (UC) in your own name.	IS - An award letter in student's name (no older than 6 months prior to starting your College course). This must confirm that you can be in further education or training. UC – A print out of the last 3 award statements showing your earnings in that period. This must confirm that you can be in further education or training. You must also provide one of the following to show you are financially supporting yourself or anyone that is dependent on you and living with you e.g. a child: tenancy agreement, child benefit receipt, child birth certificate or utility bill.
You are currently in care or are a care leaver.	A letter or email to confirm this from the Local Authority (LA) that looks after you.
You are a young person with a disability who is receiving Employment Support Allowance (ESA) or Universal Credit (UC) instead of ESA AND Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your own name.** **Parents should note that students can claim ESA or UC in their own right whilst living in the parental home but they will not be eligible to claim child benefit if the student's claim is successful.	For students receiving Universal Credit/Employment and Support Allowance and Disability Living Allowance and Personal Independence Payments, a copy of the student's Universal Credit (A print out of the last 3 award statements showing your earnings in that period). UC claimants will be able to print off details of their award from their journal. Or ESA award letter (no older than 6 months prior to starting your course) from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided.

HOUSEHOLD INCOME EVIDENCE NEEDED TO APPLY FOR DISCRETIONARY BURSARY

Please provide **ONE** of the below evidence to show your household income.

If the student receives benefits their own name we may not need further evidence from the household.

Criteria:	Evidence required:
Your household is in receipt of Universal Credits	A print out of the last 3 award statements showing your earnings in that period.
Your household is in receipt of Income Support	An award letter (no older than 6 months prior to starting your College course)
Your household is in receipt of income-based Jobseekers Allowance (JSA)	An award letter (no older than 3 months prior to starting your College course)
Your household is in receipt of income-related Employment Support Allowance (ESA)	An award letter (no older than 6 months prior to starting your College course)
Your household is in receipt of the guarantee element of State Pension Credit	State Pension Credit award notice (no older than 9 months prior to starting your College course).
Housing or Local Council Tax Support	An award letter (no older than 3 months prior to starting your College course)
Your household is in receipt of Working Tax Credit and Child Tax Credit	Working Tax Credit or Child Tax Credit award notice showing income for 2017-2018.
Self-employed with income under £35,000	Either audited accounts for 2017-2018 showing your income or a copy of <u>submitted</u> tax return.
Income under £35,000 but not in receipt of any benefits	A copy of all P60s as at April 2018 for those working in the household.

You have an income under £35,000 but do not receive any benefits or have any income	6 months bank statements. This funding is awarded at the College's discretion. Please speak to Student Services.
If you do not have ANY of the above evidence but still believe that you could be eligible for bursary support please speak to a member of Student Services to discuss your individual circumstances. We understand that circumstances can change during the year and you can apply at any point in the year depending on the availability of funds.	

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First name:		Last name:	
Other legal names:		Date of birth:	
Address		Age on 31 August 2018:	
		Student mobile:	
		Home Tel No:	
Which course are you on?			
Is this your 1st or 2nd year on this course?			
Are you doing any other courses this year?			
Do you live more than 3 miles from College?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, do you currently receive any help with travelling to College? e.g. Taxi, Council Bus Pass, Mobility allowance etc.
What would you like to apply for?	<input type="checkbox"/> Bus Pass – please complete a bus pass form <input type="checkbox"/> Petrol money – please provide a photocopy of your driving licence <input type="checkbox"/> Other – please discuss with Student Services		
Are you ordinarily resident in the UK, EU or EEA continuously for at least the previous 3 years on the first day of learning?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, please contact Student Services
Are you a Young Carer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, please provide letter from YMCA Young Carers.
Please tell us how many adults live in your household			
Name:			Relationship to you:

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Bank Details

Students must have a bank account in their own name that will accept BACS payments. In some circumstances where a student is not responsible for their own account, special arrangements may apply.

PLEASE COMPLETE IN CAPITAL LETTERS

FULL NAME OF ACCOUNT HOLDER (This should be the name as it appears on your debit card, or bank statement):

SORT CODE:

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If you are not expecting payments from bursary e.g. you are only applying for a bus pass. Please do NOT complete the bank details section.

ACCOUNT NUMBER:

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Attendance Agreement & Bursary Funding Contract

General:

- I confirm that any evidence given in support of the application is correct and complete to the best of my knowledge and belief. I understand that giving false or incomplete information which leads to incorrect/overpayment may result in future payments/help being stopped and any incorrectly paid funds being recovered. It may also result in a referral to the police with the possibility of the student and/or their family facing prosecution.
- I understand that if I withdraw from my course I must return any uniform/kit that has been purchased through the bursary or I may be charged for this.
- I understand that bursary payments/help are dependent on meeting the attendance, punctuality, behaviour and academic progress criteria as set out in the College Charter. I understand that I may not be awarded some bursary payments/help (e.g. petrol payments) if I fall below 85% attendance across any element of my programmes, including any English and maths (where applicable) unless a tutor or SPA advises of extenuating circumstances.

Free College Meals (FCM):

- I understand that I must use all FCM help provided to me in compliance with the guidance and rules which I will sign when I receive my Smartcard.

Age 20+ Childcare:

- **I understand that I am expected to utilise any free government funded childcare entitlement to cover my timetabled hours and that this fund is not a replacement fund**
- I understand that the childcare fund will only cover my timetabled College hours
- I understand that I am responsible for any fees not agreed with the College
- I understand that the agreement for childcare is made between the childcare provider and myself
- I understand that I am responsible for informing Student Services of any changes to my timetabled hours including any exam dates
- I understand that the childcare fund does not support travel time to and from College or lunches/meals for my children and that I will be liable for these costs myself
- I understand that I may have to repay the childcare funds awarded to me if I withdraw from the course or my attendance/commitment is not according to the College Charter
- I understand that correspondence regarding my childcare funding will be sent password protected via email and that my childcare provider will share relevant information, as requested, with the Isle of Wight College.

How my information is used/shared:

- I confirm I have read and agree to the College privacy notice (<https://www.iwcollege.ac.uk/wp-content/uploads/2018/06/Privacy-Notice-College-TBR-July-2018-rev-01-06-18.pdf>) and on those terms the processing of my personal data contained in this form, or other data, which the College may obtain from me or other organisations. I agree for my information to be kept and shared with third parties for education, training, employment and well-being related purposes, including research. This will only occur where the law allows it and any sharing is in compliance with the relevant data protection legislation.
- We are contractually required to share your data with the Education and Skills Funding Agency (ESFA) and the Learner Records Service (LRS). For further information about these organisations, use and access to your personal data including with whom it is shared, how long it is retained, and how to change your consent to being contacted please visit:

ESFA: <https://www.gov.uk/government/publications/esfa-privacy-notice>

LRS: <https://www.gov.uk/government/publications/lrs-privacy-notices>

Attendance Agreement & Bursary Funding Contract

- I give the College permission to store and share my data to be able to access bursary funding help
- I give the College permission to contact my parent/carer, external agencies (as deemed appropriate by the College) to verify the supporting documents for my bursary application form if necessary

Student Signature:

Parent / Carer Signature:

(NOT REQUIRED IF OVER 18 OR
LIVING INDEPENDENTLY)

Date:

16+ BURSARY FUNDING 2018/2019

FOR OFFICE USE ONLY – PLEASE DO NOT COMPLETE	
Name:	
Student No:	
Age at 31 st August:	
EHCP?	<input type="checkbox"/> Yes <input type="checkbox"/> No
19+ Continuer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bursary Funding:	<input type="checkbox"/> Vulnerable <input type="checkbox"/> 16+ <input type="checkbox"/> 19+
Evidence:	
FCM	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Exceptional
Bursary Group	<input type="checkbox"/> 1 <input type="checkbox"/> 2
Young Carer:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Travel	<input type="checkbox"/> Bus <input type="checkbox"/> Petrol <input type="checkbox"/> Other
	Notes.....
Exceptional Circumstances (excluding FCM)	<input type="checkbox"/> Yes <input type="checkbox"/> No Notes.....
Notes:
Staff Signature 1	
Staff Signature 2	