

16+ BURSARY APPLICATION FORM

TO HELP YOU WITH THE COSTS OF COLLEGE 2019/2020

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 help stopped.**
- 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.
- Please note that applications received from 8 weeks after your start date are likely to not receive full funding.

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:

- Travel
- Age 20+ Childcare
- Central Administration and contribution to material fees
- Contribution towards kit, uniform, stationery, books and membership fees – predetermined list applies and you may need to provide receipts
- Free College Meals & replacement student cards for FCM students
- Printing credit top up
- Help towards the cost of applying to University
- Young Carers payment
- Vulnerable Bursary payments
- Other education related costs on a case by case basis.

Discretionary Bursary – income of less than £20,000

For most students this will be based on a household income of less than £20,000. However, if students have certain benefits in their own name we look at their individual income only. For details of evidence required to demonstrate income see page 3.

Vulnerable Bursary

A yearly bursary of up to £1,200 is available to students aged 16-18 on 31st August 2019. To apply you will need to provide evidence from the defined vulnerable groups – see page 3 for more information.

Young Carer payment

Young Carers (age 18 and under) 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. You can contact them on 01983 861071 or email Trudie.augustus-harris@ymca-fg.org.

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+ Continuers 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

You may also qualify for Free Meals under Transitional Protection if you had Free Meals at College or school last year.

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, Multibundle bus passes or petrol money.

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

Students who cannot apply for this bursary:

- Students under the age of 16
- Apprenticeships
- Students paying in full for a full cost course (no government funding support)
- Students undertaking higher education in conjunction with a Partner University
- Students who have an Advanced Learner Loan – please apply for the 19+ Advanced Learner Loan Bursary instead.

INCOME EVIDENCE NEEDED TO APPLY FOR DISCRETIONARY BURSARY

Please provide **ONE** of the below types of evidence to show your household income. If the student receives certain benefits in their own name we may not need further evidence from the household.

Criteria:	Evidence required:
Universal Credits	A print out of the last 3 award statements showing your earnings in that period.
Income Support or income-related Employment Support Allowance	An award letter (no older than 6 months prior to starting your College course)
Income-based Jobseekers Allowance	An award letter (no older than 3 months prior to starting your College course)
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)
Working Tax Credit and Child Tax Credit	Working Tax Credit or Child Tax Credit award notice showing income for 2018-2019.
Self-employed with income under £20,000	Either audited accounts showing your income or a copy of <u>submitted</u> tax return for the most recent tax year.
Income under £20,000 but not in receipt of any benefits	A copy of all P60s as at April 2019 for those working in the household.
You have an income under £20,000 but do not receive any benefits or have any proof of income	6 months bank statements. This funding is awarded at the College's discretion. Please speak to Student Services.

INCOME EVIDENCE NEEDED TO APPLY FOR THE VULNERABLE BURSARY

You must be aged 16-18 on 31st August 2019 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, 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 depending on attendance and behaviour.

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) OR UC – A print out of the last 3 award statements showing your earnings in that period. These 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.

If you do not have ANY of the above evidence or are above the income threshold but still believe that you could be eligible for bursary support please speak to a member of Student Services to discuss your individual circumstances.

This page needs to be completed with the student's details

First name:		Last name:	
Other legal names:		Date of birth:	
Address		Age	
		on 31 August 2019:	
		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?			
Did you receive Free Meals last year?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Don't know
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 travel help 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.
Are you a parent and would like help with childcare?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, please speak to Student Services
Please tell us how many adults live in your household			
Name:		Relationship to you:	

This page needs to be completed with the student's details

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:				-					-								
ACCOUNT NUMBER:																	

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.

If the bank details above are not the student's bank details please write the reason below:

.....

.....

.....

.....

Please get the student to confirm happy that payments will be made into the above account by signing below

Signature.....

**THIS PAGE IS
INTENTIONALLY BLANK**

Attendance Agreement & Bursary Funding Contract

I understand 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 payment/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.
- 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 or help if I fall below 85% attendance across any element of my programmes unless a Tutor or Progress Advisor advises of extenuating circumstances.
- I must use all FCM help provided to me in compliance with the guidance and rules which I will sign when I receive my student ID card.
- If I withdraw from my course I may have to return any kit/uniform or equipment provided to me.
- If I am a student aged 19+ in support of any state benefits it is my responsibility to inform the Department for Work and Pensions about any learner support I receive.
- I must use any 20+ childcare help provided to me in compliance with the guidance and rules which I will sign when I return my childcare form.

How my information is used/shared:

- I confirm I have read and agree to the College privacy notice (<https://www.iwcollege.ac.uk/information/policies-legal/#information-services>) 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-notice>

- 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: _____

