

# 16+ BURSARY APPLICATION FORM

## TO HELP YOU WITH THE COSTS OF COLLEGE 2020/2021

### IMPORTANT INFORMATION

- Please ensure that all the relevant sections of this form are fully completed.
- Due to Covid-19 we will not be able to photocopy evidence for you. Please return your application form with the required **photocopied** or **printed** evidence or alternatively please **take clear pictures and/or screenshots** using a smartphone and email these to [bursary.info@iwcollege.ac.uk](mailto:bursary.info@iwcollege.ac.uk).
- Forms that are presented without proof of income or benefits, or without signatures unfortunately cannot be processed and will have to be returned, delaying any help or payments that you may be eligible for.
- 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.
- 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.
- **If your attendance and behaviour fall below the expected College standards you may have your help 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:

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

#### **Discretionary Bursary – income of less than £25,000**

For most students this will be based on a household income of less than £25,000 (excluding benefits). However, in some circumstances, such as if students have certain benefits in their own name, we may look at their individual income only. For details of evidence required to demonstrate income see page 3.

#### **Young Carer payment**

Young Carers (age 18 and under) will receive a payment of up to £300. You will need to have completed the registration process and be receiving support from YMCA Young Carers who can supply a letter or email to confirm you are a Young Carer. You can contact them on 01983 861071 or email [iowyoungcarers@ymca-fg.org](mailto:iowyoungcarers@ymca-fg.org).

# BURSARY FUNDING 2020/2021

## Free College Meals (FCM)

Eligible students aged 16-18 and some students aged 19-24 (19+ Continuers or EHCP students only) may be able to receive FCM depending on the benefits received by the household: Eligible benefits are:

- 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.
- If you received Free Meals last year then you may be eligible through 'transitional protection'.

## Transport

Support towards the cost of travel 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 Southern Vectis Smartcards, Multibundle bus passes, petrol money or help with traveling to and from the College on a bike.

**Students with EHCPs should apply to the IW Council for travel help through their online application <https://www.iow.gov.uk/Residents/Care-Support-and-Housing/SEND-Reforms/Special-Education-Needs-SEN/Tasks>. For help with this please contact the IW Council on 01983 821000 (main helpline) or 01983 823470 (Council SEN Team).**

## Vulnerable Bursary

A yearly bursary of **up to** £1,200 is available to students aged 16-18 on 31<sup>st</sup> August 2020. To apply you will need to provide evidence from the defined vulnerable groups – see page 3 for more information.

## 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](http://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. Please submit the completed form as soon as possible to ensure the funding is available for when you need it.

## Students who cannot apply for this bursary:

- Students under the age of 16
- Apprentices
- Students paying in full for a full cost course (no government funding support)
- Students undertaking higher education in conjunction with a Partner University
- Students with an Advanced Learner Loan (ALL) - please apply for the 19+ ALL 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. If you are a student age 19+ supporting yourself financially without receiving benefits please speak to us about the evidence we would require to be able to award bursary based on your income only rather than household income.

**If you do not have ANY of the below evidence or are above the income threshold and are having financial difficulties due to Covid-19 you may still be eligible for bursary support please speak to a member of Student Services to discuss your individual circumstances.**

Criteria:	Evidence required:
Universal Credits	A print out or emailed screen shots 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 2019-2020 or expected income for 2020-21.
Self-employed with income under £25,000	Either audited accounts showing your income or a copy of <u>submitted</u> tax return for the most recent tax year.
Income under £25,000 but not in receipt of any benefits	A copy of all P60s as at April 2020 or if this no longer reflects your circumstances due to Covid-19 please also provide 3 recent months wage slips for all those working in the household.

## INCOME EVIDENCE NEEDED TO APPLY FOR THE VULNERABLE BURSARY

You must be aged 16-18 on 31<sup>st</sup> August 2020 and provide evidence from the defined vulnerable groups below to apply for the vulnerable bursary. 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.) and Free Meals (if not eligible for FCM separately). You will have a meeting to discuss your needs from bursary and bursary help may be pro rata for part time courses or courses under 30 weeks.

Criteria:	Evidence required:
You receive Income Support (IS) or Universal Credit (UC) in your students own name because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner	A copy of their Income Support or UC award notice. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. For students in receipt of UC we must also see further evidence that you are financially supporting yourself such as; a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
You are currently in care or are a care leaver.	Written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after you or provides your leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.
You are a young person receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right	A copy of the student's Universal Credit <u>OR</u> ESA award letter from DWP. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided.

If you require support completing this form, please contact Student Services  
Telephone: 01983 550833 or email [bursary.info@iwcollege.ac.uk](mailto:bursary.info@iwcollege.ac.uk)

# BURSARY FUNDING 2020/2021

First name:		Last name:	
Other legal names:		Date of birth:	
Address		Age	
		on 31 August 2020:	
		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 – please write where:	<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 <input type="checkbox"/> Bike Scheme – please discuss with Student Services <input type="checkbox"/> Other – please discuss with Student Services Please note that you can change your travel option for a future term (e.g. pass driving test and would like to move from bus pass to Petrol money in Term 3) but you will need to inform Student Services with lots of notice to be able to change.		
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 evidence 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
<b>Please tell us how many adults live in your household</b>			
Name:		Relationship to you:	

If you require support completing this form, please contact Student Services  
 Telephone: 01983 550833 or email: [bursary.info@iwcollege.ac.uk](mailto:bursary.info@iwcollege.ac.uk)

# BURSARY FUNDING 2020/2021

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:**

		-			-		
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**ACCOUNT NUMBER:**

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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.

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

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Please get the student to confirm that they are happy that payments will be made into the above account by signing below. Signature not required if proof of Power of Attorney has been provided.

Signature.....

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INTENTIONALLY BLANK**

# BURSARY FUNDING 2020/2021

## 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.
- Support through the college bursary is dependent on meeting the attendance, punctuality, behaviour and academic progress criteria as set out in the College Charter (You and Your College). 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 confirms that there are extenuating circumstances.
- I must use all FCM help provided to me in compliance with the guidance and rules which I will be given.
- If I have a bus pass I must use this in accordance to the guidance and rules which I will be given.
- 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 receipt 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.
- The college is 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 AGED 19 OR OVER  
OR LIVING INDEPENDENTLY)

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

# BURSARY FUNDING 2020/2021

**FOR OFFICE USE ONLY – PLEASE DO NOT COMPLETE**

Name:	
Student No:	
Age at 31 <sup>st</sup> 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+ <input type="checkbox"/> Exceptional
Evidence:	
FCM	<input type="checkbox"/> Yes - Eligible <input type="checkbox"/> Yes - Discretionary <input type="checkbox"/> Yes – Exceptional <input type="checkbox"/> No
Young Carer:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Childcare:	<input type="checkbox"/> 20+ <input type="checkbox"/> Care to Learn
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	

Version 1 20.07.2020