

DATE OF RECEIPT: \_\_\_\_\_

**16-19 Bursary Fund Application Form 2019/20**Herefordshire,  
Ludlow & North  
Shropshire College

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

If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

**Please complete the form and bring it together with your supporting evidence to reception at the relevant campus.**

Learner Details					
Title:		Student First Name:		Student Surname:	
DOB:	Age: (You must be 16, 17,18 (and under 19) on 31 August 2019 to apply):				
Address:					
Postcode:		Telephone:		Email:	
Have you the right of abode and been resident in the UK for the last 3 years?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Course Title: _____				Yr1 <input type="checkbox"/>	Yr2 <input type="checkbox"/>

**Bursary Criteria (see policy section 2)**

To qualify you must be aged 16 or over and under 19 on 31 August 2019 and meet the ESFA'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 meet the required standard. Time sheets must also be completed to enable you to receive bursary payments if you have a work placement.

**Bursary for Vulnerable Groups Criteria (see policy section 3)**

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

In receipt of Income Support or Universal Credit? ( <b>evidence required - Income Support or Universal Credit Statement Letter</b> )	Yes <input type="checkbox"/> No <input type="checkbox"/>
Care Leaver or currently looked after in care? ( <b>evidence required - letter from Local Authority</b> )	Yes <input type="checkbox"/> No <input type="checkbox"/>
Disabled student in receipt of <b>both</b> Employment Support Allowance or Universal Credit <b>and</b> Disability Living Allowance/Personal Independence Payments in their own right ( <b>evidence required, award letter showing in receipt of both ESA (UC) &amp; DLA/PIP</b> )	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Discretionary Bursary Criteria**

Your household income is one of the criteria, which will help us to assess your application. If your **TOTAL** Household income exceeds **£25,000** per annum, you will **not** be eligible for a Bursary payment.

Please tick to indicate what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.

Full TCAN Notice (18/19)	<input type="checkbox"/>	Income Support/Universal Credit (award letter - x last 3 moths)	<input type="checkbox"/>	P60 18/19	<input type="checkbox"/>
Self employed earnings (tax return 18/19)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips for household x 3 months	<input type="checkbox"/>

Please list **all** the names of the household members and relationship to learner:

Householder Name	Relationship to Learner

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 financial barriers you may have when attending learning. Using the table overleaf, please tell us what you will need financial assistance for and how much you believe you will need for each **day** in learning. This information is strictly confidential and only used for this assessment.

<b>Discretionary Bursary - Continued</b> <i>Applicants to <b>Ludlow College</b> – see separate sheet</i>	<b>How much needed?</b>	<b>Number of days?</b>
<b>Travel</b> (normally LEA travel Pass for students who need to travel over 3 miles from College and not entitled to Welsh EMA)	£	
<b>Essential study materials</b> (please check with your tutor)	£	
<b>Appropriate clothing / Equipment costs</b> to suit training and placement requirements – expected to be less than £850 pa	£	
<b>Course field Trips</b>	£	
<b>Accommodation</b> (see policy for what would be eligible)	£	
Any other additional costs (please specify)	£	

<b>Free Meals</b>
<p>Free meals are targeted at disadvantaged Learners. For the purposes of eligibility for free meals, 'disadvantage' is defined by the Learner being in receipt of, or having parents who are in receipt of, one or more of the following:</p> <ul style="list-style-type: none"> <li>• Income support</li> <li>• Income based Jobseekers Allowance (ESA)</li> <li>• Support under part V1 of the Immigration and Asylum Act 1999</li> <li>• The guarantee element of State Pension Credit</li> <li>• 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 HMRC.</li> <li>• Working Tax Credit run-on – paid for 4 wks after you stop qualifying for Working Tax Credit.</li> <li>• During the initial roll out of the benefit, Universal Credit</li> </ul> <p><b>Are you claiming for free meals? Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/></p> <p>Learners who claim the 'Free Meal' element may still be eligible to claim the Discretionary Bursary.</p>

<b>Learner Bank Details (see policy section 5)</b>
<p>Please provide your <b>bank details</b> below, as printed on your bankcard or statement (see policy for payment process). Bursary payments will be paid directly into Learners bank accounts <u>only</u> (by BACS). Please be aware that Providers can choose to pay Bursary awards 'in kind' eg, by purchasing any equipment required or providing learners with a travel pass.</p> <p>Account Name: _____ BIB Reference (Admin Use Only): _____</p> <p>Account Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Sort Code: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>

- LEARNER 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 Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
  - 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 Policy.
- 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 confirm 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 in learning, and if I leave learning, 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 am clear that the Bursary payments I receive are to provide me with means to remain in learning and are to be used for items such as: books, equipment, travel costs, trips, additional costs ie, meals, miscellaneous course costs.
  - I understand 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 as explained during the Bursary Policy.

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

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