­­­­­­

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Surname | |  | | | | | Forenames | | |  | | | | |
|  | |  | | | | | | | | | | | |
| Address | |  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
|  | |  | | | | | | | Post Code | | |  | | |
|  | |  | | | | | | | | | | | |
|  | |  | | | | | | | | | | | |
| Gender | *Male* | |  | *Female* |  | Date Of Birth | | / / | | | Age on 31/08/23 | |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **YOUR HOUSEHOLD** | - | **Details of people who live in your home** | | |
|  | Name |  | Relationship to you |  | Age |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

Student ID   
  
Current year of programme (please circle)

Yr 12 **or** Yr 13

|  |
| --- |
| **16-18 APPLICANTS ONLY** |
| There are two separate schemes:  **1. VULNERABLE STUDENT BURSARY**: this is a sum of £30 per week which is paid in weekly instalments to your bank account and is available to 16–19 year-old students who are in one of the following categories:   * in care or care leaver * receiving [Income Support](https://www.gov.uk/income-support) (IS), or [Universal Credit](https://www.gov.uk/government/policies/simplifying-the-welfare-system-and-making-sure-work-pays/supporting-pages/introducing-universal-credit) (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner * receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right. |
| **2. DISCRETIONARY STUDENT SUPPORT AWARD**: provides financial support for other students who are in genuine financial need. The order of priority for judging students’ eligibility is:  **Priority 1**: students who received free school meals during Y11 or household income is below £16,190  **Priority 2**: Appropriate evidence which clearly states that your household income is between £16,190 - £25,521  **Emergency (P3):** Appropriate evidence to show that the financial problem is extreme and short-term. |

|  |
| --- |
| Depending on which Priority Group you apply for above, you will need to supply the following evidence:  **VULNERABLE STUDENT BURSARY EVIDENCE**:  Documentation from the DWP stating which benefits you are entitled to. The letter should confirm that you are able to be in further education or training.  For students who are in care or are a care leaver, you must get written confirmation of your looked after status from the relevant authority. This could be a letter or email but must be official documentation.  **DISCRETIONARY STUDENT SUPPORT AWARD EVIDENCE:**  **Priority 1**: Documentation, which clearly states that you were eligible for free school meals during your Yr11 year or that your household income is below £16,190. If you do not have free school meals evidence, then you will be required to provide income evidence, see below.  **Priority 2**: Appropriate evidence which clearly states that your household income is between £16,190 - £30,000  **Emergency (P3):** Appropriate evidence to show that the financial problem is extreme and short-term. |

**If you were in receipt of free schools meals at high school and are currently**

**receiving meal allowance from college please tick box**

**PLEASE ENSURE THAT YOU HAVE PROVIDED ALL THE EVIDENCE REQUIRED FOR ASSESSMENT OF THIS APPLICATION.**

e.g \* Evidence of all benefits you receive \* Salary evidence – 3 monthly salary slips

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **INCOME** | | | | | | | | | | |
| **HOUSEHOLD ANNUAL SALARY (BEFORE TAX)** | | | | | | £ | | | | **Attach evidence** |
|  | | | | | |  | | | |
|  | | | | | |  | | | |
|  | | | | | |  | | | |
| If **you** or **parents** are in receipt of any benefits please tell us which ones you/they receive. | | | | | | | | | | |
| **ALL applicants must provide copies of pay slips, letters of eligibility at time of application** | | | | | | | | | | |
|  | | | |  | | | | | |  |
| **Benefits** (total into household each week) | | | | £  **Weekly** | | | | | | **Attach evidence** |
|  | | | |  | | | | | |
| **Which ones?** (Amount per week) | Income Support / Universal credit | Job Seekers Allowance | Employment Support Allowance | | Incapacity Benefit | | Working  Tax Credit | Child Tax Credit | Grants or Bursaries etc. |
|  |  |  | |  | |  |  |  |
| **£** | **£** | **£** | | **£** | | **£** | **£** | **£** |
|  | | | |  | | | | | |

**DECLARATION You must sign the declaration below**

* I have read and understood the conditions of assistance from the Bursary and Student Support Award Schemes have answered **all** relevant questions to the best of my knowledge.
* I accept that if I have intentionally given any incorrect or misleading information, I shall be liable to repay any amount paid to me or on my behalf in full, immediately.
* I confirm that I will attend College regularly. I am aware of the attendance requirement\* for all subjects and the behaviour requirements and if I give up my course before completion, I understand that I may be liable to repay any money paid to me or on my behalf.
* I understand that if I fail to repay any incurred debts to the College, I may be excluded from College.
* I understand that whilst I am in receipt of Bursary Funds, it is my responsibility to immediately notify Student Services of any changes in my circumstances.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Signed** | |  | **Signed** | |  | **Date:** |  | |
|  | **Student** | |  | **Parent/Carer** | |  | |  |

**\*STUDENTS WHO FAIL TO HAVE ACCEPTABLE ATTENDANCE OR WHO HAVE DISCIPLINARY WARNINGS, MAY HAVE SUPPORT WITHDRAWN**

**COLLEGE USE ONLY**

Date Application Checked by:

Received:

**Support approved: Yes / No** **Approved by:**

16-19 Applicant ❑ Bursary ❑ Support Award 1 / 2 / 3 / 4 (circle)

**Evidence:** The table below shows the evidence needed that must be provided with the application form.

|  |  |  |
| --- | --- | --- |
| **Type of Income** | **Evidence Required** | **Qualifying Categories: ✓** |
| **Annual Salary** | P60 for tax year 2022-23, or evidence of all benefits you receive (including housing/council tax benefit) or 3 monthly salary slips or 4 weekly wage slips |  |
| **Any other income** | Relevant paperwork |  |
| **Universal Credit** | Last 3 months award notices |  |
| **Job Seekers** | Entitlement / Award letter – dated within the last 3 months |  |
| **Employment Support** | Entitlement / Award letter – dated within the last 3 months |  |
| **Incapacity Benefit** | Entitlement / Award letter – dated within the last 3 months |  |
| **Carer’s Allowance** | Entitlement / Award letter – dated within the last 3 months |  |
| **Working Tax Credit** | Working Tax Credit Award Notice marked “2032-24”. Must be for full year and not partial awards (Full Award Notice) |  |
| **Child Tax Credit** | Child Tax Credit Award Notice marked “2023-24”. Must be for full year and not partial awards (Full Award Notice) |  |
| **Grants or bursaries etc.** | Relevant paperwork detailing entitlement and amount paid |  |
| **Disability Living Allowance** | Entitlement / Award letter – dated within the last 3 months |  |
| **Any other benefit – including pension payments** | P60 or evidence of monthly payments – dated within the last 3 months |  |