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Further Education Residential Bursary Application Form 2019/20

The bursary funds offer financial support to students who are in full or part-time further education and are encountering financial barriers to learning. Funding is provided by the Education and Skills Funding Agency (ESFA), it is limited and is allocated on a first-come first-served basis.

Not all courses qualify and funding is not guaranteed.

The residential grant is available to students who are on **land based** further education study programmes at the College. Land based programmes include Agriculture, Animal Management, Land based Engineering, Equine, Horticulture and Arboriculture or any other course which requires the student to participate outside of 'normal' College hours.

Students can apply provided they live more than 15 miles away from the College and there is not a College nearer to home offering the same study programme **or** the journey to College takes more than 2 hours on public transport.

Residential Grants are means tested on household income; income must be below **£30,000** to qualify for support. **No residential grant will be awarded without household income evidence.**

Please return application forms before **31st July 2019**. Applications received after this will be assessed only if funds remain.

Make sure that you answer **all the questions relevant to you** and **sign the declaration on page 5**. If your form is incomplete, it may be returned to you and your application will **NOT** be assessed. If you need help in completing this form, or require it in an alternative format, please contact us:

Telephone: 01904 772271

Email: bursaries@askham-bryan.ac.uk

Please enclose evidence as required. Failure to do so will delay your application.

SECTION ONE - STUDENT INFORMATION

1) Student details

Student ID number::	<input style="width: 95%;" type="text"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Home Address:</td> </tr> <tr> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> </tr> <tr> <td style="padding: 5px;">Postcode:</td> </tr> <tr> <td style="height: 20px;"></td> </tr> <tr> <td style="height: 20px;"></td> </tr> </table>	Home Address:			Postcode:		
Home Address:								
Postcode:								
Title:	<input style="width: 70%;" type="text"/>							
Surname:	<input style="width: 95%;" type="text"/>							
First name(s):	<input style="width: 95%;" type="text"/>							
	<input style="width: 95%;" type="text"/>							
Date of birth:	<input style="width: 20%; text-align: center;" type="text"/> / <input style="width: 20%; text-align: center;" type="text"/> / <input style="width: 20%; text-align: center;" type="text"/>							

Email:	<input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/> <input style="width: 15px; height: 15px;" type="text"/>
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Is this:	your email <input style="width: 20px;" type="checkbox"/> your parent's email <input style="width: 20px;" type="checkbox"/> somebody else's email <input style="width: 20px;" type="checkbox"/>
Can we email you about your application using this email address?	Yes <input style="width: 20px;" type="checkbox"/> No <input style="width: 20px;" type="checkbox"/>

Your mobile number:

2) Course details

Course : Level of course:
 I am studying a land based subject which is not available locally: Yes No
 Centre of study (please specify): York Newton Rigg
 I live more than 15 miles from the College campus / or my journey takes more than 2 hours on public transport Yes No

3) Nationality and residency

Have you lived in the UK for the last 3 years? Yes No
 Have you lived at your current address in the UK for the last 3 years? Yes No
 If the answer is no please state your previous address and relationship of occupants to you:

SECTION TWO – ABOUT YOUR HOUSEHOLD

Who do you live with? Please tick all that apply
 Mum Dad Brother/sister Partner/spouse
 Step-mum Step-dad Grandparent(s) My child/children
 I live by myself Foster carers I live with somebody else (say who ↓)
 I live in supported housing/a hostel etc.

Please state the names of the people who you live with and their relationship to you:-

Name of Household member:	Age (if under 18):	Relationship to Learner:

Please continue on a separate form if necessary.

SECTION THREE - HOUSEHOLD INCOME

The following sections, 3 and 4, should be completed by the **parents/step-parents/ guardians / carers or spouse of the student applying for a grant.**
 Please enter total gross income from all sources for the year ended **April 2019**. It is important that under any heading where there is no income the word none is written.

Please ensure that in all cases where there is an asterisk (*) documentary evidence is submitted. All documents must be either a clear photocopy accompanying a postal form or a clear scanned copy emailed to bursaries@askham-bryan.ac.uk

If you are unable to provide evidence of your income then your application will NOT be assessed. No awards will be made without the supporting evidence.

Income source	Evidence required	Adult 1	Adult 2
Gross Taxable Salary *	P60 for April 2019 or March payslip 31/03/19		
Business Profits Sole Trader *	Business accounts or Tax Return for 2018/19		
Business Profits Partnership *	Business accounts or Tax Return for 2018 /19		
Directors Fees *	Business accounts or Tax Return for 2018 /19		
Taxable Benefits, e.g. Car, BUPA, etc. *	P11D 2018-19 or P2 2018-19		
Pensions - Please give details of each pension *	P60 2018/2019 or letter from Job Centre Plus		
Income from Property or letting rooms *	See notes and guidance after Section 6		
Bank or Building Society interest on deposits	Please indicate whether you have entered a gross or net figure		
Investment/Annuities etc.	Please enter gross amount include supporting documentation		
Any other income			

SECTION FOUR – INCOME FROM BENEFITS

Please complete Income from Benefits if parents/ step-parents/ guardians/ spouses/ partners or carers have received any state benefits during the period **April 2018 to March 2019**.

Enter details of **all** the benefits you receive, except Child Benefit. State the amount you received during the 2018/19 tax year, not the amount you receive weekly, fortnightly or monthly.

Benefit	Evidence Required	Adult 1	Adult 2
Income Support*	A letter no more than 3 months old confirming the amount you receive.		
Working Tax Credits*	A copy of your Tax Credit Award for 2018-19		
Child Tax Credits*	A copy of your Tax Credit Award for 2018-19		
Job Seekers Allowance*	A letter no more than 3 months old confirming the amount you receive.		
Employment Support Allowance*	A letter no more than 3 months old confirming the amount you receive.		
Carers Allowance*	A letter no more than 3 months old confirming the amount you receive.		
Disability Living Allowance* / PIP*	A letter no more than 3 months old confirming the amount you receive.		
Universal Credit*	A recent letter confirming your annual award/ or copies of your 3 most recent monthly UC statements these must show monthly earning and UC payments		
Other* Please state			

Please give details of any dependent children other than the student, including those who will be at school, college or university between 01/09/19 and 31/08/20. Please include a letter confirming a Student Loan or University place.

Income will be halved for families with another child at University and a discount of **£1075** will be given for each sibling under 18 years of age.

Name	Date of Birth	School/College to be attended 01/09/2019 to 31/08/20	Details of any education award granted

SECTION FIVE - DECLARATION

Parent / Guardian and student declaration:

This information supplied by me to the best of my knowledge is correct and complete and I agree to my personal data being used in this way. I undertake to inform Askham Bryan College immediately of any changes in my financial circumstances or of any alterations in the particulars given and to supply any additional information which may be required to verify the facts stated. I understand that if I am in receipt of any benefits I must declare that I am receiving financial support from the College to any other agencies

I agree to the College processing my personal data to assess my suitability for a bursary. I understand that the College holds personal data in accordance with the College data retention policy which is available at <https://www.askham-bryan.ac.uk/the-college/college-policies> . All data will remain within the UK and European Economic Area ("EEA"). Applicants can withdraw consent at any time (though this may have consequences for applications). Concerns can be reported to the College Data Protection Officer (judith.clapham@askham-bryan.ac.uk) and complaints made to the ICO <https://ico.org.uk/concerns/> .

Signature of Parent/ Guardian: Date:

Signature of Student: Date:

To protect your information and to ensure we are dealing with an authorised person, **please set up a password**. Please keep this safe as you will need to quote it if you phone the college you will also need it encrypt any attachments or documents you email to us with this password.

Password:

If you have given permission for anyone else to contact us about your bursary, please do not forget to give them your **student reference number** (from the top of your ID card) **and your password**. If we receive an email or phone call from someone who is unable to quote your student reference and this password, we will not discuss your application with them.

Accountants Declaration:

Only have this section completed if this form has been completed by your accountant.

Are the figures declared final figures as submitted to the

Inland Revenue for the tax year 2018/19 Yes No

Accountants Name:

Signature:

Date:

Accountant's stamp

WHAT HAPPENS NEXT?

Please return your completed application form and supporting documents either by:

Post to: - Student Finance Officer
Student Services
Askham Bryan College
York
YO23 3FR

Or email it to: bursaries@askham-bryan.ac.uk

Please note that applications sent via email must be password protected a separate email with your password must be sent prior to the application so the administrator can open the document accordingly

Once your application is received you will be sent an email acknowledgement within 5 working days. If you have provided the required evidence, your application will be examined and processed according to the college criteria. You will normally be informed of the result of your application within 28 days; however, **you may have to wait longer during the first half-term** due to the volume of applications we receive at this time. If you need help urgently, please make an appointment with the Student Finance Officer via Student Services.

If you are unable to provide all the evidence required, please contact the Student Finance Officer 01904 772271 or email bursaries@askham-bryan.ac.uk for information about the other evidence we may be able to accept.

Remember to provide the relevant evidence as your application cannot be processed without it.

The ESFA reserves the right to request documentary evidence which has not been required previously, should it be considered necessary.

Last Review: April 2019	Reviewed by: Finance Dep/SS .	Next Review: April 2020
Approved by (Exec/SMT):		Revision Number: Version 1