

Further Education 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.

Please return application forms before **28th September 2019**. Applications received after this will be assessed 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 be delayed. 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.

1) Student Details:

Student ID number:	<input style="width: 90%;" type="text"/>	Home Address:	<input style="width: 90%;" type="text"/>
Title:	<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>
Surname:	<input style="width: 90%;" type="text"/>		<input style="width: 90%;" type="text"/>
First name(s):	<input style="width: 90%;" type="text"/> <input style="width: 90%;" type="text"/>		Postcode:
Date of birth:	<input style="width: 30%; text-align: center;" type="text"/> / <input style="width: 30%; text-align: center;" type="text"/> / <input style="width: 30%; text-align: center;" type="text"/>	Mobile Number:	<input style="width: 90%;" type="text"/>

Email:
 @

Is this: your email your parent's email somebody else's email

Can we email you about your application using this email address? Yes No

2) Course Details:

Course: Level of Course:

I am on a Full time: Part time: course. (please tick) Number of days per week

Centre of study (please specify): York Newton Rigg Middlesbrough Saltaire Wakefield

Do you have an Educational Health Care Plan? (Please tick ✓): Yes No

Do you have an Advanced Learning Loan? : Yes No (please provide a copy of your approval letter)

3) Nationality and residency

3.1 I am a British Citizen or EU/ EAA National	Yes <input type="checkbox"/>	No <input type="checkbox"/> <small>* Evidence required</small>	3.2 I have been resident in the UK or EU/EEA for the last three years	Yes <input type="checkbox"/>	NO <input type="checkbox"/> <small>*Evidence required</small>
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*Evidence required: Home office Documentation / Passport

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:

4) Household members

Who do you live with? Please tick all that apply

Mum <input type="checkbox"/>	Dad <input type="checkbox"/>	Brother/sister <input type="checkbox"/>	Partner/spouse <input type="checkbox"/>
Step-mum <input type="checkbox"/>	Step-dad <input type="checkbox"/>	Grandparent(s) <input type="checkbox"/>	My child/children <input type="checkbox"/>
I live by myself <input type="checkbox"/>	Foster carers <input type="checkbox"/>	I live with somebody else (say who ↓) <input type="checkbox"/>	
I live in supported housing/a hostel etc. <input type="checkbox"/>	<input type="text"/>		

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:

5) Vulnerable Learner Bursary

Students aged 16, 17 and 18 on 31 August 2018 only

Students who are in certain situations may be eligible to receive a bursary of up to £1,200 for a full-time course.

If you are not in one of these situations or you are aged 19 and over, you may still be eligible for discretionary funding based on your circumstances/ household income.

You must provide evidence of your circumstances

Please tick all that apply

Students Circumstances:	Please tick if applicable	Evidence Required:
I am a young person aged under 18 who is looked after by the Local Authority or supported by the leaving care team / in care.		A recent letter from your local authority confirming you are in or leaving care.
I am a young person aged 18 or under who is in receipt of Income Support / Universal Credit in own name.		A recent Income Support / Universal Credit letter confirming the amount you receive, dated within last three months.
I am a young person aged under 18 who is in receipt of Employment Support Allowance / Universal Credit AND Disability Living Allowance/ Personal Independent Payment in my own right.		A recent ESA/UC letter AND a recent DLA/PIP letter, dated within 3 months.

6) Discretionary Bursary – Based on Financial Circumstances

Applications for discretionary bursaries are assessed on household income therefore **you must provide evidence to support your application** In order to qualify for a discretionary bursary household income must be below £30,000. If you live with parents or a partner, this will include their income and income from any benefits. If you live independently we need evidence of your own income and benefits you receive. Household income for the purpose of this application is defined as **gross taxable income** for the household, including taxable benefits.

6.1 Income from benefits	Yes (Please tick all those applicable)	Evidence you need to provide
Income Support		Award letter no more than 3 months old
Income related Employment Support Allowance (ESA)		Award letter no more than 3 months old
Job Seekers Allowance		Award letter no more than 3 months old
Disability Living Allowance and/ or Personal Independence Payments		Award letter no more than 3 months old
Guaranteed Element of Pension Credit		Award letter no more than 3 months old
Working Tax Credit / Child Tax Credits		Tax Credit Award Notice 2018/19 ALL pages.
Universal Credit		A recent letter confirming your annual award/ 3 recent monthly statements showing your monthly earnings and Universal Credit payment.

6.2 Household Income – Income has to be below £30,000 to receive financial support.	Evidence of Income
Income From Employment: <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 100px; display: flex; align-items: center;">£</div>	A copy of your p60 for 2018/19 or last 3 months pay slips for each parent/ step parent/ partner/ carer in the household or student if living independently.
Income From Self Employment: <div style="border: 1px solid black; width: 150px; height: 20px; margin-left: 100px; display: flex; align-items: center;">£</div>	Accountants letter confirming earnings for tax year 2018/19 or a photocopy of a self-assessment/ tax return for each parent/ step parent/ partner/ carer in the household or student if living independently.

You must provide evidence to support your application, failure to provide any evidence will result in the application not being processed.

7) Further Education Free Meals

Further Education Free Meals are available if you meet the **income criteria** and are either aged 16, 17, 18, **OR** aged 19 and continuing on a study programme you started before you turned 19 **OR** aged 19-25 and have an EHCP in place.

All students will be assessed for eligibility for further education free meals, however, awards can only be made if you have enclosed supporting evidence to verify entitlement.

8) Support requested

Type of support	Please tick if applicable	Costs if know
Travel to college		£ <input style="width: 100px;" type="text"/>
Travel to work placement		£ <input style="width: 100px;" type="text"/>
Equipment and materials		£ <input style="width: 100px;" type="text"/>
Course Uniform		£ <input style="width: 100px;" type="text"/>
Books and Stationary		£ <input style="width: 100px;" type="text"/>
College Trips and Visits		£ <input style="width: 100px;" type="text"/>
Other (please specify)		

9) Payment details

Please provide your bank details below as printed on your bank card or statement. Bursary payments will be paid direct into the student's bank account only.

Name of Bank/ Building Society:

Sort Code:

Account number:

Building Society Roll Number (if applicable):

10) Confidentiality and privacy

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

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.

Data Protection Act 1998

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/> .

11) Declaration

By signing below, you agree to the following declarations:

- The information I have given on this form is correct, true and accurate to the best of my knowledge and I agree to my personal data being used in this way.
- I understand that if I provide false or incomplete information, I may have to repay any money given.
- I confirm that I am not on an **Apprenticeship** or **Higher Education (Degree)** course
- I agree to notify the College of **any change in my circumstances** which may affect my eligibility for funding, or of any change to my course, as soon as either of these occurs, I will inform the Student Finance Officer immediately.
- I understand that the College may claim back all or some of the award made to me if I give **misleading** or **inaccurate** information intentionally.
- I understand that financial assistance is dependent upon **satisfactory attendance and behaviour**.
- I understand that if I withdraw from my course early, I may be asked to pay back some or all of the funding I have received to that date.
- I understand that any funding I am allocated is for this current academic year only and that a new application will be required for any subsequent years.
- 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.

Student Signature:

Date:

Parent / Guardian Signature:

Date:

12) What happens next?

Please return your application form to Student Services. You can either hand it in at the office or:-

Post it to:

Student Finance Officer
Student Services
Askham Bryan College
York
YO23 3FR

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

Please note applications sent via email must be password protected, a separate email with your password (section 9) should be sent prior to the application so the administrator can open the document accordingly.

Once your application is received you will be sent an 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 volumes 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.

**Please provide the relevant evidence as your application cannot be processed without it.
Funding is limited and cannot be guaranteed.**

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