

OFFICE USE ONLY	
DATE RECD	
APP No	
VB	TIER 1
TIER 2	TIER 3
TRA:	

## **16-18 BURSARY FUND 2014/15–APPLICATION FORM**

(Please see guidance notes to help complete this form)

### **1. LEARNER DETAILS**

Last name:	First name:
Date of birth:	Age at 01/09/14:
Male / Female:	Ms/Miss/Mrs/Mr:
Have you lived in the EU for the last 3 years?	Y / N
Are you an asylum seeker?	Y / N
Do you hold a concession or mobility pass entitling you to free travel?	Y / N

Home address	Term time address if different
Phone	Phone
Mobile	
<b>We will advise you of any award via <u>your college learner email account</u></b>	

### **2. COURSE DETAILS**

Learner ID no:	Days in college: M-T-W-T-F or 1-2-3-4-5
Full time <input type="checkbox"/> Part time <input type="checkbox"/>	Place of study (Delete as appropriate): Rochford / Spalding / SNMC / PPPC / Castledyke / Ingelow
Course:	

### **3. ABOUT THE PEOPLE LIVING IN YOUR HOME**

At your term time address do you live? (Please tick as appropriate)

Alone <input type="checkbox"/>	With spouse or partner <input type="checkbox"/>
With parent or guardian <input type="checkbox"/>	In halls of residence or shared house <input type="checkbox"/>

If you live with at least one of your parents or guardians please give their details below. If not please go straight to section 4

Family name	First name

Please give names and ages of any other dependants (under 18 years old) of your parent or guardians who are living at the same address

Family name	First name	Date of birth

#### **4. VULNERABLE BURSARY (VB)**

The government guarantees that support will be available for certain groups of learners (dependent on attendance and progress). Please tick “yes” or “no” as the following statements apply to **you** (not your parent or guardian).

	Yes	No
I am in care/classed as a “looked after young person” by the local authority		
I have been in care and am now classed as a care leaver		
I receive Income Support		
I am receiving ESA <b>and</b> DLA		
I am receiving Universal Credit		

#### **5. LEARNER’S BANK ACCOUNT DETAILS**

Account name (must be learner)																	
Bank name																	
Bank address																	
Sort code			:			:		Account number									

#### **6a. INCOME** (YOU MUST COMPLETE EITHER SECTION 6a OR SECTION 6b)

Are you or your parent/guardian receiving any of the following means tested benefits? (Please tick if appropriate).

Working Tax Credit Run On - <b>FEFM</b>		Income Support- <b>FEFM</b>	
Universal Credit – <b>FEFM</b>		Income Related ESA - <b>FEFM</b>	
Support under part VI of Immigration and Asylum Act 1999 - <b>FEFM</b>		Guarantee Element of State Pension Credit- <b>FEFM</b>	
Income Based Jobseekers Allowance- <b>FEFM</b>		Working Tax Credit with annual gross income of £16190 max	
Child Tax Credit(provided not entitled to WTC) with annual gross income of £16190 max as assessed by HMRC - <b>FEFM</b>		Housing Benefit <b>Or</b> Council Tax Benefit	

You must include evidence of the above if you have ticked to say you receive it.

#### **6b. INCOME**

If you or your parent/guardian do not receive any of the benefits listed in section 6a, please complete this section.

<b>PARENT / GUARDIAN GROSS EARNINGS (BEFORE DEDUCTIONS) PER YEAR</b>	
PARENT/GUARDIAN 1	£ PA
PARENT/GUARDIAN 2	£ PA
How much do you earn from any full or part time work?	£

## **7. WHAT LEVEL OF SUPPORT ARE YOU REQUESTING?**

Please tick the FEFM box if you would like to apply for food through the Government's new Further Education Free Meals initiative.

<b>Tier</b>	<b>Income</b>	<b>Help towards:</b>	<b>See enclosed notes and tick as appropriate</b>
FEFM	Qualifying Benefits	Further Education Free Meals	
VB	NA	See Learner Support Officers for details	
1	Less than £16,190	Travel costs, books, equipment and uniform, food vouchers	
2	From £16,191 to £20,000	Travel costs, books, equipment and uniform	
3	From £20,001 to £25,000	Travel costs	

## **8. ADDITIONAL INFORMATION TO SUPPORT YOUR APPLICATION**

Why do you need this support to attend college?

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## **9. FOR BURSARY OFFICE USE ONLY**

Household income from 6a or 6b	£	PA
<b>Use this space to show calculations for awards</b>		
<u>Travel- all tiers</u>		
<u>Books and equipment- VB, tier 1 and 2 only</u>		
<u>Food – VB, tier 1 only</u>		
<u>Food - FEFM</u>		
<u>Other</u>		
<u>Total:</u>		

## **10. DATA PROTECTION STATEMENT**

The College is a Data Controller in terms of the 1998 legislation. The Learner Services Department follows College Policy in matters of Data Protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act. Personal data will be used solely within the Learner Services Department for the purpose of determining whether or not you should receive assistance from the Bursary Fund. Some of the information gathered in this form is required by the Education Funding Agency (EFA). Information supplied will be anonymised and aggregated before it is sent to the EFA. In addition, external auditors are obliged to certify that Bursary Funds have been allocated in accordance with EFA Guidelines. As part of this process, auditors will wish to view a small sample of application forms. The data will not be passed to any other third party without your consent, except where the College is legally required to do so.

## **11. DECLARATION**

### **I understand that:**

Awards from the Bursary Fund are made on a non-repayable basis; however you may not receive your full award if you do not meet the required attendance and progress criteria.

If I leave my course early, the College may ask me to return any equipment or travel pass that has been given to me from the Boston College Bursary Fund.

The college may discuss this application with my parent/guardian, external agencies and college staff as required. Information regarding my claim for Further Education Free Meals (FEFM) will be shared with appropriate agencies as required. I understand that the information will be used by staff processing the claim. I understand that if my attendance falls below 90% I may not be eligible for support (unless exceptional circumstances apply). If I receive payment and then subsequently leave, the College reserves the right to reclaim funds. I am aware that if false or incomplete information is submitted, or if I do not tell the college about any part of our income that may be relevant, the matter may be referred to the Department for Education or the police. I understand that I could face prosecution and that the college will seek to recover any payment I am not eligible for. I confirm that all the details are correct and I must notify Learner Services of any changes to my circumstances.

Signed (learner) \_\_\_\_\_

Date \_\_\_\_\_

Signed (parent) \_\_\_\_\_

Date \_\_\_\_\_

## **BURSARY OFFICE USE ONLY**

Item	Cost	Sign and date as recommended by Bursary admin	Sign and date as authorised by HOLS	Payment method	Sign and date as action complete by Bursary admin
Travel					
Equipment					
Food					
Fees					
FEFM					
Other					