



2016 - 2017

Discretionary Bursary Fund Application Form

For Students aged 16 - 18

The **Discretionary Bursary Fund** is designed to support students who face genuine financial hardship with additional costs involved in attending College. You can apply to this fund for help with the cost of essential kits, uniforms, course materials and equipment, personal protective equipment (PPE), trips that are essential for your course, college bus passes and/or the cost of travelling to college by train. The Fund is 'cash-limited' which means that we cannot always support every student that applies; we only allocate awards while funding lasts.

Discretionary Bursary Fund – Are you eligible?

To apply to this fund you must be:

- Aged 16, 17 or 18 at the start of your course (At least 16 and under 19 on 1st September 2016)
- Studying a 'funded' course at Fareham College (students studying apprenticeships are **not** eligible)
- UK resident or meet sufficient residency criteria
- Living in a household where the income level is below £25,000 per year

Discretionary Bursary Fund - How to apply

1. Check that you meet all of the criteria listed above. Complete the 16-18 Bursary Fund Application Form overleaf ensuring that you and your parents/guardians answer all of the questions in full
2. **Attach evidence of household income as listed on the form** – please note that photocopied evidence **IS** acceptable, **ORIGINAL DOCUMENTS WILL NOT BE RETURNED WITHOUT A STAMPED ADDRESSED ENVELOPE**
3. Send the application form and evidence to the address overleaf (please ensure that you add enough postage)

Discretionary Bursary Fund - What happens next?

We will aim to process your application within four weeks from the date we receive it. If you have not completed the form in full or you have not provided evidence of your household income then we will return the form to you. When we have assessed your application we will write to you with the outcome explaining how your award will be paid. Depending on your course subject the College will either use the funding allocated to you to; order equipment etc. on your behalf, reimburse you for equipment/items you have already purchased, or provide you with the funds necessary to purchase the equipment required for your course. If your application is unsuccessful we will send you a letter explaining why which will include details of **how you can appeal** if you are unhappy with the decision.

Please send your complete application form and proof of income to:

**Student Finance Co-ordinator
Finance
Fareham College
Bishopsfield Road
Fareham
PO14 1NH**

Alternatively, you can email your completed form and scanned/electronic proof of income to Debbie.goodall@fareham.ac.uk

OFFICE USE ONLY: Date received:

Application for Financial Support 2016-2017

16 – 18 Discretionary Bursary Fund

THE FAREHAM COLLEGE GROUP



Section 1: Student Personal Details

| | | | |
|----------------|--|------------------|--|
| First Name: | | Surname: | |
| Date of Birth: | | Age on 01/09/16: | |
| Address: | | | |
| Post code: | | Email address: | |
| Mobile no: | | Home tel No: | |

Section 2: Course Details

| | | | |
|---------------------------|--|-------------|--|
| Full name of your course: | | | |
| Level of course: | | Start date: | |

Section 3: Student Personal Circumstances

| | |
|---|--|
| Please tick all of the statements below that apply to you | ✓ |
| I live with my parent(s)/guardian(s) | |
| I live with my partner | |
| I am a young parent | |
| I am financially independent | |
| I am in Care | You may be entitled to further support – please do not complete this form. Please complete the <u>Vulnerable Bursary Application Form</u> |
| I am a Care Leaver | |
| I receive Income Support or Universal Credit because I am under 19 and I live independently from my parents | |
| I receive Disability Living Allowance or Personal Independence Payments and Employment & Support Allowance | |
| | |

Section 4: What do you need assistance with?

| | |
|--|---|
| Please ✓ all the boxes that you think may apply | |
| <input type="checkbox"/> Art/Fashion/Media/Photography materials allowance | <input type="checkbox"/> College Bus pass (term time only) |
| <input type="checkbox"/> Catering kit | <input type="checkbox"/> Rail travel support |
| <input type="checkbox"/> Hairdressing and/or Beauty Therapy kit | <input type="checkbox"/> Childcare Costs – Please note that you will need to apply to Care to Learn for your childcare funding. Please contact the Bursary Support Service on 0800 121 8989 for details on how to apply. |
| <input type="checkbox"/> Protective clothing for Construction, Motor Vehicle, or Engineering courses | |
| <input type="checkbox"/> Trips Fee (for | |
| <input type="checkbox"/> Other (please specify)..... | |

Section 5: Household Income Details

Please use the table below to tell us about your income. Please note that this is an assessment of **household income** so you will need to give details for all of the adults you live with. **You must provide evidence of your household income with your application, otherwise we will not be able to assess it and the form will be returned to you. PHOTOCOPIES OF DOCUMENTS ARE ACCEPTABLE** If your financial circumstances are not reflected in any of the categories listed below then please provide a covering letter explaining your situation.

| Type of Income | Please ✓ if you receive | Evidence Required |
|--|-------------------------|--|
| Income Support | | Award letter from the Benefits Agency which is less than 6 months old OR a recent Bank Statement which names/lists the Benefit(s) you receive |
| Job Seeker's Allowance | | |
| Universal Credit (new from April 2014) | | |
| Employment & Support Allowance | | |
| Pension Credit | | |
| Working Tax Credit/Child Tax Credit | | All of the pages of your latest Tax Credit Award Notice (there are usually 8 pages) |
| Company or Private Pension | | Annual Pension Statement OR a recent Bank Statement which includes Pension amounts |
| Salary/Wages from paid employment | | Last 3 monthly wage slips OR P60 |
| Self Employed Earnings | | Audited accounts for most recent tax year OR Official Tax Return |
| Any other income you think we should consider (please give details here) | | |

Section 6: Student Bank Details (Rail Payments Only)

If you are travelling to College by train we will make termly payments to you via BACS transfer directly into your bank account. Please provide details of your bank account below making sure that all sections are completed.

| | |
|---|--|
| Bank/Building Society Name: | |
| Bank/Building Branch (e.g. Fareham, Gosport, Southampton etc.): | |
| Name of Account Holder: | |
| Account Number (usually 8 digits long): | |
| Sort Code: (6 digits long) | |
| Your email address: (you will be notified by email if the College makes a payment to you) | |

Section 7: Additional Information

Please use this box to provide us with any additional information that you think we need to know to support your application. (Please continue on a separate sheet if you need to)

Section 8: Declaration

- I certify that the information I have provided on this application form is complete and accurate to the best of my knowledge and understand that if I provide false information my application will not proceed and that the College may reclaim any funding already allocated to me.
- I understand that the information provided on this form may be shared with other departments in the College and External Agencies if necessary.
- I understand that any funding awarded will be subject to satisfactory behaviour, attendance and completion of work on the course.
- I understand that this application only applies to one academic year and that I will need to reapply if I require financial assistance with study for further years.
- I understand that if I withdraw from my course I may have to pay back all or some of the monies awarded to me or paid on my behalf.
- I understand that it is my responsibility to inform the Benefits Agency of any financial support I receive that may have an impact on any benefits I receive.

Signature: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Please note that your application WILL NOT be assessed if you have not completed all of the necessary sections and/or if you have not provided any proof of income.

Finance Office Use Only 16 – 19 Bursary Fund 2016-17

Student Name:

Person Code:

Course:

| | |
|--------------|-------------------------|
| Travel Costs | Total award allocated £ |
| | |

| | | |
|------------------|-----|----|
| Household Income | £ | |
| Disc Support? | Yes | No |

| | |
|-----------------|-------------------------|
| On course costs | Total award allocated £ |
| | |

Other info

| | |
|-------|-------------------------|
| Other | Total award allocated £ |
| | |