

16-19 Bursary Fund 2016-17

Element 2 (Discretionary) Application Form

You must be aged 18 or under on 31/08/2016 to apply

FOR OFFICE USE ONLY

Student EBS No.

Date received

Received in Funding Office

Eligibility Criteria

To be eligible to apply to this fund you should:

- ✓ Be aged 16 or over and under 19 as of 31/08/2016.
- ✓ Living in a household with an income below £20,817 and in receipt of Child/Working Tax or Universal Credits.
- ✓ The household income may come from benefits or earned income.
- ✓ You should live at the same address as the person providing the evidence and be named on award notices.
- ✓ Your parent or guardian should be receiving child benefit for you.
- ✓ You should be enrolled on to a full time EFA/ESF funded course.

Important Note – Eligibility to this fund does not guarantee an award. Funding is limited and will be allocated on a first come, first served basis.

NB - If you are a student who is in receipt of certain benefits in your own name or; you are in care or a care leaver please see the Student Funding Team – you may be eligible to apply for a Vulnerable Bursary.

PART A – TO BE COMPLETED BY THE STUDENT

Part A: Section 1 - Personal Information

| | | | |
|--|--|------------------------------------|--|
| Surname | | Forename | |
| Date of birth | | Age | Nationality |
| Have you been resident in the UK/EEA for the last 3 years? | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Are you an Asylum Seeker? Please note: We cannot make cash payments to Asylum Seekers. We will contact you to discuss your support needs. | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Home Address | | | |
| | | Postcode | |
| Home Tel No | | Mobile No | |
| Please indicate who you live with | | Parent(s) <input type="checkbox"/> | Legal Guardian <input type="checkbox"/> Other <input type="checkbox"/> On own <input type="checkbox"/> |

Part A: Section 2 - Course Information

| | | | |
|--|--------------------------|----------------------------|--------------------------|
| Current Course | | | |
| College Centre (please ✓ as appropriate) | | | |
| Parsons Walk, Wigan | <input type="checkbox"/> | School for the Arts, Wigan | <input type="checkbox"/> |
| Image Centre, Leigh | <input type="checkbox"/> | Leigh College, Leigh | <input type="checkbox"/> |
| | | Pagefield, Wigan | <input type="checkbox"/> |
| | | Other (please list below) | <input type="checkbox"/> |

PART B – TO BE COMPLETED BY PARENT(S)/GUARDIAN(S) AND STUDENT

Part B: Section 1 - Eligibility Check

| | | |
|---|------------------------------|-----------------------------|
| Does the student live in a household with an income below £20,817 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Does the student live with you at the address shown? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Do you claim Child Benefit for the student? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

You must submit a **photocopy** of your full **TAX CREDIT NOTIFICATION 2016-17** dated April 2016 onwards or; a recently dated (within the last 3 months) **UNIVERSAL CREDIT LETTER** that the student is named on with this application form. This is the evidence that is required to prove eligibility to this fund; we cannot accept applications without this evidence.

Original documentation will not be accepted and all pages of any documents must be **photocopied** and submit. If all pages are not present at the point of submission, the application will be returned which will result in a delay of the assessment of the application.

Part B: Section 2 - Bursary Award

From the 16-19 Discretionary Bursary you may be eligible to the following support, please ✓ the options that you wish to be considered for.

Travel Support (College Travel Scheme)

- I have collected a bus pass from the College Travel Scheme. ☐

NB: A contribution to the scheme will automatically be paid from the bursary fund. This is because all bursary awards are there to support student travel costs. You are subject to the attendance rules set out under the College scheme and must have 90% attendance to receive Spring and Summer term passes.

Monthly Payments

- A monthly payment of £50 paid directly into the students own bank account. This payment is a contribution towards all of your college requirements including uniform, equipment, materials, trips and all college related other expenses. ☐

Attendance will be monitored as described in Part F: Further Information and Guidance.

Part B: Section 3 - Free College Meals

All students who are in receipt of a Discretionary Bursary can access a free meal on the days they are timetabled to be at college. An allocation of £2.60 will be available on all days that students are timetabled to attend college for use in the College Refectories.

Free College Meal Scheme - Students whose parent(s) or guardian(s) receive one or more of the benefits listed below will also receive support while attending placement. **This does not apply to all bursary students**, only those that meet these specific criteria and this will be confirmed in the offer letter.

(Please ✓ below the statements which are applicable to your household)

| | |
|---|--------------------------|
| Income Support | <input type="checkbox"/> |
| Income based Job Seekers Allowance | <input type="checkbox"/> |
| Income related employment support allowance | <input type="checkbox"/> |
| Support under part VI of the Immigration and Asylum Act 1999 | <input type="checkbox"/> |
| Child Tax Credit (provided you do not receive working tax credit) and have a gross income below £16,190 | <input type="checkbox"/> |
| Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for this credit | <input type="checkbox"/> |
| Guaranteed Element of State Pension Credit | <input type="checkbox"/> |
| Universal Credit (during the initial roll out period only) | <input type="checkbox"/> |

- You must provide evidence of the above benefits for a student to receive support whilst at placement under the Free College Meal Scheme.
- Please check your Tax Credit Award Notice 2016-17 notice or your Universal Credit Letter as it may already contain this information.
- Where the notice does not specify the benefit you will need to provide an independent letter stating the benefit you receive, dated within the last 3 months.

PART C – TO BE COMPLETED BY PARENT(S), GUARDIAN(S) AND STUDENT

Part C: Signature to support your application

Please read the statements below and ✓ the boxes to confirm:

- ☐ I have fully completed each section.
- ☐ I have enclosed all required evidence to support my application.
- ☐ I have provided evidence which is accurate and true. I understand that the College may carry out checks to verify the evidence provided, and may take action deemed appropriate if any information I have given is proven to be incorrect or false.
- ☐ I have completed Part D (Below): Bank Information Form with **my own** bank details, and returned it with this application.
- ☐ I have signed the Student Code of Conduct (Part E – Overleaf) and returned it with this application.
- ☐ I understand that that I am expected to maintain 100% attendance at college and that my payments will be stopped if I fail to attend at a minimum rate of 90%. I have read Part F: Further Information & Guidance section about the attendance process.
- ☐ I understand that it is my responsibility to monitor my own attendance through Pro Portal, which I will be shown during my induction, and to discuss any issues I may have with my Personal Tutor or Student Liaison Officer, to ensure the record is accurate.

| | | | |
|-----------------------------|--|-------------|--|
| Signature of Student | | Date | |
|-----------------------------|--|-------------|--|

| | | | |
|-------------------------------------|--|-------------|--|
| Name of Parent/Guardian | | Date | |
| Signature of Parent/Guardian | | | |

PART D – TO BE COMPLETED BY THE STUDENT

Part D: 16-19 Discretionary Bursary - Bank Information Form

Payments cannot be made into Building Society or Post Office accounts

Applicants EBS No (office use only)

Applicants Full Name

Full Name as on bank card

Name of Bank

Sort Code
(6 digits)

Account Number
(8 digits)

Please check that you have supplied the correct details for the account you want the Bursary to be paid into, we cannot accept liability for payments being made into incorrect accounts – this must be the student's own bank account.

Signature of Student

Date

Please note: It is the student's responsibility to advise us if their bank details change in year.

Please return your completed application along with evidence to any College Reception area.

Part E: Student Code of Conduct 2016-17

Wigan & Leigh College places high expectations on all students undertaking a course of study. All students will be expected to act in accordance with the guidelines stated below.

By enrolling onto a programme of study at Wigan & Leigh College and signing the learning agreement, I agree to adhere to the following:

- Attend all college lessons punctually and meet deadlines for completing work to a high standard at all times.
- To report all absences, or expected lateness to timetabled classes on the absence reporting number 01942 761600 - option 4 before your first class or by 10am on each day of absence.
- All absences will affect my % attendance and I understand that the % attendance rate expected from all students is 100%; the attendance target is set to ensure that I have the best opportunity to succeed on my course and as a preparation for the expectations of working life.
- Follow instructions for completing assignments and exams without cheating, copying or plagiarising (using someone else's work, e.g. from the internet, another student or a book or magazine, and pretending it is my own).
- Wear my student identity card so that the photograph can be seen at all times and show it when asked. I will never allow it to be used by another person.
- Not to smoke (this includes electronic cigarettes), anywhere on college premises except designated smoking areas. This includes entrances and exits.
- Respect the well-being and property of other members of the college and the wider community, and treat college property with care.
- Keep my mobile devices on silent and non-vibrate mode or switched off in learning areas and use only with permission of the staff.
- Demonstrate respect to all students and staff and behave in a thoughtful, caring and responsible manner. Violence, discrimination, harassment, bullying or foul and abusive language are not tolerated. This includes wearing or displaying logos or slogans that could offend other people.
- Safeguard the reputation of Wigan & Leigh College by not behaving in a way that could damage the good name of the College. This includes not posting images or words online which may give a bad impression of the college, its students or staff.
- Agree to the IT User Policy and to use computer facilities only to support my learning.
- Observe the College Health & Safety regulations, pay attention to my own and other people's health and safety and follow instructions given by staff regarding this.
- The possession or use of drugs, alcohol or weapons on college premises is strictly not allowed.
- Be aware of, and follow the wider college rules and respond to any reasonable request from a staff member about **behaviour and standards e.g. being asked to remove hoods or hats indoors.**

If I fail to follow this Code, disciplinary action may be taken in accordance with the Student Disciplinary Procedure. This may lead to exclusion from the College.

If in receipt of Learner Support Funding (i.e. 16-19 Bursary, 19+ Discretionary Learner Support, 20+ Childcare), I am aware that should my attendance drop below 100% or I fail to meet the terms of the Student Code of Conduct, this may result in loss of funding.

Print Name: _____ Sign: _____ Date: _____

Part F: Further Information & Guidance

SUMMARY

The guidance has been simplified for ease of use – all applications are subject to the full terms and conditions of the Education Funding Agency (EFA) 16-19 Bursary Fund Guidelines 2015-16 (please see Department of Education publications).

Eligibility to this fund does not entitle you to an award, funding is limited and no further awards can be made once it has been used. The College reserves the right to amend or change this offer to best meet the needs of the students applying to the fund; this could include a reduced offer supporting for instance travel only if the fund is over subscribed.

The Fund will close 15th June 2017 to new applications.

ATTENDANCE

Bursary payments are **not an entitlement** they are to support your attendance and engagement at college so that you can make the best of your educational opportunity. Wigan & Leigh College expects 100% attendance from all its students and this will be monitored throughout the academic year.

Your attendance will be monitored as follows:

- Attendance is checked every month before making monthly payments. It is based on the month prior to payment e.g. October payment is based on September attendance and so on.
- If your attendance is below 90% for the month then you will lose your bursary payment.
- Payments will only be made when your attendance for the month is above 90%.
- We will write to you at your home address if we are not making a payment.
- If you do not attend a course for 4 consecutive weeks your award will be removed, you will have to re-apply to the fund and show evidence of re-engagement on a course.
- Reasonable adjustment will be made for those with disabilities or severe medical conditions. Please speak to the Student Funding Team about an individual attendance plan.

Attendance, behaviour and attitude towards your studies = the best outcome from your chosen course.

PAYMENTS

All payments will be made to your bank account on or around the 20th of each month. Please be aware that Bank holidays and your Banks policies may affect how quickly payments reach your account. We will back date any payments to the start of the month in which we receive your fully completed application and all correct evidence has been received.

Please Note: Processing your application form may take longer at the beginning of the academic year due to high volumes of applications being received.

NOTIFICATION OF AWARDS

- We will write to you giving you the full details of the award you have been offered. Please **keep this letter** as you will need it during the academic year.
- You will be notified in writing if we are not paying a monthly payment because of your attendance.
- You can check your own attendance on Pro Portal. Any issues should be discussed with your tutor.

APPEALS

- Appeals can be made regarding the 16-19 Bursary in writing to The Quality Director, Wigan & Leigh College, PO Box 53, Parsons Walk, Wigan, WN1 1RS.
- All appeals about decisions or payments must be submitted before **1st June 2017** to allow time for a review to be carried out before the funds close at the end of the academic year.
- Please be aware, the College cannot accept appeals about awards being refused or reduced where the reason given is that the funding has been fully utilised.

PLEASE KEEP THIS PAGE OF THE APPLICATION FORM FOR YOUR INFORMATION