



19+ Bursary Application Form 2018/19

Name:		Student ID	
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ADMIN USE ONLY: Application Process Status

	Initials		Initials
On College Meals Spread sheet		On Bursary Spread sheet	
On Bursary Plus Spread sheet		On STAR	

Guidance for completion of this form:

It is important that you read these guidance notes carefully before completing this form:

1. Application form must be completed in black ink and in capital letters.
2. Applications for Bursary 1 should be received by 21st September 2018. Applications received after this date will be treated as 'late applications' and will be subject to the availability of funds.
3. Bursary Plus applications can be made at any point in the year but are subject to availability of funds.
4. Applications must be submitted only to Learner Support Funds staff who are located in the Student Support Centre or Programme Management depending on your centre of study.
5. Appropriate evidence must be supplied before your application can be processed including a bank statement or bank card so that we can verify the account details. Bank/building society details must be the student's own account.
6. Proof of purchase (receipts) must be provided for Bursary Plus applications.
7. Please note evidence must be retained with your application so it is recommended that copies are provided.
8. Failure to return required evidence by the deadline may result in your bursary application being treated as a 'late application' and will be subject to availability of funds.
9. Please check that all sections are completed and signed, any sections not complete may delay the processing of your application.
10. Payments for Bursary 1 are expected to be processed w/c 08/10/18 but may be subject to delay depending on the volume and timeliness of applications.
11. Payments for Bursary Plus submitted by 02/11/18 will be processed from w/c 19/11/18. Later applications for Bursary Plus are expected to be processed within 3 weeks of approval.
12. Copies of this form can be downloaded from the college website.



19+ Bursary Application 2018/2019

IMPORTANT: Please complete all parts of this form in block capitals.

Section 1: Personal Details			
First Name:		Age as of 31.08.18:	
Surname:		Date of Birth:	
Mobile No:		Student ID No.:	
Course Title:			
Course Hrs/wk:		Qualification Level:	
Email:			

- Please note: your college email address may be used to communicate vital information about your support.

Section 2: Eligibility (Please tick the criteria that best describes your circumstances)	Evidence Required
<p>I am aged 19+ and I am currently in receipt of:</p> <ul style="list-style-type: none"> • Universal Credit <input type="checkbox"/> • Income Support <input type="checkbox"/> • Income based Job Seeker's Allowance/Employment and Support Allowance <input type="checkbox"/> • Support under the Immigration and Asylum Act 1999 <input type="checkbox"/> • The guarantee credit element of State Pension Credit <input type="checkbox"/> 	<p><i>Evidence of eligibility should be postmarked within the last 6 months.</i></p> <p>JCP Letter</p> <p>JCP Letter</p> <p>JCP Letter</p> <p>GOV.UK Letter</p> <p>DWP Letter</p>
<p>I am aged 19+ and I am currently:</p> <ul style="list-style-type: none"> • In receipt of tax credit (excludes Working Tax Credit) and have an annual household income that does not exceed £17,000 <input type="checkbox"/> • Under 20 years of age, a qualifying element for child tax credit and have an annual household income that does not exceed £17,000 <input type="checkbox"/> 	<p>Tax award notice</p> <p>Tax award notice</p>
Section 2: Bursary Plus only eligibility (receipts will be required to process this part of your application)	Evidence Required
<ul style="list-style-type: none"> • Child Tax Credit provided you are not also entitled to Working Tax Credit and have an annual income that does not exceed £21,000 <input type="checkbox"/> 	<p>HMRC Letter</p>



Section 3: Bank/Building Society Details (Bank statement/card will be required to verify account details)								
Full name of account holder								
Name of bank/building society								
Branch								
Sort Code			-			-		
Account number								
Roll number (where applicable)								
Signature (Applicant)	X						Date:	
Signature (Staff)	X						Date:	
Signature (Finance)	X						Date:	

- Please note: Any amendments must be initialled by the applicant and a member of the Learner Support Funds team.

Section 4: Student Declaration			
<i>I confirm that the information supplied in this form is correct and complete to the best of my knowledge and belief. I understand that if my claim is found to be fraudulent I will be subject to the college's disciplinary process and my bursary may be stopped. I understand that the college reserves the right to request further evidence to support my application. I understand that weekly payments may be stopped if my attendance and behaviour does not meet college requirements and I adhere to the terms and conditions of this contract.</i>			
Applicant Signature:	X		Date:

Please note: Details of our terms and conditions are available on our website or on request from a member of the Learner Support Fund team.

ADMIN USE ONLY

	Y		N
Free Halton Bus Pass	<input type="checkbox"/>	Free Halton Bus Pass	<input type="checkbox"/>

BURSARY 1 OPTIONS

With Free Halton Bus Pass

Without Free Halton Bus Pass

£11.00/week	<input type="checkbox"/>	£14.00/week	<input type="checkbox"/>
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£10.00/week + £50 Bursary Plus	<input type="checkbox"/>	£13.00/week + £50 Bursary Plus	<input type="checkbox"/>
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BURSARY PLUS

£50	<input type="checkbox"/>	£50	<input type="checkbox"/>
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COLLEGE MEALS

Learner is eligible for bursary and is aged 19-25 and subject to a Learning Difficulty Assessment (LDA) or Education Health Care Plan (EHC Plan)

	Y	N
College Meals	<input type="checkbox"/>	<input type="checkbox"/>

LATE APPLICATION?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Completion date:	<input type="text"/>	Pay from (date):	<input type="text"/>
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LSF Staff Signature:	X	Date :	<input type="text"/>
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Finance Staff Signature:	X	Date :	<input type="text"/>
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