

## 16-18 Bursary and College Meals Application Form 2019/20

Name:		Student ID:	
<b>ADMIN USE ONLY: Application Process Status</b>			
	<b>Initials</b>		<b>Initials</b>
On College Meals Spread sheet		On Bursary Spread sheet	
On Bursary Plus Spread sheet		On STAR	
<b>Guidance for completion of this form:</b>			
<b><i>It is important that you read these guidance notes carefully before completing this form:</i></b>			
1. Application form must be completed in black ink and in capital letters.			
2. Applications for Bursary 1 should be received by 13 <sup>th</sup> September 2019. Applications received after this date will be treated as 'late applications' and will be subject to the availability of funds.			
3. Applications for College Meals and Bursary 2 can be submitted at any point in the academic year.			
4. Bursary Plus applications can be made at any point in the year but are subject to availability of funds. Access to bursary plus funds is also subject to the bursary option selected.			
5. Applications must be submitted only to Learner Support Funds staff that are located in the Student Support Centre depending on your centre of study.			
6. Appropriate evidence of eligibility must be supplied before your application can be processed. Suitable evidence is indicated in section 2. All evidence must be postmarked within the last 6 months.			
7. Bank/building society details must be the student's own account. A bank statement or bank card must be supplied so that Learner Support Funds staff can verify the account details.			
8. Proof of purchase (receipts) must be provided for Bursary Plus applications.			
9. Please note evidence must be retained with your application so it is recommended that copies are provided.			
10. Please check that all sections are completed and signed, any sections not complete may delay the processing of your application.			
11. Parental/guardian signatures will be required unless the applicant is living independently of parent/guardian. Where this is the case a signature will be required from a member of the Wellbeing team.			
12. Payments for Bursary 1 and Bursary 2 are expected to be processed w/c 07/10/19 but may be subject to delay depending on the volume and timeliness of applications.			
13. Payments for Bursary Plus submitted by 01/11/19 will be processed from w/c 18/11/19. Later applications for Bursary Plus are expected to be processed within 3 weeks of approval.			
14. Copies of this form can be downloaded from the college website.			

## 16-18 Bursary and College Meal Application 2019/2020

**IMPORTANT: Please complete all parts of this form in block capitals and in black ink.**

Section 1: Personal Details			
First Name:		Age as of 31.08.19:	
Surname:		Date of Birth:	
Mobile No:		Student ID No:	
Course Title:			
Course Hours/week:		Qualification Level:	
Parental email:			

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

Section 2: Eligibility	
Section 2: Bursary 1/College Meals/Bursary Plus eligibility (Please tick the criteria that best describes your circumstances)	Evidence Required
<p><b>I am aged 16-18 and I am able to provide evidence that my parents/guardians are currently in receipt of:</b></p> <ul style="list-style-type: none"> <li>• Universal Credit <span style="float: right;"><input type="checkbox"/></span></li> <li>• Income Support <span style="float: right;"><input type="checkbox"/></span></li> <li>• Income based: Job Seeker's Allowance/Employment and Support Allowance <span style="float: right;"><input type="checkbox"/></span></li> <li>• Support under the Immigration and Asylum Act 1999 <span style="float: right;"><input type="checkbox"/></span></li> <li>• The guarantee credit element of State Pension Credit <span style="float: right;"><input type="checkbox"/></span></li> <li>• Child Tax Credit provided you are not also entitled to Working Tax Credit and have an annual income that does not exceed £17,000 <span style="float: right;"><input type="checkbox"/></span></li> </ul>	<p><i>Evidence of eligibility should be postmarked within the last 6 months.</i></p> <p><b>JCP Letter</b></p> <p><b>JCP Letter</b></p> <p><b>JCP Letter</b></p> <p><b>GOV.UK Letter</b></p> <p><b>DWP Letter</b></p> <p><b>HMRC Letter</b></p>
Section 2: Bursary 2/College Meals/Bursary Plus eligibility (Please tick the criteria that best describes your circumstances)	Evidence Required
<p><b>I am aged 16-18 and I am able to provide evidence that I am currently:</b></p> <ul style="list-style-type: none"> <li>• In care <span style="float: right;"><input type="checkbox"/></span></li> <li>• A care Leaver <span style="float: right;"><input type="checkbox"/></span></li> <li>• In receipt of Income Support (or Universal Credit) in their own right <span style="float: right;"><input type="checkbox"/></span></li> <li>• Disabled <b>AND</b> in receipt of Employment Support Allowance (or Universal Credit) <b>AND</b> Personal Independence Payments in their own right <span style="float: right;"><input type="checkbox"/></span></li> </ul>	<p><b>Wellbeing team</b></p> <p><b>Wellbeing team</b></p> <p><b>JCP Letter</b></p> <p><b>JCP Letter</b></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"> <li>• Child Tax Credit provided you are not also entitled to Working Tax Credit and have an annual income that does not exceed £21,000 <span style="float: right;"><input type="checkbox"/></span></li> </ul>	<p><b>HMRC Letter</b></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 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.*

Applicant Signature:	X	Date:	
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**Section 5: Parent/Guardian Agreement**

<i>I have supplied my email address</i>	<input type="checkbox"/>
<i>I have not supplied my email address and I am aware that I may miss important Learner Support information communicated by email by the college.</i>	<input type="checkbox"/>
<i>I confirm that the evidence supplied to support this application is correct and understand that any changes in my circumstances must be reported to the college. I understand that weekly payments to the person in my care may be stopped if their attendance and behaviour does not meet college requirements. I also agree to encourage the student in my care to adhere to the terms and conditions of this contract.</i>	<input type="checkbox"/>

Parent/Guardian/Wellbeing officer Signature:	X	Date:	
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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
College Meals		College Meals	
Free Halton Bus Pass		Free Halton Bus Pass	

## BURSARY 1 OPTIONS

### With Free Halton Bus Pass

£15/week	
£14.00/week + £50 Bursary Plus	
£12.50/week + £100 Bursary Plus	

### Without Free Halton Bus Pass

£18.00/week	
£17.00/week + £50 Bursary Plus	
£15.50/week + £100 Bursary Plus	

## BURSARY 2 OPTIONS

### With Free Halton Bus Pass

£30/week	
£29.00/week + £50 Bursary Plus	
£27.50/week + £100 Bursary Plus	

### Without Free Halton Bus Pass

£33.33/week	
£32.33/week + £50 Bursary Plus	
£31.33/week + £100 Bursary Plus	

## BURSARY PLUS

£50	
£100 (high cost areas only)	


£50	
£100 (High Cost areas only)	

## LATE APPLICATION?

Yes	
Completion date:	

No	
Pay from (date):	

LSF Staff Signature:		Date :	
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Finance Staff Signature:		Date :	
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