

APPLICATION FORM FOR AN AWARD FROM THE BURSARY FUND 2016 / 2017

Please read the information on this page carefully. If you do not understand any of the points, please contact the Bursary Fund Administrator, Val Jones.

- **The Bursary Fund** is used to help students with the direct costs of study such as transport, essential field trips, equipment, books or exam resit costs and is available to assist students who may have difficulties in completing their course because of financial considerations or in the case of unforeseen emergencies where completion of the course could be jeopardised by financial constraints.
- As a general guide, students who have a household income of up to £20,000 per annum should apply to the Bursary Fund if they require financial assistance. We will consider applications from students with a household income of up to £25,000 for a reduced bursary. You will be required to complete an application form and submit evidence of income, usually your current Tax Credit Award Notice. If your application is successful you will receive your award for agreed costs, for example train and bus fares, and you will be reimbursed into the bank account you specify on this application form when you hand in the used train/bus tickets. A bursary award will normally be for up to £800 for the academic year.
- A bursary of £1,200 a year is available for students in the following four defined vulnerable groups: in care; care leavers; in receipt of Income Support or Universal Credit in place of Income Support in their own right; in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance or Personal Independence Payments.
- To be eligible to apply for financial assistance from the Bursary Fund you must:
 1. be aged 16, and under 19, on 31 August 2016
 2. be an enrolled student as defined by the College; and
 3. not be paying tuition feesIf you fulfil these requirements then you are eligible to make an application.
- However, please remember that each application is judged on the basis of 'relative financial need' and that not all applications will be successful.
- Applicants in receipt of Benefits may be required to show proof of current benefit payments. Where possible payments will be made 'in kind' by providing vouchers, books, etc.
- **Applicants must provide evidence of income:** usually your current Tax Credit Award Notice will be sufficient but evidence of receipt of benefits, your P60 or other relevant documents may be requested.
- **Payment may be withheld if the student does not comply with the College expectations regarding Behaviour, Performance and Attendance.**

Your completed application form together with evidence of household income, usually your current Tax Credit Award Notice, should be returned to:
Mrs Val Jones, Senior Administrator, Bursary Fund

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Please complete all the details in full. If you do not provide evidence of income your application may not be considered.

SECTION 1 – Student Details

First Names.....Surname.....

Address.....

.....Post Code.....

Home Telephone.....Mobile Phone.....

Date of Birth.....Age at 31/08/16.....

SECTION 2 – About the other people living in your home

Section 2A: Do you live with at least one of your parent(s)/guardian(s)?

Yes – please complete Section 2B below and then go to Section 3

No – please go to Section 3

Section 2B: About your parent(s)/guardians(s)

Surname

First Name

Occupation

How many brothers or sisters (under the age of 18) live with you?

SECTION 3 – What Financial Assistance do you require? (please tick box and enter an approximate amount, if known)

Train/Bus costs £.....

Books £.....

Equipment £.....

Essential Field Trips £.....

Other (please give brief details below) £.....

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Please note: successful applicants are usually reimbursed throughout the academic year on receipt by the College of proof of purchase, e.g. bus/train tickets, receipts for books, etc. Some payments may be made internally, e.g. essential field trips.

To Qualify for Free College Meals you or your parents/carers should be in receipt of one or more of the following benefits: Income Support, Income Based Job Seekers Allowance, Child Tax Credits (whilst not receiving Working Tax Credits) with a gross annual income of no more than £16,190, Income Related Employment and Support Allowance, Guaranteed Element of State Pension Credit, Universal Credit, Support under part VI of the Immigration & Asylum Act 1999, Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC).

Please tick if you qualify for Free College Meals (evidence should be supplied):

Students living in **Surrey** will be required to purchase an annual fare card from Surrey County Council which offers reduced fares on train and/or bus travel for journeys to and from College: visit www.surreycc.gov.uk for information.

SECTION 4 – Student Bank Account Details

You should check that your account can accept BACS Direct Credits.

Bank Name (e.g. Barclays)

Branch Location (e.g. Godalming High St.)

Name of Account Holder (e.g. Mr J Bloggs)

Sort Code

Account Number

SECTION 5 – Household income details

All information provided in this Section will remain confidential. **Evidence of income must be sent with this application.** Your current Tax Credit Award Notice should be sufficient.

Please supply any other information you wish us to know. We may request further evidence of income and expenditure.

SECTION 6 – Declaration

- I/We understand that if I give false information or withhold information, my application will be cancelled and, if necessary, action will be taken to recover any money paid to me.
- I/We undertake to refund any sum arising from an overpayment for any reason.
- I/We understand that payments may be withheld if I do not comply with the College expectations regarding Behaviour, Performance and Attendance.
- I/We understand that relevant information regarding my application may be shared with other agencies.

Signed (student)..... Date.....

Signed (parent)..... Date.....