



APPLICATION FOR BURSARY FUNDING 2018-19

COMPLETE THIS FORM IF YOU ARE APPLYING FOR THE TARGETED BURSARY, GENERAL BURSARY, TRANSPORT BURSARY OR FREE MEALS FUNDING 2018-19

IMPORTANT: Please complete ALL details in FULL & provide FULL proof of household income
 Completed forms should be returned to the Finance Department, c/o Student Services

Title Forenames Surname

Address

..... Post code

Home Tel no. Mobile Tel no.

Date of Birth/...../..... Age at 31/08/18

Course you have applied/been accepted for

Tutor group: Lower 6th Upper 6th 19+ *if over 19 at 31/08/18
 Please tick

Have you been resident in the UK for a full three year period preceding the start of your course, other than for the purposes of full time study? YES/NO (delete as appropriate)

Do you have any immigration restrictions on the length of time you can stay? YES/NO

Are you a Young Carer YES/NO

Student Transport:

How will you be travelling to College? (If By Bus please specify which service you will be using – please tick one service only)

By Bus (Merseytravel) By Bus (Arriva) By Bus (Widnes) By Bus (Warrington)

By Car Walking Other (Please specify)

Student Living Arrangements:

If you live with or are financially dependent on parent(s) or guardian(s) please give:

Parent(s)/Guardian(s)/Carer name

Address (if different from the above)

..... Post code

If you live independently, please complete the following questions by deleting as appropriate:

I support myself financially YES/NO I am in receipt of benefits in my own right YES/NO

C2L (Care to Learn) - C2L provides funding for childcare to help young parents continue in education after the birth of a child. Applications can be made via the Student Bursary Support Service (SBSS) on-line portal, or via the student helpline 0800 121 8989.

Household Finances:

Do you receive any financial support from your Local Education Authority? YES/NO

If yes, please specify.....

.....

Please tick ALL relevant income/benefits your household receives:

Income support

Income based Job Seekers Allowance

Income-related Employment Support Allowance

(Please tick if ESA is rec'd in conjunction with Disability Living Allowance)

Personal Independence Payment

The guarantee element of State Pension Credit

Support under part 6 of the immigration & asylum Act 1999

Earned wages from a job

Self-employed earnings

(We may require evidence of your company registration or tax return form)

Universal Credit

(We may request additional information if you are self-employed)

Child Tax Credit (provided you are not entitled to working tax credit) and

have an annual gross income of not more than the threshold for eligibility*

(Please provide full tax credit notification as at April 18 or April 19 with application)

Working Tax Credit run-on

(paid for 4 weeks after you stop qualifying for WTC)

**College discretionary annual household income threshold for general bursary should not exceed £25,000 to be eligible. Free meal entitlement threshold remains at £16,190.*

Do you receive any other financial support not listed above? YES/NO

If yes, please specify.....

.....

.....

Evidence Required:

The College will need evidence of **ALL CURRENT** household income, including **ALL** benefit entitlement and/or earnings. Therefore, whichever boxes you tick on page 2, we require supporting evidence in **FULL** with your application form. We will be unable to assess any application form handed in without complete supporting documentation. This may be in the form of one or more of the following:

HMRC Tax Award notification for year ending APRIL 18 or APRIL 19 (ALL PAGES OF THE LATEST NOTIFICATION YOU HAVE)

Universal Credit Award Statement (ALL PAGES OF THE AWARD FOR THE MOST RECENT COMPLETE ASSESSMENT PERIOD)

Receipt of all other household benefit entitlement – this could be a letter of entitlement to income support, income based job seekers allowance, employment and support allowance (in conjunction with disability living allowance), personal independence payment, pension credit, immigration and asylum status.

P60

Evidence of self-employment income

Written confirmation of your current or previous 'looked after' status from the local authority which looks after you or provides your 'leaving care' services

For Targeted Bursary applications only:

If you are in receipt of Income Support or Universal Credit in your own right you will be required to provide further applicable information, eg a tenancy agreement in your own name, a child benefit receipt, children's birth certificates, utility bills, etc. If you are in receipt of Universal Credit/Employment and Support Allowance you will be required to provide a copy of your claim from DWP confirming which Employment and Support Allowance group you have been placed in.

Financial Assistance:

The fund is aimed at helping two key groups:

Targeted Bursary

Young people who are looked after (in care), care leavers, young people in receipt of income support or universal credit (in their own right) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner, and disabled young people in receipt of both employment and support allowance (or universal credit) and disability living allowance (or personal independence payment) in their own right. In 2018-19 funding for this group of young people will be held centrally and the College will draw down funds on behalf of eligible students. Eligible students could receive a **bursary of up to £1,200 per year** from the bursary fund (see bursary fund guidance). Please note, however, that students meeting the above criteria will not automatically qualify for the Targeted Bursary if, for example, their financial needs are already met and/or they have no relevant costs or their financial needs are limited.

General Bursary

The College will use discretion to make awards to young people in financial hardship in ways that **best fit their needs and circumstances**. Bursary awards will be aimed towards young people facing financial barriers to participation. The College will therefore prioritise financial assistance towards the costs associated with transport. However, consideration will be given to books, equipment, re-sit fees and meals, as well as other exceptional payments dependent on individual circumstances.

Transport Bursary

Students eligible for the General Bursary who purchase a bus pass and live **outside a 3 mile radius** of College may also receive a Transport Bursary to cover the cost of their bus pass. This does not apply to students in receipt of the Targeted Bursary.

Free Meal Entitlement

Free meals have been extended to disadvantaged students at College. *Disadvantaged* is defined by the household being in receipt of one or more of the benefits listed on page 2 of the application form and have an annual household income which does not exceed £16,190. If you have been eligible for free school meals in the past, you are likely to be eligible for them again.

Please tick here if you have been eligible for free school meals in the past

Please state your reason for applying for financial assistance:

Free College meal entitlement*	<input type="checkbox"/>
Transport	<input type="checkbox"/>
Exam re-sit fees	<input type="checkbox"/>
Books/equipment	<input type="checkbox"/>
Other	<input type="checkbox"/>

* Eligible students will be entitled to a free meal worth £2.41 per day

If your reason is Other, please give details

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Payment Details:

If your application is successful, payment will be made directly into your bank account. Please note bank account details of parents will **NOT** be accepted.

Please provide details of:

Bank Account Name..... <small>(i.e Mr J Bloggs)</small>	Bank Account No..... <small>(8 digit number)</small>
Bank Address & Branch.....	
.....	Sort Code..... <small>(6 digit number)</small>

Declaration:

I agree that all funds received are on the understanding that I regularly attend College and make good progress on my course. I will inform the Bursary Fund Officer if my financial circumstances change. I understand that I may be required to repay all or part of the award if I leave College prior to the completion of the course. I certify that the above information is correct and I recognise that false statements can leave me open to prosecution.

The new General Data Protection Regulation (GDPR) gives you more control over how your personal information is used. Please be aware that Carmel College will always make sure we process and store your information safely and securely. If you are unsure about anything, please contact the College Bursary Officer.

Student Signature Date/...../.....

Parent/Guardian/Carer Signature Date/...../.....

