

Student Bursary Application Form 2022/23



Financial Support is available through a variety of Brockenhurst College Bursaries

Discretionary Bursary

The Discretionary Bursary (DB) will cover all essential course costs and contribute up to 50% towards the cost of travel for students aged 16 or over but under 19 at 31/08/2022, who live with a family who take home pay of less than £23,000 (we do not include any benefit income in this calculation). Students aged 19 or over are only eligible for a DB if they have an Education, Health Care Plan (EHCP) **or** are continuing on a study programme they began aged 16-18 (19+ continuers)

Please see page 4 for full details and complete pages 1, 2, 4, and 7.

Vulnerable Bursary

For students aged 16-18 on 31/08/2022 who are in **one** of the following defined groups, a bursary may be available:

- in care, a care leaver
- receiving Income Support or Universal Credit in their own right.
- receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

Please see page 3 for full details and complete pages 1,2,3 and 7.

Free College Meals (FCM)

FCM are available to students who meet the National Free College Meals Criteria

Please see page 5 for full details and complete pages 1, 2, 5 and 7.

Adult Bursary

The 19+ bursary can contribute towards travel to College and childcare fees and is available to students aged 19+ on 31/08/2022 with take home pay of less than £30,000 per annum

Please see page 6 for full details and complete pages 1, 2, 6 and 7.

If you require any clarification regarding the financial support available, or require assistance to complete this form or require it in a different format please email financialsupport@brock.ac.uk.

Student Forename			Brockenhurst ID
Student Surname			
Student Date of Birth		Age on 31/08/2022	
Student Mobile		Has EHCP	Yes / No
Student Email			
Student Address			
Town/City		Post Code	

Landline at Address	
Parent/Guardian Mobile	
Parent/Guardian Email	

Please list all individuals living within the above household and their relationship to the student:

Name	Age if under 16	Relationship to the student (e.g. mother, brother, daughter, partner)

To be eligible for a Bursary, the student must be participating in a College course funded by the Education Funding and Skills Agency (EFSA) or the European Social Fund. Guidance and full details are available at - <https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year/16-to-19-bursary-fund-guide-2022-to-2023-academic-year>

Please provide details of your prospective/enrolled course for the 2022/23 academic year.

Name of Course:	
Course Code (see website or course brochure):	
Centre the student will be studying at (e.g. Brockenhurst):	
Course Start Date:	

Vulnerable Bursary

To be eligible for a Vulnerable Bursary (VB) the student must be aged 16-18 on 31 August 2022 AND be in one of the following defined vulnerable groups:

- A. In care
- B. care leavers
- C. The student must be receiving Universal Credit (UC) in their own right because they are financially supporting themselves and anyone who is dependent on them and living with them, such as a child or partner
- D. The student must be receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right

NB: Students aged 19 or over on 31 August 2022 are not eligible for a Vulnerable Bursary and should apply for a Discretionary Bursary or a 19+ Bursary depending on their situation (please see pages 4 and 6).

The aim of the Vulnerable Bursary is to ensure that all educational costs are covered in full and the student does not have a financial barrier to participation. If a student has no financial need (for example they don't have any travel costs or meal costs) a bursary may not be awarded or may be only partially awarded, there is no guarantee that the student will automatically get a bursary if they are in one of the defined groups.

Vulnerable Group (above)	Form of evidence required (must be dated within 6 months) Please provide evidence in photocopied (not original) format	Tick which evidence has been provided
A / B	Letter/Email confirming status from Local Authority	
C	For students in receipt of UC; a copy of their UC award notice. This must clearly state that the claim is in the student's name and confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, institutions must also see a document such as a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills and so on	
D	For students receiving UC/ESA and DLA or PIP, a copy of their UC claim from DWP. Evidence of DLA or PIP must also be provided	

College Discretionary Bursary

Please confirm if you require a bursary towards: **Travel** **Course Costs**

The Discretionary Bursary will provide up to 50% towards the cost of travel to college and will pay for all essential course costs.

To be eligible for a Discretionary Bursary (DB) the student must:

Live with a family able to evidence an annual net income of less than £23,000 (we do not include any benefit income - or child maintenance - in this calculation) **and**

- Be aged 16 or over but under 19 at 31 August 2022; or
- Be aged 19 -24 on 31 August 2022 **and** have an Education, Health and Care Plan (EHCP); or
- Be aged 19+ on 31 August 2022 and continuing on a study programme they began aged 16 to 18 (19+ continuers)

These 2 groups of aged 19+ students can receive a DB while they continue to attend education (in the case of a 19+continuer, this must be the same programme they started before they turned 19) as long as their eligibility continues and Brockenhurst College considers they need the support to continue their participation.

Please note that we require separate evidence of income or benefit eligibility (see table below) for all parent(s)/guardian(s) that live with the student. If a parent or guardian does not have an income or benefit, they will need to send a signed letter confirming they have no income (a letter is still required where evidence of income/benefit has been provided for any other P/G in the household).

Parents/Guardian in receipt of	Evidence (Photocopied) Required	Tick which evidence has been provided
Income Support (IS)	Income Support Award Notice dated within 6 months (if a joint award please confirm this in writing)	
Job Seekers Allowance (JSA)	Letter confirming JSA dated within 6 months (if a joint award please confirm this in writing)	
Employment and Support Allowance (ESA)	Letter confirming ESA dated within 6 months (if a joint award please confirm this in writing)	
Pension	Letter confirming details of State or Private Pension dated within 12 months	
Earned income of less than £23,000 per annum net	Last 3 payslips for all parent(s)/guardian(s) that live with the student (or audited accounts/most recent tax returns if self-employed)	
Universal Credit (UC) or Working Tax Credit /Child Tax Credit (WTC ,CTC)	Copies of the last 3 months UC statements claimants will be able to print these from their online UC account. WTC/CTC : Tax Credit Award Notice for 22/23	

Free College Meal

Free meals are targeted at disadvantaged students. Disadvantage is defined as students being in receipt of, or having parents who are in receipt of, one or more of the benefits below.

To be eligible for free college meals the student must be either:

- aged 16 -18 on 31 August 2022; or
- Be aged 19 -25 on 31 August 2022 **and** have an Education, Health and Care Plan (EHCP);

AND

- Be enrolled in further education provision funded via ESFA guidance and full details are available at <https://www.gov.uk/government/publications/free-meals-in-further-education-funded-institutions-guide-2022-to-2023-academic-year/free-meals-in-further-education-funded-institutions>

If applying for FCM, please tick to indicate which form of evidence (**photocopies ONLY**) is being provided.

Please note that (unless otherwise specified) all evidence must be dated within 6 months.

Eligible Benefits	Tick which evidence has been provided
Income Support (IS) copy of award letter	
Income-based Job Seekers Allowance (JSA) copy of award letter	
Income-related Employment and Support Allowance (ESA) copy of award letter	
Guaranteed element of State Pension Credit (evidence dated within 12 months)	
Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs) evidence -Child Tax Award Notice for 2022/23	
Working Tax Credit run-on (paid for 4 weeks after someone stops qualifying for Working Tax Credit) evidence- Working Tax Credit Award Notice 2022/23	
Universal Credit (providing net earnings do not exceed the equivalent of £7,400 per annum) Copies of the last 3 months UC statements claimants will be able to print these from their online UC account	
Supported under part VI of the Immigration and Asylum Act 1999	

College 19+ Bursary

Please confirm if you require a bursary towards: Travel Childcare

Please note the maximum we are able to award towards childcare per academic year is £3,000.

To be eligible for a 19+ Bursary the student must:

Have a take home pay of less than £30,000 per year **and/or** be in receipt of one of the following benefits **and:**

- Be aged 19+ on 31 August 2022
- *NB: Students aged 19 on 31 August 2022 and continuing into the 2nd year of a 2-year programme of study started when the student was aged 18 (i.e. September 2021) are **not** eligible for the 19+ Bursary. Please complete page 4 (Discretionary Bursary) if this applies.*

Income Details

We require evidence of the **student's** income (**not** the parent/guardian's income if the student lives with them). If the student has no income, we require a signed and dated letter from the student confirming that they have financial hardship. If the student lives with a partner, we require evidence of **both** the student and their partner's income (or a signed, dated letter confirming the partner has no income and has financial hardship) **and** the partner must also sign the declaration on page 7. Joint income must be under £30,000.

Student (and partner where applicable) in receipt of:	Evidence (Photocopied) Required	Tick whose evidence has been provided		
		Student	Partner	Both
Income Support (IS)	Income Support Award Notice dated within 6 months (if a joint award please confirm this in writing)			
Job Seekers Allowance (JSA)	Letter confirming JSA dated within 6 months (if a joint award please confirm this in writing)			
Employment and Support Allowance (ESA)	Letter confirming ESA dated within 6 months (if a joint award please confirm this in writing)			
Pension	Letter confirming details of State or Private Pension dated within 12 months			
Earned net income of less than £30,000 p.a.	Last 3 payslips for (or audited accounts/most recent tax returns if self-employed)			
No Income	Signed, dated letter confirming no income and experiencing financial hardship			
Universal Credit (UC)	Copies of the last 3 months UC statements claimants will be able to print these from their online UC account			

Declaration and Signatures

I confirm:

- I am aware it is my responsibility to ensure that I attend and successfully complete my course in full
- I am aware that payments and awards could be stopped or suspended if I am subject to any part of the College's disciplinary process and/or teaching staff feel that my behaviour and completion of work falls below the College's expected standards
- All the information given on this application form is correct and I understand that the College has the right to reclaim any funding if I am found to have provided incorrect information or do not complete my course.
- I have supplied all relevant evidence
- I have fully read and understand the College's Student Bursary Policy (FE) [see college website]

All personal information that Brockenhurst College holds is processed in accordance with current UK data protection legislation. The College is the data controller and contact details for our data protection officer can be found on our website www.brock.ac.uk. The information you provide on this form will be used for the purposes of supporting your education through the provision of funding via College's Student Bursary Schemes as outlined in The College's approved Student Bursary Policy (FE). Your data will be shared with the Education Funding and Skills Agency (EFSA) and may be shared with other Charities and Agencies. We will contact you when necessary in order to provide the service detailed in this document. For more information about how we use your data, please see our full privacy notice at www.brock.ac.uk/privacy-notice.

Signature of Student:	Date:
Signature of Parent/Guardian/Carer/Partner:	Date:

The Bursary funds are cash-limited; we advise early application for a 2022/23 Bursary

Before you send in this form please ensure you have done the following:

- Completed all parts of the form required for the bursary you are applying for (see page 1)
- Signed and dated this page (includes Parent/Guardian/Carer/Partner if applicable)
- Attached the relevant evidence (we cannot take responsibility for any evidence that is sent to us, please send photocopies of your evidence and not originals).
- **We do not accept emailed bursary applications; all bursary application forms must be posted to the college with the required evidence of income.**

We will write to you within 28 days of receipt. Please post this form with all required evidence to:

**Financial Support
Brockenhurst College
Lyndhurst Rd
Brockenhurst
SO42 7ZE**