

Student Bursary Application Form 2018/2019



Brockenhurst College

If you need any help in filling out this form, or need the form in a different format please email financialsupport@brock.ac.uk or phone the Student Bursary Team on 01590 625328

What financial support is on offer?

- **Vulnerable Bursary of £1200:** for students aged 16-18 on 31/08/2018 who are care leavers, in care, have a Special Guardianship Order or claiming income support or in receipt of **either** ESA & DLA **or** PIP & Universal Credit (see page 3 for full details of eligibility). **Please complete pages 1, 2, 3 and 7**
- **Discretionary Bursary:** for students aged 16-18 on 31/08/2018 or age 19+ who are on the second year of a course they started when aged 16-18 or aged 19-24 with an Education Health Care Plan (EHCP) and live with a family whose income is less than £21,000 p.a., the bursary will pay for essential course costs and contribute up to 50% towards the cost of a travel pass ordered through the College. **Please complete pages 1, 2, 4, and 7**
- **Free College Meal (FCM):** for students who meet the National Free College Meals Criteria (see page 5). **Please complete pages 1, 2, 5 and 7**
- **19+ Discretionary Bursary:** for students aged 19+ on 31/08/2018 with an income of less than £30,000 p.a., the bursary will contribute towards the cost of travel to College and childcare. **Please complete pages 1, 2, 6 and 7.**

Important Information!

1. Make sure that you send photocopied evidence with your application form.
2. We cannot take responsibility for any evidence that is sent to us by post.
3. All awards will depend on funding the College receives from the Government. **No assumption should be made that you will get funding** and the College reserves the right to stop and remove funding at any time.
4. You must be participating in a college course funded by E.F.A. or S.F.A.

Part 1 – Student Details

Student First Name:	Student Surname:	Brockenhurst ID (if known):
Student Date of Birth:	Student age on 31 st August 2018:	EHCP: Yes / No
Student Address:		
Postcode:		
Parents Mobile Number:	Parents Email:	
Student Landline Number:	Student Mobile Number:	Student Email:

Have you lived in the UK or European Union for 3 years before the start of your course?	Yes / No	
-----------------------------------------------------------------------------------------	----------	--

Vulnerable Bursary (£1200)

To be eligible for a Vulnerable Bursary £1200 students must:

- Be aged 16 -18 on 31 August 2018

AND

- Be participating in provision as directed by the Education Funding Agency, see <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2018-to-2019-academic-year>

And be in one of the defined vulnerable groups:

- In care; or
- Care leavers; or
- Have a Special Guardianship Order
- In receipt of Income Support or Universal Credit in lieu of Income Support in their own right; or
- In receipt of Employment and Support Allowance or Universal Credit AND Disability Living or Personal Independence Payments in their own right.

Student is:	Evidence (Photocopied) Required	Please tick which evidence has been provided
Currently in/leaving Local Authority care, Special Guardianship	Letter/Email confirming status from Local Authority	
Receiving Income Support or Universal Credit	Letter confirming Income Support, dated within 6 months	
In receipt of both Employment Support Allowance & Disability Living Allowance	Letter confirming both ESA and DLA dated within 6 months	
In receipt of Universal Credit & Personal Independence Payments	Letter confirming UC and PIP Dated within 6 months	

College Discretionary Bursary

To be eligible for a College Discretionary Bursary students must:

- Be aged 16-18 on 31 August 2018 or
 - Be aged 19 -24 on 31 August 2018 **and** have an Education, Health and Care Plan (EHCP); or
 - Be aged 19+ and are on the second year of a course they started when aged 16-18

AND

- Be participating in provision as directed by the Education Funding Agency, see <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2018-to-2019-academic-year> for full information

Income Details:

Family household income must be under £21,000pa net - means tested benefits are not included in the income calculation.

Please note that we require evidence of income for parent(s)/guardian(s) that live with the student.

Family in receipt of	Evidence (Photocopied) Required	Please tick which evidence has been provided
Income Support	Letter confirming Income Support, dated within 6 months, if this is a joint award please confirm this in writing	
Job Seekers Allowance (income based)	Letter confirming income based job seekers allowance, dated within 6 months if this is a joint award please confirm this in writing	
Employment and Support Allowance (Income Based)	Letter confirming income based Employment and Support Allowance, dated within 6 months if this is a joint award please confirm this in writing	
State Pension Credit (Guaranteed Element)	Letter confirming the Guaranteed Element of State Pension Credit, dated within 6 months if this is a joint award please confirm this in writing	
Earned income of less than £21,000per annum net	All pages of the Tax Credit Award Notice for 2018/2019 <i>Where the Tax Credit Award Notice is unavailable and parents are employed, the last 3 months wage slips (or audited accounts/most recent tax returns for self-employed parents) may be accepted.</i>	

Free College Meal

To be eligible for free college meals Student must:

- Be aged 16 or over but under 19 at 31 August 2018.

Students aged 19 or over are only eligible for a free meal if they:

- are continuing on a study program they began aged 16 to 18 ('19+ continuers') or
- have an Education, Health and Care Plan (EHCP)

These 2 groups of students can receive a free meal while they continue to attend education (in the case of a 19+ continuer, this must be the same program they started before they turned 19), as long as their eligibility continues.

The following group of students are not eligible for free meals in further education support:

- students aged 19 or over at the start of their study program unless they have an EHCP or are a 19+ continuer

Eligible benefits

Free meals are targeted at disadvantaged students. Free meals in further education defines disadvantage as students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance (ESA)
- support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- 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 (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 p.a. applying for FCM, please tick to indicate which form of evidence (photocopies ONLY) you are sending in please note that all evidence must be dated within 6 months:

<https://www.gov.uk/guidance/16-to-19-funding-free-meals-in-further-education-funded-institutions>

Evidence Provided	Tick
Income Support	
Income-based Job Seekers Allowance (JSA)	
Income-related Employment and Support Allowance (ESA)	
Support under part VI of the Immigration and Asylum Act 1999	
The guarantee element of State Pension Credit	
Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more that £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))	
Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit	
Universal Credit with net earnings not exceeding the equivalent of £7,400 p.a	

College 19+ Bursary

To be eligible for a College 19+ Discretionary Bursary the Student must:

- Be aged 19+ on 31/08/2018 (if 19 and on the 2nd year of a 2 year course please complete page 3 or 4 depending on your circumstances).
- Be participating in provision as directed by the Skills Funding Agency, see <https://www.gov.uk/discretionary-learner-support> for full information

What financial support is available?

For students living in a household with an income of less than £30,000 net p.a. we offer financial support towards travel to college and childcare whilst studying.

Income Details

If the student lives with their parents/guardians we require evidence of the student's income (where the student lives with a partner we require evidence of both the student and their partner's income **and** the partner must also sign the declaration on page 7). If the student has no income we require a signed and dated letter stating this and confirming that the student is facing financial hardship.

Student (and partner where applicable) in receipt of:	Evidence Required	Tick whose evidence has been provided		
		Student	Partner	Both
Income Support	Letter confirming Income Support, dated within 6 months			
Job Seekers Allowance (Income Based)	Letter confirming income based job seekers allowance, dated within 6 months			
Employment and Support Allowance (Income Based)	Letter confirming income based Employment and Support Allowance, dated within 6 months			
State Pension Credit (Guaranteed Element)	Letter confirming the Guaranteed Element of State Pension Credit, dated within 6 months			
Earned Income of less than £30,000 p.a. net	All pages of the Tax Credit Award Notice for 2018/2019 or Last 3 months payslips or Audited accounts or most recent tax return			
No Income	Signed, dated letter confirming no income and has financial hardship			

Part 7 – Declaration and Signatures

I confirm that if I am awarded a Student Bursary Award:

- It is my responsibility to ensure that I attend and successfully complete my course in full.
- Payments and awards could be stopped or suspended if I am subject to any part of the College's disciplinary process or teaching staff feel that my behaviour and completion of work falls below the standards that they expect and have set.
- I have completed this form with accurate information and supplied the relevant evidence.
- I have fully read and fully understood the College's Student Bursary Policy (FE) [see college website]

I agree that 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.

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 outline in The College's approved Student Bursary Policy (FE). Your data may be shared with Education Funding Agency (EFA) and Skills Funding Agency (SFA). We will contact you where 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:
Parent/ Guardian/Carer/Partner:	Date:

This is a cash-limited fund we advise early application to ensure a Bursary for 2018/19

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

- Completed all parts of the form required for the bursary you are applying for (see page 1 for list)
- Signed and dated this page
- Attached relevant evidence

What will happen next?

- We will write to you within 28 days of receiving your application form.

If you need any help in filling out this form, or need the form in a different format please email financialsupport@brock.ac.uk or phone the Student Bursary Team on 01590 625328

PLEASE SEND TO: Financial Support, Brockenhurst College, Lyndhurst Rd, Brockenhurst, Hampshire, SO42 7ZE