

Student Bursary Application Form 2019/20



Financial Support is available through a variety of Brockenhurst College Bursaries

Vulnerable Bursary

For students aged 16-18 on 31/08/2019 who are in **one** of the following defined groups, a £1200.00 bursary is available (**please see page 3 for full details and complete pages 1, 2,3, and 7**).

- in care, a care leaver, or have a Special Guardianship Order; or
- receiving DLA **or** PIP in their own right **and** ESA **or** Universal Credit in their own right; or
- receiving Income Support or Universal Credit because they are financially supporting themselves

Discretionary Bursary

The Discretionary Bursary (DB) will cover all essential course costs and contribute 50% towards the cost of a travel pass for students aged 16-18 on 31/08/2019 who live with a family with a net annual income of less than £22,500 (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 (**please see page 4 for full details and complete pages 1, 2, 4, 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**).

19+ Bursary

The 19+ bursary can contribute towards childcare and travel to College and is available to students aged 19+ on 31/08/2019 with a personal net income 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 need assistance in filling out this form or require it in a different format please email financialsupport@brock.ac.uk.

Please complete all student detail and contact/address fields (and parent/guardian fields if under 19 on 31/08/2019) on pages 1 and 2 and ensure you provide a personal email address (i.e. not your school email).

Student Forename				Brockenhurst ID
Student Surname				
Student Date of Birth			Age on 31/08/2019	
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/guidance/16-to-19-bursary-fund-guide-2019-to-2020-academic-year>.

Please provide details of your prospective/enrolled course for the 2019/20 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 (£1200)

To be eligible for a Vulnerable Bursary (VB) of up to £1200 the student must:

- Be aged 16-18 on 31 August 2019; **and**

NB: Students aged 19 or over on 31 August 2019 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).

- Be in one of the following defined vulnerable groups:
 - A. In care; or
 - B. A care leaver (including those under a Special Guardianship Order); or
 - C. In receipt of Income Support (IS); or
 - D. In receipt of Universal Credit (UC) **and** financially supporting themselves (or financially supporting themselves and someone - such as a child or partner - who is dependent on **and** living with them); or
 - E. In receipt of either Employment and Support Allowance (ESA) or Universal Credit **and** either Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their (the student's) own right.

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	A copy of the student's Income Support award notice. The student must be entitled to IS in their own right and the evidence must not state any conditions that prevent the student from participating in further education or training.	
D	A copy of the student's UC Award Notice (this can be printed from the online journal and the student must be entitled to UC in their own right) and some form of additional documentation confirming independent status e.g. a tenancy agreement in the student's name, a child benefit letter, dependant child's birth certificates, utility bills, etc.	
E	A copy of the students ESA or UC award from DWP (UC claimants will be able to print off details of their award from their journal) and evidence of receipt of DLA or PIP must also be provided.	

College Discretionary Bursary

The Discretionary Bursary will provide 50% towards the cost of a travel pass purchased through the 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 £22,500 (we do not include any benefit income - or child maintenance - in this calculation) **and**

- Be aged 16 -18 on 31 August 2019; or
- Be aged 19 -24 on 31 August 2019 **and** have an Education, Health and Care Plan (EHCP); or
- Be aged 19+ on 31 August 2019 **and** on the second year of a course they started when aged 16-18

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 £22,500 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)	A copy of the Universal Credit Award Notice dated within 6 months (UC claimants will be able to print off details of their award from their journal)	

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. Guidance and full details are available at <https://www.gov.uk/guidance/16-to-19-funding-free-meals-in-further-education-funded-institutions-for-2019-to-2020>.

To be eligible for free college meals the student must:

Either be in receipt of one (or more) of the benefits listed below in their own right **or** live with a parent/guardian in receipt of one (or more) of the benefits listed below **and**

- Be aged 16 -18 on 31 August 2019; or
- Be aged 19 -24 on 31 August 2019 **and** have an Education, Health and Care Plan (EHCP); or
- Be aged 19+ on 31 August 2019 **and** on the second year of a course they started when aged 16-18

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)	
Income-based Job Seekers Allowance (JSA)	
Income-related Employment and Support Allowance (ESA)	
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)	
Working Tax Credit run-on (paid for 4 weeks after someone stops qualifying for Working Tax Credit)	
Universal Credit (providing net earnings do not exceed the equivalent of £7,400 per annum)	
Supported under part VI of the Immigration and Asylum Act 1999	

College 19+ Bursary

The 19+ Bursary will contribute towards travel to College and childcare.

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

Have an annual net income of less than £30,000* and/or be in receipt of one of the following benefits** **and**

- Be aged 19+ on 31 August 2019 and starting a new programme of study; or
- Be aged 19+ on 31 August **2018** and continuing a programme of study commenced in the 2018/19 academic year

NB: Students aged 19 on 31 August 2019 and continuing into the 2nd year of a 2-year programme of study started when the student was aged 18 (i.e. September 2018) are **not** eligible for the 19+ Bursary. Please complete page 4 (Discretionary Bursary) if this applies.

**We do not include any benefit income in this calculation however if living with a partner the combined annual net income must be below £30,000.*

***A student may also be eligible for the 19+ Bursary if their partner can evidence eligibility for one of the benefits listed below **and** the student's income is less than £30,000*

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 are facing 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 is in financial hardship) **and** the partner must also sign the declaration on page 7.

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	A copy of the Universal Credit Award Notice dated within 6 months. UC claimants will be able to print off details of their award from their journal			

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 2019/20 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 by post so please send photocopies of your evidence and not originals).

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**