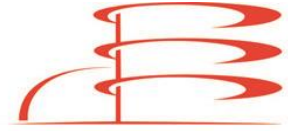


Staff  
Received

Date  
Received



Bexhill 6th Form College

## 2017-2018 Application Form: 16-18 Bursary/Discretionary Financial Support 19+ Discretionary Learner Support

Please read the guidance notes on the College website carefully to ensure that you meet the criteria and are eligible to apply for the fund. Completed Application forms must be received by **July 7<sup>th</sup> 2017** with the appropriate evidence attached, to be considered for financial assistance. Copies of the guidance notes can be collected from Main Reception.

### Section 1: Personal Details

First Name: .....	Surname: .....
Address: .....	Mobile No.: .....
.....	Home Tel: .....
Postcode: .....	Email: .....
Date of Birth: ..... Age: .....	
Parent/Guardian Details	
Father/Legal Guardian's Name: .....	
Address: .....	
Mother/Legal Guardian's Name: .....	
Address: .....	

### Section 2: Residential Status (Please submit evidence of your status in the UK if you do not hold a British passport)

British Citizen  EU/EEA Citizen  Asylum Seeker  Refugee  In definite Leave to Remain

Date of entry to UK ..... Other –please specify ..... Country of Origin .....

### Section 3: Course Details

Name of Course: .....

Level (e.g. A level/GCSE/BTEC First/National, etc) .....

Length of Course in years .....

Proposed career/further study on completion of course. ....

### Section 4: Travel arrangements

How do you intend to travel to College?

On Foot  Bus  Train  Car  Bike

Have you applied to the Local Authority transport funding? Yes  No

Please refer to the guidance notes for more information.

#### Section 4: Assistance Required

We will **consider** applications for funding for the following areas:

- Travel (over 3 miles and not receiving Local Authority assistance, and is subject to 100% attendance)
- Food (subject to funds available)\*
- Initial college costs including college kits (these will need to be returned at the end of the course)
- Contribution to college course related trips (completed trip forms to be handed into Student Services 5 days before the deadline)
- DBS (CRB)     Uniform     Exam re-sits     Course related equipment/materials i.e. books, stationery, print credit, college packs (forms can be collected from the cashier's office, no payment required)

Students on the Bursary will be contacted by College email.

\*Please note that students who did not qualify for free school meals in 2016/17 may be awarded a food subsidy of £2 per day but this may not continue the entire academic year as our limited funds may have to be redirected to essential college expenses.

#### Section 5: Childcare Costs for students over 20

Name of Child ..... Date of Birth of Child .....

Name of 2nd Child ..... Date of Birth of 2<sup>nd</sup> Child .....

Please complete the 20+ Childcare Application form available from Student Services. As our funds are limited we cannot guarantee that we can meet the cost of your childcare. N.B. Our students receive 10% off Bexhill College Nursery. If you are 16-19 requiring childcare assistance please apply to Care to Learn.

#### Section 6: Living Arrangements & Household Income. (The information shared on this form will be treated in the strictest confidence)

PRIORITY GROUP	EVIDENCE – please tick appropriate box
<p>Priority Group 1</p> <ul style="list-style-type: none"> <li>• I live alone and independent of parents/guardians and</li> <li>• receive Income Support or Universal Credit in my own right or</li> <li>• receive Employment Support Allowance or Universal Credit and Disability Living Allowance (or Personal Independence Payment) in my own right or</li> <li>• I am in Care or a Care Leaver</li> </ul>	<p><input type="checkbox"/> • Photocopy of statement showing proof of Income Support /Universal Credit showing breakdown or Employment Support Allowance/ Universal Credit showing breakdown and Disability Living Allowance (or Personal Independence Payment)</p> <p>or</p> <p><input type="checkbox"/> • Letter confirming Care/Care Leaver status from Social Services or Support Worker</p>
<p>Priority Group 2</p> <ul style="list-style-type: none"> <li>• I was in receipt of free school meals in Year 11 in 2016 – 2017</li> <li>• My parents/guardians are in receipt of one of the following means tested benefits: <ul style="list-style-type: none"> <li>▪ Income Support</li> <li>▪ Employment and Support Allowance</li> <li>▪ Universal Credit</li> <li>▪ Working Tax Credit and Child Tax Credit (where the household income is less than £16,190)</li> <li>▪ Guaranteed Element of State Pension Credit</li> </ul> </li> </ul>	<p><input type="checkbox"/> • <i><u>If you have had free school meals in Year 11 (2016-2017) you must provide evidence of this.</u></i></p> <p><input type="checkbox"/> ▪ Tax Credit Notice (TC602) – most current award notice (all pages)</p> <p><input type="checkbox"/> ▪ Evidence of one of the means tested benefits or Universal Credit showing breakdown</p>
<p>Group 3</p> <p>My parents/guardian are currently in receipt of a Working Tax Credit and Child Tax Credit Award Notification with household income £25,000 or below</p>	<p><input type="checkbox"/> ▪ Tax Credit Notice (TC602) – most current award notice (all pages)</p> <p><input type="checkbox"/> ▪ Evidence of one of the means tested benefits or Universal Credit showing breakdown</p>
<p>Group 4</p> <p>The financial and/or personal circumstances of my family have changed during the year</p>	<p>Please outline the circumstances fully in Section 7 and <u>provide relevant evidence</u>. Continue on separate sheet if necessary.</p>

**Section 7: Additional Information**

Are you receiving financial assistance from any other source?    Yes  No

If Yes, please specify how much? .....

Are there any particular circumstances we should be aware of?

**Applications that are incomplete or do not have the relevant evidence attached will be returned to you.**

**Section 8: Students Bank Details**

You have applied for financial assistance and should your application be successful any assistance given, not paid by internal transfer, will be paid directly into your bank account.

Priority Group 1 Bursary students will be paid on a monthly basis.

If you do not have a bank account you will need to open one as we cannot make payments into another person's bank account.

Name of Your Bank .....

Branch Address .....

.....

Postcode .....

Your Account Name .....

Your Account Number

--	--	--	--	--	--	--	--	--	--

Your Sort Code

--	--	--	--	--	--

**Section 9: Student and Parent/Guardian Declaration**

The declaration below must be signed by the student and also parent/guardian if the student is under 19 years of age.

- I certify that I have read and understood the 16-18 Financial Guidelines
- I/we certify that the information given is correct, to the best of my/our knowledge, and I/we undertake to inform the college immediately if I, the student, decide to leave my course or if there is any change of circumstances. I/we understand that if the student leaves their course of study before completion, the College will reclaim any monies/kit/equipment/materials allocated.
- I/we understand that any monies given for specific purposes such as trips will need to be paid or deducted from future payments if the student does not attend.
- I/we understand that the student is expected to maintain attendance at 100% and to meet expectations with regard to behaviour and homework/coursework as set out in the Student Contract and College Code of Conduct.
- I/we will notify Student Services immediately if I/we receive a bursary or some other form of assistance from another source (including benefits) after submitting this application.
- I/we understand that Bexhill College's administration of Student Support is registered under the Data Protection Act and that personal information which I have declared will be stored on computer and may be verified against other information which I have passed on to other public bodies.
- I understand that if I am found to have given false information on this form then any award made to me will have to be reduced, cancelled or repaid.
- I/we understand that it may be necessary to use and share information on this form with other departments in the College and our funding agencies.

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

Parent/Guardian Signature if applicant under 19 years ..... Date .....

**Section 10: Checklist**

Have you completed all sections of the application form?

Have you included evidence of household income/circumstances as specified?

Have you read and signed the declaration?

OFFICE USE ONLY:

I confirm that the above information is correct and that the person named receives the benefit detailed.

I confirm that money has been given for other reasons.

Signatures of College Authorised Officers:

Student Services Officer (above documents have been checked and authorised)	Date:
Student Support Manager (above documents have been checked and payment authorised)	Date:
Vice Principal (above documents have been checked and payment authorised)	Date: