

16-19 Bursary Fund 2018/19–Application Form

(Including 19+ Continuers and 19+ EHCP holders)

(Please read the guidance notes before completing this form)

Office Use Only	
Date received:	
Application No:	

1. Learner details

First name:	Last name:
Date of birth:	Age at 31/08/18:
Do you hold a concession or mobility pass entitling you to free travel? Y / N	
Are you over 19 and have an EHCP? Y / N	

2. Course details

Learner ID No:	Days in college if known: M T W T F
Full time: <input type="checkbox"/> Part time: <input type="checkbox"/>	Will you be doing work placement: Long or Short
Course:	Place of study: Boston / Spalding / SNMC / PPPC / Ingelow

3. Living arrangements

At your term time address do you live? (Tick as appropriate)

Alone <input type="checkbox"/>	With spouse or partner <input type="checkbox"/>
With parent or guardian <input type="checkbox"/>	In halls of residence or shared house <input type="checkbox"/>

How many other dependants are living at the same address (under 18 years old)?	
--	--

4. Vulnerable Bursary (VB)

ESFA make specific bursary funds available to learners who are in one of the following groups and have a financial need. Please tick “yes” if the following statements apply to **you** (**not** your parent or guardian). A Learner Support Officer will contact you to discuss if and how this support is awarded and what additional documentation is required.

Qualifying criteria	Yes
I am in care/classed as a “Looked After Child” by the local authority	
I have been in care and am now classed as a Care Leaver	
I receive Income Support/Universal Credit as I am financially supporting myself	
I receive Income Support/Universal Credit as I am financially supporting myself and someone who is dependent on me and living with me such as a child or partner	
I receive ESA or Universal Credit AND DLA or PIP in my own right	

5. Income (DB)

If you or your parent/guardian receive any of the following benefits then you will qualify for Further Education Free Meal (FEFM). Tick appropriate box and include awarding letters as evidence.

Working Tax Credit Run On		Income Support	
Income Based Jobseekers Allowance		Income Related ESA	
Support under part VI of Immigration and Asylum Act 1999		Guarantee Element of State Pension Credit	
Child Tax Credit (provided not entitled to WTC) with annual gross income of £16190 max as assessed by HMRC		Universal Credit with net earnings not exceeding the equivalent of £7,400 pa	

If you or your parent/guardian do not receive any of the benefits listed above, please complete this section. Please provide copies of Working Tax Credit, Universal Credit, wage slips or P60.

Parent / guardian gross earnings (before deductions) per year		
Parent / Guardian 1	£	pa
Parent / Guardian 2	£	pa

6. What level of support are you requesting?

Tier	Your Income	Help towards:	Tick
FEFM	Section 5 Qualifying Benefits only	Further Education Free Meals (FEFM)	
VB	See section 4 for qualifying criteria	College related costs (see LSO)	
1	Less than £16,190 or listed benefits	Travel, books, equip and uniform, food, trips	
2	From £16,191 to £23,000	Travel, books, equip and uniform, trips	
3	From £23,001 to £32,000	Travel, books, equip and uniform	

7. Additional information to support your application

Why do you need this support?

8. How do you want to receive your bursary?

Support type	Options	How we pay	Tick
Travel –LCC pass	You need to apply to LCC for the pass. Insert TRA number	Term 1 refund to learner's bank account, term 2 & 3 paid to LCC by Boston College	
		Term 1, 2 & 3 paid to LCC by Boston College	
Travel - MMA	Mileage Allowance of 10p per mile	Weekly/Termly to learner's bank account	
Travel – Ticket refund	Hand in bus/train tickets weekly for refund	Refund to learner's bank account on production of tickets to Learner Services	
Books, equip and uniform	You have paid and included receipt copies	Refund to learner's bank account	



9. Data protection statement

The College is a Data Controller in terms of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2016. The Learner Services Department follows College Policy in matters of Data Protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act and GDPR. Personal data will be used solely within the Learner Services Department for the purpose of determining whether or not you should receive assistance from the Bursary Fund. Some of the information gathered in this form is required by the Education and Skills Funding Agency (ESFA). Information supplied will be anonymised and aggregated before it is sent to the ESFA. In addition, external auditors are obliged to certify that Bursary Funds have been allocated in accordance with ESFA Guidelines. As part of this process, auditors will wish to view a small sample of application forms. The data will not be passed to any other third party without your consent, except where the College is legally required to do so.

10. Applicant declaration

I understand that:

- I will be notified of my award through my college email account and that it is my responsibility to make sure I can access this.
- Awards from the Bursary Fund are made on a non-repayable basis; however I may not receive my full award if I do not meet the required attendance and progress criteria. If I leave my course early the College may ask me to return any funds, equipment or travel pass that has been given to me from the Bursary Fund.
- If my attendance falls below 90% I may not be eligible for support (unless exceptional circumstances apply).
- If false or incomplete information is submitted, or if I do not tell the college about any part of our income that may be relevant, the matter may be referred to the Department for Education or the police. I understand that I could face prosecution and that the college will seek to recover any payment I am not eligible for.
- Boston College may discuss my award with the following to assist with delivery of support (please clearly indicate your choice Y/N):

Lincolnshire County Council regarding travel	Y/N
Boston College staff	Y/N
My parent/guardian	Y/N

I confirm that all the details are correct and I will notify Learner Services of any changes to my circumstances.

Signed (learner) _____

Date _____

Signed (parent/carer) _____

Date _____

11. Bursary office use only - Award calculations

Tier based on income or benefits from section 5	VB / 1 / 2 / 3 / over
Is learner over 19 and classed as a 19+ Continuer or EHCP holder?	Y / N
Enrolled and ESFA funded?	Y / N
Is the learner an asylum seeker?	Y / N
Is learner showing present on register?	Y / N
Does learner qualify for Vulnerable Bursary? (evidence held by LSO)	Y / N
Use this space to show calculations for awards	
<u>Travel</u>	
<u>Books, equip and uniform</u>	
<u>FEFM and Food - college</u>	
<u>FEFM and Food - placement</u>	
<u>Trips</u>	

12. Bursary office use only - Award information

Item	Total forecast cost	Sign and date as initial action by Bursary Office	Sign and date as authorised by HoLS	Payment method	Sign and date as action complete by Bursary Office
Travel					
FEFM M T W T F					
Food M T W T F					
Food/FEFM - placement					
Books, equip, uniform					
Trips					
VB					