

| Office use only | |
|-----------------|--|
| Date Received: | |
| Application No: | |

Loans Bursary Fund 2018/2019 – Application Form

(Please read the guidance notes before completing this form)

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 |
| Will you receive help from Jobcentre Plus with travel or childcare costs? | Y / N |
| Advanced Learning Loan customer service number: | |

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"/> | Place of study (Delete as appropriate): |
| Course: | Boston / Spalding / SNMC / PPC / Ingelow |

3. Living Arrangements

At your term time address do you live? (Please 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 dependants are living at the same address (under 18 years old)? _____

Please tick any of the following situations if they apply to you:

| | |
|---|--|
| Live alone/with partner with household income under £32,000 (tier depends on income) | |
| Live with parent and receive personal income (tier depends on your income) | |
| Live with parent and you have no income | |
| You are receiving one of the benefits listed in 4 | |

4. Income

If you receive any of the following benefits tick appropriate box and include awarding letters.

| | | | |
|--|--|--|--|
| 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 not complete this section providing copies of Working Tax or Universal Credit, wage slips or P60.

| Gross earnings (before deductions) per year | |
|---|------|
| You | £ pa |
| Your partner | £ pa |

5. What level of support are you requesting?

| Tier | Your Income | Help towards: | Tick one box only |
|------|--------------------------------------|---|-------------------|
| 1 | Less than £16,190 or listed benefits | Percentage of childcare fees (if 20 or over), travel, books, equipment and uniform, food, trips, tuition fee assistance | |
| 2 | From £16,191 to £23,000 | Percentage of childcare fees (if 20 or over), travel, books, equipment and uniform, trips | |
| 3 | From £23,001 to £32,000 | Percentage of childcare fees (if 20 or over), travel | |

6. Additional information to support your application

| |
|---|
| Why do you need this financial support to attend college? |
| |

7. Only complete this section if you are applying for support with childcare fees from Bursary

| Name of child | Their age | How many hours Free Childcare do you receive? |
|---------------------------------|-----------|---|
| | | |
| | | |
| Childcare provider details | | |
| Name and address of setting | | |
| | | |
| | | |
| Setting contact name | | |
| Setting phone number | | |
| Setting OFSTED registration no. | | |

8. How do you want to receive your support?

| Support type | Options | How we pay | Tick |
|--------------------------|---|---|------|
| 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 | |
| Childcare – invoices | Your childcare provider invoices us separately for our percentage contribution in arrears (i.e. Jan in early Feb etc.) | We pay the childcare provider directly | |
| Childcare - refund | <u>You</u> pay your childcare provider in full and we refund <u>our percentage contribution</u> to you on production of receipt | Payment to learner 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 Loans Bursary. 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 Loans 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. Declaration**I understand that:**

- It is my responsibility to tell Department of Work and Pensions about any support I receive from the Loans Bursary and that this may affect my eligibility to some benefits.
- Awards from the Loans Bursary are made on a non-repayable basis; however I may not receive my full award if I do not meet the course requirements.
- If I leave my course early, payments to my childcare provider will stop and Boston College may ask me to return any funds, equipment or travel pass that has been given to me from the Loans Bursary.
- If I withdraw or leave my course early I will notify my childcare provider and all costs after my last college day are my responsibility.
- The Loans Bursary only contributes a percentage of childcare costs, up to £100 per week, and that I am responsible for all childcare fees.
- The Loans Bursary will not pay any contribution to childcare fees until authorised by Head of Learner Services and that retrospective charges may not be paid
- If my attendance falls below 90% I may not be eligible for support including childcare fees (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.

| | |
|---|------|
| To assist with delivery of support, details of my award may be shared with appropriate college staff | Y/N |
| Boston College need to contact my childcare provider directly regarding this application, invoicing and payment and I agree to this | Y /N |

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

Signed (learner) _____

Date _____

11. Bursary office use only - Award calculations

| | |
|---|------------------|
| Tier based on income or benefits from section 4 | 1 / 2 / 3 / over |
| Enrolled and A.L.L. approved or Career Learning Pilot? | Y / N |
| Is the learner an asylum seeker? | Y / N |
| Is learner showing present on register? | Y / N |
| Use this space to show calculations for awards | |
| <u>Travel</u> | |
| <u>Books, equip and uniform</u> (if not covered by Loan funding) | |
| <u>Food</u> | |
| <u>Trips</u> | |
| <u>Childcare</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 | | | | | |
| Food M T W T F | | | | | |
| Books, equip, uniform | | | | | |
| Trips | | | | | |
| Childcare at % | | | | | |