

For Office Use Only:

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|---------------------|--|-----------|--|
| Date app. received: | | Enrolled? | |
| Evidence seen by: | | | |
| Checked by: | | | |

Application for Financial Support (16-19 Bursary) for Students Aged 16-18 in 2018-19

Please use this form to apply for the 16-19 Bursary scheme only if you are aged 16-18 on the 1st September 2018, are a 'home' student and are fully enrolled on a funded course. To qualify for a bursary you must be in a household which is in receipt of an income-assessed benefit or an annual income of £30,000 or less, and be fully enrolled on a full time course lasting longer than 30 weeks. Being eligible for a bursary does not guarantee that you'll receive one, as funds are limited and bursaries provided on a first come first served basis.

If there is any information on this form which you are not sure about, or if you would like some help completing the form, please contact your tutor.

| Section 1: Your personal details | | | |
|---|--|---|--|
| Full name | | Student ID (if known) | |
| Address | | Date of birth | |
| | | Age (on the 31 st August 2018) | |
| Post code | | Gender | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| Daytime contact no. | | Nationality | |
| Email | | | |
| Where have you lived for the last three years? | | | |
| If you are not an EU citizen (inc. UK citizen), please advise of your UK immigration status: | | | |
| Who do you live with? | <input type="checkbox"/> Parents/s or guardian <input type="checkbox"/> Partner <input type="checkbox"/> Independently <input type="checkbox"/> Other (give details) | | |
| Name/s of your parent/s or guardian/s for income assessment purposes. | A. | | |
| If you do not live with your parent/s or guardian/s, please provide your partner's details or alternatively leave this section blank. | B. | | |

| Section 2: Your course details | | | |
|-------------------------------------|--|-------------------|--|
| Course title (main programme only): | | | |
| Course code: | | Start date: | |
| End date: | | Form group/tutor: | |
| Is this your? | First year <input type="checkbox"/> Second year <input type="checkbox"/> Third year <input type="checkbox"/> | Is your course | Full time? <input type="checkbox"/> Part time? <input type="checkbox"/> |

Thank you for completing the sections about you and your course. The next section is about your household income.

Section 3: Your household income

Income-assessed Benefits:

If you or your household (the person/s named in section 1) are in receipt of the following income-assessed benefits, please tick which benefit they receive:

- | | |
|--|---|
| <input type="checkbox"/> Job Seekers Allowance | <input type="checkbox"/> Employment and Support Allowance (income related only) |
| <input type="checkbox"/> Income support | <input type="checkbox"/> Guaranteed Pension Credit |
| <input type="checkbox"/> Housing Benefit | <input type="checkbox"/> Financial Assistance as an Asylum Seeker |
| <input type="checkbox"/> Council Tax Benefit | |

You will need to provide evidence of the benefit/s **dated within the last three months** to support your application. Only information about the benefits in this list are required: please do not include information about any other benefits unless requested.

Other household income:

Only complete this section if you or your parent/s and/or guardian/s are not in receipt of any of the benefits listed above.

| Income Type | For you (£) per month | For person A named in section 1 (£) per month | For person B named in section 1 (£) per month | Evidence you will need to supply |
|------------------------------------|--------------------------|---|---|--|
| Monthly pay (Gross) | | | | For each named person, please provide: <input type="checkbox"/> P60 for the 2017/18 tax year <i>or</i> <input type="checkbox"/> Last three months wage slips <i>or</i> <input type="checkbox"/> 2018/19 Working Tax Credit Award Notice |
| Other Income (please give details) | | | | Evidence will be requested as required |
| Total | | | | Total Household income for the 2017/18 tax year. |
| Annual income | | | | |

Section 4: Financial support requested

The Young Peoples' Learning Agency requires schools, colleges and training providers to monitor the use of the bursary fund. Please specific against each of the categories what the bursary will be used for.

- Transport costs to and from College
- Meals (This will be in the form of a credit to your College catering account)
- Books and equipment (including Personal Protective Equipment)
- Other course related activities e.g. trips etc (Payment for trips can be taken directly from the bursary)

Higher Level Bursary

Please advise us if you fall into one of the following categories:

- | | |
|---|---|
| <input type="checkbox"/> A looked after young person; | <input type="checkbox"/> A care leaver; |
| <input type="checkbox"/> A young person in receipt of Income Support; | <input type="checkbox"/> A disabled young person in receipt of Employment Support Allowance and Disability Living Allowance; |

If you have ticked one of these boxes please provide evidence to support the category you have ticked, either in the form of a letter from your support worker or proof of your benefits.

Please read this information carefully and sign if you understand and accept the following conditions:

Your application may be approved prior to the start of your course, subject to available funding, but payment will only be made once your enrolment is complete and you have started your course. Payments are made in three instalments at the start of each term (for full time students). The funding can be withdrawn if any information on this form is found to be incorrect, or if any conditions associated with you being at school are not fully met; these conditions are listed below.

Any bursary offered is subject to the availability of funds and completing an application does not guarantee any support will be available. Where a bursary is offered this will be for the 2018/19 academic year only and there is no guarantee that funding will be available for subsequent years. You will be information about the outcome of your application by post within four weeks of receipt.

Data protection: The information on this form is required by the school/local authority, to assess your eligibility for financial support. It may be passed to other agencies that require it for the sole purpose of accessing or recording support. By signing, you give consent for the recording and process of this information.

I have read and understand the conditions and I confirm that the information I have provided is true and complete.

| | | | |
|--------------------|--|--------------|--|
| Signed: | | Date: | |
| Print Name: | | | |

Section 7: Agreed Conditions

Please read this information carefully and sign if you understand and accept the following conditions:

The following have been agreed between you (the student) and the school in order to support your progress towards achieving the qualifications which you have registered on. Failure to comply with these conditions may result in the bursary being withdrawn.

1. At least 95% attendance
2. Achieving at least satisfactory grades on the latest report for effort, home learning, punctuality and organisation
3. Adherence to the Garth Hill College Code of Conduct

I have read and understand the conditions.

| | | | |
|----------------------------|--|--------------|--|
| Signed: Student | | Date: | |
|----------------------------|--|--------------|--|

Once complete please hand this document in at the school office with copies of the necessary supporting evidence.