

## 16-18 FURTHER EDUCATION BURSARY

### Application Form **2018/19** - Private and Confidential

The 16-19 Bursary Fund is provided by the Education Funding Agency (EFA) and is designed to help with the **essential** costs associated with accessing post 16 education. The funding is intended to support those learners most in need of financial support to enable them to engage in post 16 education provision.

Please read the attached **guidance notes** and Bursary Policy on our website before completing this form. **Funds are subject to availability and therefore you are recommended to apply for support within the first three weeks of the start of the Autumn term. A successful application in Year 12 does not guarantee funding will continue in year 13.**

You must complete and sign all of the required details in full. If you do not provide the information and evidence requested we will be unable to process your application and it will be returned to you.

**All questions relate to the student, rather than their parent/carer.**

**FOR OFFICE USE ONLY** £

-  = £

Application number:

Date received:

Date decision made:

Assessed by:

Date letter sent:

V ☐ D ☐

Unsuccessful ☐

Travel:

College: £

Zone:

Link: £

Public: £

Other: £

Food: FCM

or

£

Trips: Geog, Drama

£

Other: Deposits etc.

£

Equipment/Books:

£

#### 1. STUDENT PERSONAL DETAILS *Please use BLOCK CAPITALS*

First Name:

Last Name:

Date of Birth:

Student ID Number:

BIL

Tutor group (if known):

Address:

Home Tel:

Postcode:

Student Mobile Tel:

Were you in receipt of/eligible for Free School Meals in Yr 11 Yes ☐ No ☐

**If you would like to apply for Free College Meals please ensure you complete the separate application form and agreement at the back of the bursary application form.**

## 2. HOUSEHOLD DETAILS

### Do you currently:

A) Live at home with parent(s)/guardian(s) ☐

Number of **other** dependents under the age of 18 at home

B) Live with a partner ☐

C) Live independently ☐

If you live independently, who supports you financially?

Are you the sole carer for an adult or child? ☐  
If so, who do you care for?

### Are you currently:

A 'Looked After Child' (eg in foster care etc) ☐

A care leaver (have been in care for a period of at least 13 weeks after the age of 14) ☐

In receipt of Income Support/Universal Credit ☐

In receipt of ESA **AND** DLA/Personal Independence payment ☐

***If you have ticked any of the above you will need to provide evidence of your current situation.***

Evidence enclosed ☐

## 3. COURSE DETAILS

What year are you in?

12 ☐ 13 ☐

What are you studying?

A Levels ☐

BTEC ☐

Which subjects are you studying?

1.

3.

2.

4.

**3. COURSE RELATED COSTS** What are the financial barriers to studying at college with which you need most support? If successful, the bursary will usually make a contribution towards these costs but might not cover the full cost.

Travel to and from college ☐

Meals at college ☐

Graphic calculator (Maths students only) ☐

Basic Art kit (Art students only) ☐

Photography/Media Deposit  
(Photography/Media Students only) ☐

Geography trip ☐

Drama Package (Drama Students only) ☐

Other – please state what

**Please note the bursary fund is unable to support requests for computers/laptops and related equipment, non-essential equipment/trips, extra tuition outside of college.**

**4. TRAVEL** How will/do you usually travel to college?

College bus ☐

College Link bus ☐

Nottingham City Transport ☐

Other public transport – please give details

Motorcycle/Moped ☐

Bicycle ☐

Walk ☐

Other – please give details ☐

**5. OTHER INFORMATION** please provide details of anything about your current circumstances which you think may help to support your claim. You may attach additional sheets if necessary.

**6. MONTHLY HOUSEHOLD INCOME** Please provide evidence of **ALL household income including benefits**. This will be your Parents/Carers income unless you are living independently.

Type of income	Type of Evidence required	Monthly Amount	Evidence Provided ✓	Office Use
Parents/Carers <b>gross</b> earnings	Wage slips/P60			
Child benefit	Letter/bank statement			
Working Tax Credit / Child Tax Credit	Tax Credit Award Notice			
Income Support/Universal Credit	Letter/bank statement			
Job Seekers Allowance	Letter/bank statement			
Employment and Support Allowance	Letter/bank statement			
Disability Living Allowance / Personal Independence Payments	Letter/bank statement			
Pension Credit	Letter/bank statement			
Other benefits – please state:	Letter/bank statement			
Maintenance	CSA letter/bank statement			
Applicants (student) earnings	Wage slips/P60			
Partners earnings (if living with them)	Wage slips/P60			
Any other income – please state:	Letters/bank statements/official documents			
<b>TOTAL MONTHLY INCOME    £</b>				

**7. BANK ACCOUNT**

Do you have your own bank account that can accept payment by cheque?    Yes   ☐                      No   ☐

Please note that we do not usually make monetary payments, however where we agree to do so cheques will **only** be made payable to the student named on the application form rather than parents/carers.

**8. Free College Meals:** If you wish to apply for free meals you **must** complete this section.

Were you entitled to Free School Meals in year 11? YES ☐ NO ☐

Do you have a total household income of less than £16,190 YES ☐ NO ☐

(This **must** be indicated in question 7 of the bursary application form, and evidence provided)

Please be aware that terms and conditions will apply. These will be issued once acceptance for free meals has been approved

**9. DECLARATION** To be signed by **all** applicants **and** their parents/carers

- I confirm that all information and evidence supplied with this application form is correct to the best of my knowledge. I understand that the college can reclaim any funding/equipment I have been given if I am found to have provided false information and that the matter may also be referred to the police with the possibility of me and/or my parents/carers facing prosecution.
- I understand that any bursary awarded is subject to **100%** attendance in all timetabled lessons and activities and that my award may be reclaimed or reduced if my attendance falls below 100%, do not make satisfactory progress at college or decide to leave college before the end of the academic year.
- I agree to adhere to the terms and conditions set out in the Learner Agreement and Code of Conduct. Failure to adhere to these may result in bursary support being withdrawn and I may be asked to return or repay the value of any award already issued.
- Any equipment issued remains the property of the college and will be returned on completion of my course. I may be charged for any unreturned items.
- I have read and agree to the terms and conditions as described in the Bilborough College Bursary Policy (available on the college website and Student Portal)
- I understand that information from this form will be recorded electronically in accordance with the Data Protection Act.

**Student Signature:**

**Parent/Guardian Signature:**

**Print Name:**

**Print Name:**

**Date:**

**Date:**

**PLEASE RETURN COMPLETED FORMS AND EVIDENCE TO HELEN GINNS-FARROW IN STUDENT SUPPORT**

Helen Ginns-Farrow  
Welfare Officer  
Bilborough College  
College Way  
Bilborough Road  
Nottingham  
NG8 4DQ

[helen.ginns-farrow@bilborough.ac.uk](mailto:helen.ginns-farrow@bilborough.ac.uk)

0115 8515000

[www.bilborough.ac.uk](http://www.bilborough.ac.uk)

## **Bursary Application Guidelines**

***Please read these guidance notes carefully before completing the application form.***

***Please detach these notes and keep them for future reference.***

Funding is provided by ESFA. This is publicly funded by tax payers. Guidelines are provided by them and all decisions are made based on these guidelines. The bursary is intended to allow students who are financially disadvantaged (**TOTAL** household income under £25,000) to participate in post 16 education in the establishment of their choice.

The bursary can assist students by **contributing to** the essential expenses incurred when attending college, such as travel, meals, course materials and some trips.

Wherever possible payments will be made 'in kind' rather than cash payments. Any monetary payments will be made by cheque to the **student** named on the application form. If the student does not have their own bank/building society account, it is their responsibility to open a suitable account to accept the cheque.

All sections of the application form must be completed as fully and accurately as possible to ensure a fair assessment of circumstances can be reached. Incomplete applications cannot be processed and the decision will be delayed. All applications must be signed by the student **and** their parent/guardian.

Applicants are requested to provide evidence of their total household income/circumstances to allow a full and fair assessment to take place. Please be aware that providing false information/evidence is taken very seriously and will result in any bursary award being withdrawn and may also require police involvement with the possibility of prosecution. If there is difficulty in providing any of the required evidence, please contact Helen Ginns-Farrow in Student Support for advice.

Any student leaving college before the end of the course will be required to return any equipment they have been provided with and may be required to repay an appropriate part of their bursary.

**Allocations of bursary funds are dependent on students making a high level of commitment to college (attendance, attainment and behaviour). Failure to meet the minimum standards required of all students, as laid out in our Core Expectations will result in a requirement to return equipment that has been provided and/or repay an appropriate proportion of the bursary.**

If you are unsure of any of any aspect of the application process, please contact Helen Ginns-Farrow in Student Support for further advice and information. Please see our website for full details of our application policy.

### **Data Protection - How we process your information**

Bursary applicants are required to submit a completed bursary application form with supporting evidence of income. This information is used to evaluate bursary applications; it is not used for any other purposes. We only keep this data for as long as we need it. Bursary application forms are retained until the end of the academic year in which you cease to be a student with us. Supporting evidence is retained for a period of 6 months after which it is securely destroyed.

Data is recorded in our student records system to indicate where individual students are in receipt of a bursary, no other information relating to bursary is recorded in the student records system. This data is retained in accordance with our retention policy and used for analysis purposes and statutory data returns.