



16-18 Further Education Bursary

Application Form **2020/21** - 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:

Route:

Link: £

Public: £

Other: Insurance, trips, packages
etc.
£

Food: FCM £

Vouchers £

Printer credits £

Equipment/kit £

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

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 (student) 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.

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. **Please note the bursary fund is unable to support requests to support extra-curricular activities, non-essential equipment/trips, extra tuition outside of college.**

Travel to and from college

Meals at college

Graphic calculator (Maths students only)

Basic Art kit (Art students only)

Photography/Media Insurance (Photography/Media Students only)

Geography trip (Geography Students only)

Drama Package (Drama Students only)

Other – please state what

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

College bus (route and zone)

College Link bus

Nottingham City Transport (NCT)

Robin Hood Pass

(Please note maximum funding available will equate to the full cost of the NCT Easyrider. Payments will be made directly into the students bank account)

Account No.

Sort code.

Motorcycle/Moped

Bicycle

Walk

Other – please give details

2. 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.

3. 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 gross 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			
Partners earnings (if living with them)	Wage slips/P60			
Any other income – please state:	Letters/bank statements/official documents			

TOTAL MONTHLY INCOME £

4. 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 6 of the bursary application form, and evidence provided)

5. 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 understand that college meals are only to be used by the allocated bursary student. Students will need to scan their student ID card at the cashier.
- 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

bursary@bilborough.ac.uk

0115 8515000

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 £27,500) 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 essential trips related to their studies.

Wherever possible payments will be made 'in kind' rather than cash payments. Any monetary payments will be made into the **student's** personal bank account. If the student does not have their own bank/building society account, it is their responsibility to open a suitable account to accept any payments.

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 and currently the government department that provides the bursary funding requires us to retain this information for a period of 6 years.

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.