

16-18 Bursary Funding Application 2019/2020

Applications must be received prior to the end of your course.
Students on two year programmes will need to reapply in their second year and awards may be different.
Funds are limited and the fund will close when fully allocated.

Please note that completing this application form **does not guarantee** funding.
Awards are made at the **discretion** of East Sussex College Group

If you require any assistance with the completion of this form, please contact us (Please see back page)

Section 1: Student's Personal Details

First name Surname

Title (Mr/Mrs/Miss/Other)

Date of birth / /

Age on 31st August 2019

Permanent Home Address

Home Telephone Number

Mobile Telephone Number

Email

Have you claimed, or are you currently claiming, asylum in this country?
YES **NO**

If yes, please provide Home Office documentation

Section 2: Your Learning Programme

Course Title (incl level)

College Campus

Eastbourne Hastings Lewes
 ATC Newhaven Ore Valley

Section 3: Which Bursary to Apply for?

Please answer **ALL** questions and provide **ALL** the evidence requested.
Your application will be returned to you if any evidence is missing.

Option 1 - Vulnerable Bursary:

You may be eligible for the Vulnerable Bursary of up to £1200 if any of the below apply to you and a financial need is identified, you must provide the evidence required. Please tick below, then move to Section 5.

Are you Living in Care A Care Leaver
*Please provide written confirmation from the Local Authority of your current or previous looked-after status.
You must also show your entitlement to be able to study.*

In receipt of Income Support ESA & PIP
 Universal Credit ESA & DLA

Please provide a full award letter in your name and dated within the last 3 months. If you are supplying evidence of Universal credit you will also have to provide evidence of independent status, for example a tenancy agreement in your name, a child benefit receipt, children's birth certificates, utility bills.

Option 2 - Discretionary Bursary and FEFM (Incomes £16,190 or below)

Discretionary bursary funds including a **Further Education Free Meal** will be awarded if your household income is £16,190 or below from work related earning and/or from the identifying state benefits below.

Income Based Jobseekers Allowance	<input type="checkbox"/>	<i>If you have ticked any of the listed, you must provide a copy of the full award letter (this must be less than 3 months old) with the exception of Tax Credit awards which must be for the current tax year 2019/2020</i>
Income Related Employment and Support Allowance (ESA)	<input type="checkbox"/>	
Income Support (including Vulnerable Bursary)	<input type="checkbox"/>	
Guaranteed Element of State Pension Credit	<input type="checkbox"/>	
Child Tax Credit (if not entitled to WTC)	<input type="checkbox"/>	
Universal Credit ** (with net earnings £7400/ annum or below)	<input type="checkbox"/>	<i>*Universal Credit 3 most recent Assessment Periods. Full printed statements must be provided from your online account.</i>
Support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>	<i><u>No mobile screen shots</u></i>

Option 3 - Discretionary Bursary (Incomes £26,000 or below)

Discretionary bursary funds will be awarded if your household income is £26,000 or below from work related earning and/or state benefits. Identify benefits claimed below.

**please note Banding information is available in the policy*

Income Support	<input type="checkbox"/>	<i>If you have ticked any of the listed, you must provide a copy of the full award letter (this must be less than 3 months old) with the exception of Tax Credit awards which must be for the current tax year 2019/2020</i>
Job Seekers Allowance	<input type="checkbox"/>	
Employment & Support Allowance	<input type="checkbox"/>	
Working/ Child Tax Credit Award notice	<input type="checkbox"/>	
Universal Credit*	<input type="checkbox"/>	
Personal Independence Payments	<input type="checkbox"/>	<i>*Universal Credit 3 most recent Assessment Periods. Full printed statements must be provided from your online account.</i>
Guaranteed State Pension	<input type="checkbox"/>	<i><u>No mobile screen shots</u></i>

Section 4: Employment status of adults within household (If applicable)

	Employed	Self employed	State Pension	Not Employed
Adult1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adult2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- If a member of the household is employed, you must submit the last **3 months' payslips** with your application.
- If a member of the household is self employed, please provide a **letter from an accountant**.
- If a member of the household has a private pension, please provide information from the scheme administrator outlining the gross pension per year.

Please tick the course related costs you are applying for assistance with:

Books/Materials

Kit/Equipment/Uniform

Trips

Section 5: Travel

If you live over 3 miles from your college campus, you may be eligible for a contribution towards your travel costs.

Mileage will be calculated using Google maps, using shortest walking distance from home postcode to campus postcode.

Bus & Train travel will be calculated at the lowest cost, weekly or per day, based on your timetable.

We expect you to use the most cost effective form of transport and take advantage of student concessions and discounts including the Mega Rider, Brighton Unizone train ticket where available etc.

Please tick your method of travel

*Train

Bus

***Departing Train station**

Google Maps Route planner Mileage Check

miles

Calculations:

Office Use Only

Section 6: Your Payment Details

Please provide *your Bank or Building Society details below

**The Bursary can only be paid to an account in the name of the student*

PLEASE CHECK YOUR ACCOUNT ACCEPTS PAYMENTS BY BACS

Name of Bank/Building Society

Sort code

6 digits only

Name of Account Holder

Account Number

8-9 digits

Building Society roll/Reference

(if applicable)

Section 7: Additional Supporting Information

To explain why you need help with course costs

		%-	Calculations/Notes:	<u>Office Use Only</u>
Vulnerable Bursary :	£			
Equipment/Kit/Uniform:	£			
Books/Materials:	£			
Trips	£			
Travel	£			
Total:			Reason for award- Assessor Initials/Date	

Section 8: Declaration - Please read carefully before signing

- I declare that the information provided is true and accurate and that I am agreeing to all conditions and eligibility of the scheme. I am able to provide all the evidence requested to support my application. I understand that if I do not provide all evidence requested, my application form will be returned. I understand that if I have given false information which results in incorrect or overpayment, future payments will be stopped and I will be asked to repay any funds already paid. The matter may also be referred to the police.
- I understand that it is my responsibility to inform the College of any change to my circumstances, personal/family or financial.
- I understand that eligibility does not mean an award will be made. That there is no guarantee that funds will be available when I apply and that if there is a high demand on the funds, awards may be given at a reduced rate. The fund(s) will close when fully allocated.
- If awarded, I understand that any payments will not commence until I am enrolled and my attendance is confirmed. The appropriate payment method for any award made, i.e. Credit to student card (Further Education Free Meal) or direct to my bank account will be made at the discretion and at a date to be confirmed by the College. My application may take up to 8 weeks from the beginning of term to process.
- I understand that my attendance will be monitored monthly, if my attendance falls below 90% or my progress and/ or behaviour is below satisfactory standard, I may have my payment refused. An unauthorised absence is subject to a referral process. Any payment refused will be communicated to me via a letter/ email.
- I understand that if I leave my course early, the college will request that I return any money, uniform, or kit that had been purchased with discretionary funds.
- I understand that the information given on this form may be shared with other departments in the College and may also be shared with other bodies who administer public funds and in compliance with legal/ statutory obligations.
- I understand that my bursary cannot be discussed with a third party including Parent/ Guardian without my consent.

A copy of our Funding Policy & Procedures is available from the Student Finance Team. The College retains the right, unreservedly, to make changes or modifications to this policy without prior notice

Student signature

Date

Parent/Guardian signature

Date

Checklist

1. Have you completed all relevant sections of this application in full?
2. Have you enclosed all your evidence/documents?
3. Have you signed the declaration above?

Please remember to provide good quality copies of your supporting evidence, not the original, as we are unable to return documents.

PLEASE RETURN THIS FORM TO YOUR USUAL CAMPUS BY HAND OR POST TO

Student Finance Team

*Eastbourne, Lewes,
Newhaven*

**Eastbourne Campus
Cross Levels Way
Eastbourne
East Sussex
BN21 2UF**

030 300 39699

*Hastings, Ore valley
& Automotive training*

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Hastings
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