

Ref. No:	
Date Received:	

The 16-18 Bursary Scheme 2023-24

Information and Application Form

Please read the information on this form carefully. Any missing information or errors will delay your application. It is important that you provide us with the correct contact details and keep us informed throughout your time at College of any changes. The information provided on this form will only be used for the purposes of processing your bursary application and is protected by the Data Protection Act. The bursary is paid to enable you to attend learning with us and funding is **subject to good attendance**. In line with GDPR, the bank details of successful applicants will be stored securely for a period of 6 years plus the current financial year, in line with standard financial practice. After this time, the details will be deleted from our accounting system.

What is the Bursary Scheme?

The Bursary Scheme is Government funded, and it is intended to help you overcome financial barriers to learning. Funding allocated to you will be a contribution towards the costs of studying but may not cover all of your costs. You can apply for **one** of two bursaries:

- **Guaranteed Bursary Scheme – Government funding for young people in one of four defined vulnerable groups**
- **Discretionary Bursary Scheme – Government funding awarded by the college to meet individual learner's needs**

Both schemes can provide funding towards the costs of travel to and from college; uniform; course materials; trips. Travel is considered a priority for funding. **You can apply for Free College Meals in addition to one of these bursaries.** If you received free meals at school, it is likely that you will qualify for Free College Meals. If you need financial assistance with childcare costs, you can apply to the **Care to Learn Scheme** – please see: <https://www.gov.uk/care-to-learn>.

The normal maximum award per student is £500. As available funds are limited, applications will be prioritised according to the date they are received.

Who can apply?

To apply for **one** of these bursaries you must:

- meet the Education and Skills Funding Agency residency criteria
- be aged 16 or over but under 19 on 31 August 2023 (If you turn 19 during your course of study you will still receive funding until the end of the college year)

You will not be able to apply for this support if you are on a full cost course (unless funded by an Advanced Learner Loan or Fee Remitted), an Apprenticeship, or a Higher Education course.

To apply, please email this form with full supporting evidence. Applications and queries should be sent to:
bursary@newbury-college.ac.uk

Student Applicant Details

Full name:			
Date of birth:		Age (on 31 August 2023):	
Address including Postcode:			
Email Address			
Contact number(s):			

	Delete as applicable	
Do you have the right to live in the UK?	Yes	No
Have you been permanently resident in the UK for the last 3 years?	Yes	No
Do you live with a parent, guardian or relative?	Yes	No
Who else lives with you? (include all other members of the household)		

What course are you studying?

Course Name and Level:		Year of Course: (Year 1 or 2)		Part time or Full Time?	
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Parent/Guardian Details

Full name:		Date of Birth:	
Relationship to student:			
Email Address			
Contact number(s):			

Discretionary Bursary Scheme

You may be eligible for a Discretionary Bursary of up to £500 if you or your parent/guardian receive any of the benefits listed below. Personal Independence Payment (PIP) is not an eligible benefit. This funding is allocated based on individual needs and not all students who qualify will receive the full £500. This bursary can fund travel costs, uniform, course materials, and trips.

You must indicate below what benefit(s) your household receives **and INCLUDE EVIDENCE WITH YOUR APPLICATION.**

Eligible benefits	Please enter X	Evidence you will need you to provide
Income Support		Letter dated after 31 May 2023 stating receipt of this benefit
Income Based Job Seeker's Allowance		<u>All</u> pages of the JSA notification letter, dated after 31 May 2023
Income Related Employment and Support Allowance		<u>All</u> pages of the notification letter, dated after 31 May 2023
Support under part VI of the Immigration and Asylum Act 1999		Letter dated after 31 May 2022 stating receipt of this benefit
The Guarantee Element of State Pension Credit		The State Pension Credit (Guarantee Element) letter, dated after 31 May 2023
Child Tax Credit – (If you are not in receipt of Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by her Majesty's Revenue and Customs		<u>All</u> pages of the Tax Credit Award Notice for April 2023 to April 2024
Universal Credit with net earnings not exceeding the equivalent of £10,000 pa		<u>All</u> pages of the three most recent Award Notices which can be printed from your online account.
Working Tax Credit <u>Run On</u> - The 4 week payment that you receive when you stop qualifying for Working Tax Credit		<u>All</u> pages of the Working Tax Credit 'run-on' Award Notice

What do you need the finances to support?

Please select the type of funding support that you need:

Students on part-time courses may be reimbursed for individual bus and train tickets.

	Please select:		Please tell us where you will be travelling from:
Train travel	Yes	No	
Bus travel	Yes	No	
T Level Industry Placement Travel	Yes	No	
Uniform	Yes	No	We will refund the cost of items such as, uniform, PPE (safety equipment), kit, course materials. You will need to purchase these and provide receipts to claim the refund.
Course materials and books	Yes	No	
Trips	Yes	No	These costs are usually paid directly to the course department

Free College Meals

Free College Meals are provided for students who meet the Government criteria. If you qualify, you will receive £2.53 for lunch per day for timetabled days at College. You are eligible for Free College Meals if you or your parent/guardian receive one or more of the benefits below. Please note: Personal Independence Payment (PIP) is not an eligible benefit.

YOU MUST INCLUDE EVIDENCE WITH YOUR APPLICATION.

Would you like to claim for Free College Meals?	Yes	No
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Eligible benefits (Enter X next to benefits you receive)	Please enter X
Income Support	
Income Based Job Seeker's Allowance	
Income Related Employment and Support Allowance	
Support under part VI of the Immigration and Asylum Act 1999	
The Guarantee Element of State Pension Credit	
Child Tax Credit - (If you are <u>not</u> in receipt of Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by her Majesty's Revenue and Customs	
Working Tax Credit <u>Run On</u> - The 4-week payment that you receive when you stop qualifying for Working Tax Credit	
Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)	

Guaranteed Bursary Scheme

The Guaranteed Bursary Scheme of £1200 can fund travel costs, uniform, course materials, and trips. Any funds remaining after these costs are covered will be paid to you on set dates during the College year. To qualify for the Guaranteed Bursary Scheme, you must;

- be a student receiving Income Support or Universal Credit in your own name
- a care leaver
- currently looked after in Local Authority Care
- be a disabled student receiving both employment support allowance/Universal Credit and PIP

Students on full-time courses will receive £1200 bursary, students on part-time courses will receive a pro-rata amount. Please enter X if any of the following apply to you. **YOU MUST INCLUDE EVIDENCE WITH YOUR APPLICATION**

Eligible Group	Please enter X	Evidence you will need to provide
I am a student receiving Income Support or Universal Credit in my own name		Income Support or Universal Credit Award Notice
I am a care leaver		Letter from the Local Authority or Social Worker confirming your care status
I am currently looked after in Local Authority Care (this includes Unaccompanied Asylum Seekers)		Letter / email from the Local Authority or social worker confirming your care status
I am a disabled student receiving both Employment Support Allowance/Universal Credit and Disability Living Allowance/Personal Independence Payments		Financial statement showing that the applicant is receiving both ESA/Universal Credit and DLA/PIP

What happens next?

For all bursary queries and to make a bursary request, please email this form with evidence to **bursary@newbury-college.ac.uk**.

We will contact you if we require any further information. We will email you once the application has been processed. Bursary funds are limited, and we cannot guarantee funding for all students who apply. Your application will only apply for one college year, you will need to reapply for funding each year you study with us.

Applications can only be processed if the required evidence of eligible benefits is submitted.

Student Declaration

- I declare that the information on this form is true and accurate to the best of my knowledge – I have made this claim for support fully aware that any false statements can lead to withdrawal/refusal of any financial support and may leave me open to prosecution.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that funding I receive under the Bursary Scheme will be paid on condition of standards of attendance and conduct.
- When changes to my household financial circumstances occur, I confirm that I will notify the college immediately.
- I understand that funding I receive under the Bursary Scheme has been awarded to provide me with financial support to allow me to continue in education and if I leave education all financial support will stop, and I may be required to pay this back.
- I understand that I do not have an automatic entitlement to funding which is based on the information I have provided.
- I am clear that any payments I receive are to provide me with the means to remain in education and are to be used for items such as: books, equipment, travel costs and some additional costs such as trips and miscellaneous course costs.
- I understand that bursary funding will cover college term-time expenses only.
- I understand that my bank details will be stored securely for a period of 6 years plus the current financial year in line with standard financial practice. After this time the details will be deleted from our accounting system.
- I understand I have the right to appeal if I disagree with the outcome of my application. This appeal should be made to the Student Support Team, but if I feel I have not been treated fairly, I can follow the College complaints procedure.

Please remember to attach the evidence of your eligible benefits when you submit your application.

Student Applicant Signature:	
Date:	
Parent / Carer Signature:	
Date:	