

The 16-18yrs Bursary Application Form 2026-27

Ref. no:		Date received:	
----------	--	----------------	--

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:

- Vulnerable 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; educational 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 £1,250. 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 2026 (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 2026):	
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?	
------------------------	--	----------------------------------	--	-------------------------	--

Parent/Guardian details

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

Discretionary Bursary Scheme

You may be eligible for a Discretionary Bursary of up to £1,250 if you or your parent/guardian receive any of the benefits listed below or have a household income below £35,000 per year. 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 £1,250. This bursary can fund travel costs, uniform, course materials, and trips.

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

Eligible benefits	Please enter X	Evidence you must provide
Household Income below £35,000 net per year		Payslips covering the last three months or last 3 Universal Credit statements showing earnings from employment, if any.
Universal Credit with net earnings from employment not exceeding the equivalent of £35,000 per year		The full statement of the three most recent award notices which can be downloaded from your online account. It needs to show earnings from employment, if any.
Income Support		Letter dated after 31 May 2026 stating receipt of this benefit
Income Based Job Seeker's Allowance		All pages of the JSA notification letter, dated after 31 May 2026
Income Related Employment and Support Allowance		All pages of the notification letter, dated after 31 May 2026
Support under part VI of the Immigration and Asylum Act 1999		Letter dated after 31 May 2026 stating receipt of this benefit
The Guarantee Element of State Pension Credit		The State Pension Credit (Guarantee Element) letter, dated after 31 May 2026
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 his Majesty's Revenue and Customs.		All pages of the Tax Credit Award Notice for April 2026 to April 2027.

Eligible benefits	Please enter X	Evidence you must provide
Working Tax Credit Run On - The 4-week payment that you receive when you stop qualifying for Working Tax Credit		All 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:		Where will you be travelling from:
Train travel	Yes	No	
Bus travel	Yes	No	
T Level Industry Placement Travel	Yes	No	Address of placement:
Uniform / kit / PPE	Yes	No	We will refund the cost of items such as uniform, PPE (safety equipment), books, kit, course materials. You will need to purchase these and provide receipts to claim the refund.
Course materials and books	Yes	No	
Cookery & Horticultural	Yes	No	Foundation students only. Cost will be paid directly to the course department
Trips	Yes	No	These costs are usually paid directly to the course department. Only educational trips can be covered by the bursary.

Childcare Costs (Care to Learn)

Childcare provider name:	<i>(Please advise if a childminder, nursery or after school club)</i>	
Address:		
Postcode:		
Registration number of childminder:	<i>(We do not support non-registered minders)</i>	
Name(s) of child/children and date(s) of birth: <i>(We will require a copy of the birth certificate or child benefit letter for each child)</i>		

Free College Meals

Free College Meals are provided for students who meet the Government criteria. If you qualify, you will receive £3.50 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
---	-----	----

Eligible benefits	Enter X below (next to the benefits you receive)	Evidence required
Universal Credit		The most recent full universal credit statement showing name and address.
Income Support		Letter dated after May 2026 stating receipt of this benefit
Income Based Job Seeker's Allowance		Notification letter dated after May 2026 stating receipt of this benefit
Income Related Employment and Support Allowance		Letter dated after May 2026 stating receipt of this benefit
Support under part VI of the Immigration and Asylum Act 1999		Letter dated after May 2026 stating receipt of this benefit
The Guaranteed Element of State Pension Credit		The State Pension Credit (Guarantee Element) letter, dated after 31 May 2026
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 his Majesty's Revenue and Customs		<u>ALL</u> pages of the Tax Credit Award Notice for April 2026 to April 2027
Working Tax Credit Run On - 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

Vulnerable Bursary Scheme

The Vulnerable Bursary Scheme of up to £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 Vulnerable 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 up to £1,200 bursary, students on part-time courses will receive a pro-rata amount.

YOU MUST INCLUDE EVIDENCE WITH YOUR APPLICATION.

Eligible group	Please enter X if any of the following apply to you.	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 in my own name.		Financial statement showing that the applicant is receiving both ESA/Universal Credit and DLA/PIP in their name.

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.

Applications can only be processed if the evidence shown in the above table, 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. I understand payments will not be made where these standards are not met. This includes good attendance to English and maths if applicable.
- 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 **all** the evidence of your eligible benefits when you submit your application. Your application cannot be processed without all the evidence.

Student applicant signature:		Date:	
Parent / Carer signature:		Date:	