

Ref. No:	
Date Received:	

The 16-18 Bursary Scheme 2020-21

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 £350.

As available funds are limited, applications will be prioritised according to the date they are received.

Please email this form with evidence to **bursary@newbury-college.ac.uk**. If you have any queries, please use the form in the link below:

[Support and General Queries Form](#)

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 at 31 August 2020 (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.

Student Applicant Details

Full name:				
Date of birth:		Age (at 31 August 2020) :		Student number: (if you do not know this yet please leave this part blank)
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 have you applied to study/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):			
We may need to contact you for further information. How would you like us to contact you?	Phone? (Y/N)	Email? (Y/N)	

Guaranteed Bursary Scheme

You may be eligible for a Guaranteed Bursary of £1200 a year if you fall into any of the following group which 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. Students on full-time courses will receive the full £1200 bursary, students on part time courses will receive a pro-rata amount.

Please tick if any of the following apply to you.

YOU MUST INCLUDE EVIDENCE WITH YOUR APPLICATION.

Eligible Group	Evidence you will need to provide	Please enter X
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	

Discretionary Bursary Scheme

You may be eligible for a Discretionary Bursary of up to £350 if you or your parent/guardian receive any of the following benefits listed below. This bursary can fund travel costs, uniform, course materials, and trips. This funding is allocated based on individual needs and not all students who qualify will receive the full £350. Please tick if any of the following apply to you.

YOU MUST INCLUDE EVIDENCE WITH YOUR APPLICATION.

Eligible benefits	Evidence you will need you to provide	Please enter X
Income Support	Letter dated after 31 May 2020 stating receipt of this benefit	
Income Based Job Seeker's Allowance	<u>All</u> pages of the JSA notification letter, dated after 31 May 2020	
Income Related Employment and Support Allowance	<u>All</u> pages of the notification letter, dated after 31 May 2020	
Support under part VI of the Immigration and Asylum Act 1999	Letter dated after 31 May 2020 stating receipt of this benefit	
The Guarantee Element of State Pension Credit	The State Pension Credit (Guarantee Element) letter, dated after 31 May 2020	
Child Tax Credit – This is only eligible if you are NOT entitled to 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 2020 to April 2021	
Universal Credit with net earnings not exceeding the equivalent of £7,400 pa	<u>All</u> pages of the three most recent Award Notices which can be printed from your online account.	
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	

Your Funding Requests

Please enter X below to indicate what you would like the bursary to fund. To qualify for travel funding you must live more than 2.5 miles from the College. Students on part-time courses may be reimbursed for individual bus and train tickets.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Travel (Train)</p> <p>We can support termly train costs with a cost based on your location.</p> <p>Please tell us the station you'll be travelling from:</p> <p>_____</p>	<p>Travel (Bus) Including College bus from Thatcham</p> <p>We can support the cost of a bus pass.</p> <p>Please tell us where you will be travelling from:</p> <p>_____</p>	<p>Uniform</p> <p>Uniform costs specific to your course.</p> <p>You will need to purchase uniform and provide receipts for these costs to be reimbursed to you.</p>	<p>Course Materials And Books</p> <p>Course Material costs are specific to your course.</p> <p>You will need to purchase course materials and provide receipts for these costs to be reimbursed to you.</p>	<p>Trips</p> <p>Trip costs are specific to your course. Trip costs are normally paid directly to your department but you may need to pay for some trips and be reimbursed.</p>

Free College Meals

Free College Meals are provided for students who meet the Government criteria. If you qualify for Free College Meals you will receive £2.41 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.

YOU MUST INCLUDE EVIDENCE WITH YOUR APPLICATION.

Would you like to claim for Free College Meals?	Yes/ No	<input type="checkbox"/>
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Eligible benefits	Please enter X
Income Support	<input type="checkbox"/>
Income Based Job Seeker's Allowance	<input type="checkbox"/>
Income Related Employment and Support Allowance	<input type="checkbox"/>
Support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
The Guarantee Element of State Pension Credit	<input type="checkbox"/>
Child Tax Credit - This is only eligible if you are NOT entitled to Working Tax Credit and have an annual gross income of no more than £16,105 as assessed by her Majesty's Revenue and Customs	<input type="checkbox"/>
Working Tax Credit Run On - The 4 week payment that you receive when you stop qualifying for Working Tax Credit	<input type="checkbox"/>
Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)	<input type="checkbox"/>

What happens next?

Please email this form with evidence to bursary@newbury-college.ac.uk. If you have any queries, please use the form in the link below:

[Support and General Queries Form](#)

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 and you will need to reapply for funding each year you study with us.

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.

Student Applicant Signature:	
Date	

Parent / Carer Signature:	
Date	

SUMMARY SHEET 16-19
FOR OFFICE USE ONLY

Student Name:	
Student ID Number:	
Bursary Allocated:	

Funding Requested	Amount allocated			
	Term 1:	Term 2:	Term 3:	Total:
Travel (Train)				
Travel (Bus)				
Uniform				
Course Materials				
Trips				
Free Meals				
Other				

Total	
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Travel – the applicant has claimed for help with:

Train	YES	NO
Bus	YES	NO
Does the applicant live more than 2.5 miles from their college site?	Distance:	

Signature:	Date:	Comment Box:
Name:		
Authorised by	Date:	
Name		