**19+ Bursary Application Form 2018/19**

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| Name: |  | Student ID |  |
| **ADMIN USE ONLY: Application Process Status** |
|  | **Initials** |  | **Initials** |
| On College Meals Spread sheet |  | On Bursary Spread sheet |  |
| On Bursary Plus Spread sheet |  | On STAR  |  |
| **Guidance for completion of this form:** |
| ***It is important that you read these guidance notes carefully before completing this form:*** |
| 1. Application form must be completed in black ink and in capital letters.
 |
| 1. Applications for Bursary 1 should be received by 21st September 2018. Applications received after this date will be treated as ‘late applications’ and will be subject to the availability of funds.
 |
| 1. Bursary Plus applications can be made at any point in the year but are subject to availability of funds.
 |
| 1. Applications must be submitted only to Learner Support Funds staff who are located in the Student Support Centre or Programme Management depending on your centre of study.
 |
| 1. Appropriate evidence must be supplied before your application can be processed including a bank statement or bank card so that we can verify the account details. Bank/building society details must be the student’s own account.
 |
| 1. Proof of purchase (receipts) must be provided for Bursary Plus applications.
 |
| 1. Please note evidence must be retained with your application so it is recommended that copies are provided.
 |
| 1. Failure to return required evidence by the deadline may result in your bursary application being treated as a ‘late application’ and will be subject to availability of funds.
 |
| 1. Please check that all sections are completed and signed, any sections not complete may delay the processing of your application.
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| 1. Payments for Bursary 1 are expected to be processed w/c 08/10/18 but may be subject to delay depending on the volume and timeliness of applications.
 |
| 1. Payments for Bursary Plus submitted by 02/11/18 will be processed from w/c 19/11/18. Later applications for Bursary Plus are expected to be processed within 3 weeks of approval.
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| 1. Copies of this form can be downloaded from the college website.
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**19+ Bursary Application 2018/2019**

**IMPORTANT: Please complete all parts of this form in block capitals.**

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| **Section 1: Personal Details** |
| **First Name:** |  | **Age as of 31.08.18:** |  |
| **Surname:** |  | **Date of Birth:**  |  |
| **Mobile No:** |  | **Student ID No.:** |  |
| **Course Title:** |  |
| **Course Hrs/wk:** |  | **Qualification Level:** |  |
| **Email:** |  |

* **Please note: your college email address may be used to communicate vital information about your support.**

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| **Section 2: Eligibility (Please tick the criteria that best describes your circumstances)** | **Evidence Required** |
| **I am aged 19+ and I am currently in receipt of:** | ***Evidence of eligibility should be postmarked within the last 6 months.*** |
| * Universal Credit
 |  | **JCP Letter** |
| * Income Support
 |  | **JCP Letter** |
| * Income based Job Seeker’s Allowance/Employment and Support Allowance
 |  | **JCP Letter** |
| * Support under the Immigration and Asylum Act 1999
 |  | **GOV.UK Letter** |
| * The guarantee credit element of State Pension Credit
 |  | **DWP Letter** |
| **I am aged 19+ and I am currently:** |  |  |
| * In receipt of tax credit (excludes Working Tax Credit) and have an annual household income that does not exceed £17,000
 |  | **Tax award notice** |
| * Under 20 years of age, a qualifying element for child tax credit and have an annual household income that does not exceed £17,000
 |  | **Tax award notice** |
| **Section 2: Bursary Plus only eligibility (receipts will be required to process this part of your application)** | **Evidence Required** |
| * Child Tax Credit provided you are not also entitled to Working Tax Credit and have an annual income that does not exceed £21,000
 | **HMRC Letter** |

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| **Section 3: Bank/Building Society Details (Bank statement/card will be required to verify account details)** |
| **Full name of account holder** |  |
| **Name of bank/building society** |  |
| **Branch** |  |
| **Sort Code** |  |  | **-** |  |  | **-** |  |  |
| **Account number** |  |  |  |  |  |  |  |  |
| **Roll number (where applicable)** |  |
| **Signature****(Applicant)**   | http://t2.gstatic.com/images?q=tbn:ANd9GcR6z0YNZWa-1_NMjoowXMOODdC8DAEUX-1fuFljEqvOyY8_aloD | **Date:** |
| **Signature****(Staff)** | http://t2.gstatic.com/images?q=tbn:ANd9GcR6z0YNZWa-1_NMjoowXMOODdC8DAEUX-1fuFljEqvOyY8_aloD | **Date:** |
| **Signature****(Finance)** | http://t2.gstatic.com/images?q=tbn:ANd9GcR6z0YNZWa-1_NMjoowXMOODdC8DAEUX-1fuFljEqvOyY8_aloD | **Date:** |

* **Please note: Any amendments must be initialled by the applicant and a member of the Learner Support Funds team.**

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| **Section 4: Student Declaration**  |
| ***I confirm that the information supplied in this form is correct and complete to the best of my knowledge and belief. I understand that if my claim is found to be fraudulent I will be subject to the college’s disciplinary process and my bursary may be stopped. I understand that the college reserves the right to request further evidence to support my application. I understand that weekly payments may be stopped if my attendance and behaviour does not meet college requirements and I adhere to the terms and conditions of this contract.*** |
| Applicant Signature: | http://t2.gstatic.com/images?q=tbn:ANd9GcR6z0YNZWa-1_NMjoowXMOODdC8DAEUX-1fuFljEqvOyY8_aloD | Date:  |  |

**Please note: Details of our terms and conditions are available on our website or on request from a member of the Learner Support Fund team.**