

Age 19+ Adult Discretionary Learner Support Bursary and Advanced Learner Loan Bursary fund application 2018/19

To be eligible for the bursary students must:

- Be aged 19 on the first day of your course
- Show evidence that your income is £25,000 or below per annum.
- Have had your Advanced learner loan approved by the Student loan company (Level 3 or above courses only)

Important Information!

The bursary fund provides financial support to overcome specific barriers to education

This completed application form and full evidence requirement must be submitted within 4 weeks of your start date.

Any applications submitted after this time will not have payments backdated. All monthly payments are paid automatically on or above 85% attendance, any less than this the payment will be automatically suspended. You will then need to discuss your attendance with your Progression Mentor/Tutor.

There is no automatic entitlement to a bursary and some Full cost courses are not eligible

1. Make sure that you provide photocopied evidence and submit with your application form.
2. We do not take responsibility for any evidence that is sent to us by post.
3. It is really important that you complete all parts of the form. If your form is not fully completed or is missing any Relevant evidence/documentation, it will mean that we cannot process it and it will be returned to you to resubmit.

Application will then be assessed from the re-submission date.

5. The College reserves the right to stop and remove funding at any time (even if you need to resubmit)
6. Applications will be treated on a first-come, first-serve basis until funds are exhausted.
7. Students will be expected to fund the cost of travel until financial assistance is awarded.
8. Please ensure you complete all sections relevant to you and sign the declaration on the last page.

If you need any help in filling out this form, or need the form in a different format please email ; info@brooklands.ac.uk or phone the Admissions Office on 01932 797700

What support you may be eligible for?

Eligibility Criteria & Type of Assistance	Household income less than £25,000 gross
Travel to College	Contribution towards Travel costs

STUDENT DETAILS:	ID NUMBER:	
Course Title:	Course Level:	
First Name:	Surname:	
Date of Birth:	Age on 1st September	
Address:		
Have you lived in the UK or EU for 3 years or more? (Circle your response)	Yes	No

Do you require financial support with childcare? (If yes please ask complete back page of the Application for childcare support)	Yes	No
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To access the College's Student Data Protection Privacy Notice Information please visit the College website.

This explains how we use your personal data: how it is collected, how it is held, and how it is processed. It also explains your rights under the law relating to your personal data. Brooklands College understands that your privacy is important to you and that you care about how your personal data is used. We respect and value the privacy of all of our students and employees and we will only collect and use personal data in ways that are described here, and in a way that is consistent with our obligations and your rights under the law. This policy covers students attending Brooklands College.

Student Bank details: Payments can only be made into the students own account.														
Please provide evidence that this is your bank account by either showing us your bank card (providing it shows your sort code and account no.) or a bank statement /letter.														
Bank Name:							Name of Bank Account holder:							
Sort Code:			/			/		Account Number:						

DISCRETIONARY Learner Support Fund BURSARY: Aged Over 19 Discretionary Learner Support Fund – To be eligible you must: Be aged 19 or over on 1st September 2017 Be enrolled on a Government funded further education course up to and including Level 3. Be assessed as a Home student (e.g. UK/EU/EEA national ordinarily resident in UK, refugee status or leave to remain) Provide evidence that your income is £25,000 or below per annum. Please tick to indicate what type of evidence you have provided				
Tax credit notice 2018/19 (All pages)		Income support / Universal credit / JSA/ ESA /Pension credit - letter dated with 3 months		Other: Please give details below:
Self Employed -2018 Tax calculation from Gov.uk assessment - If one parent/carer in the household a council tax bill will need to be seen		P60 2017/18 - If one parent/carer in the household a council tax bill will need to be seen		Wage Slip for last 3 months

Advanced Learner Loan Bursary- To be eligible you must: Be aged 19 on the first day of your course or apprenticeship. Have had your Advanced learner loan approved by the Student loan company Be studying at Brooklands college at level 3 or above. Provide evidence that your income is £25,000 or below per annum. Please tick to indicate what type of evidence you have provided				
Tax credit notice 2018/19 (All pages)		Income support / Universal credit / JSA/ ESA /Pension credit - letter dated with 3 months		Other: Please give details below:
Self Employed -2018 Tax calculation from Gov.uk assessment - If one parent/carer in the household a council tax bill will need to be seen		P60 2017/18 - If one parent/carer in the household a council tax bill will need to be seen		Wage Slip for last 3 months

For information:

The impact of bursaries on DWP benefits information from Gov.uk

Institutions may wish to highlight to students and parents the impact of receipt of the 16 to 19 Bursary Fund on other benefits.

Receipt of bursary funding does not affect receipt other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

However, if the student is in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance or in receipt of Universal Credit, parents can no longer receive certain household/family benefits for that child, such as child benefit.

Bursaries must not be made as regular payments for living costs, as they would then be subject to the Social Security Amendment (Students and Income-related Benefits) Regulations 2000.

Student Declaration:

- I confirm that the information provided is true and accurate to the best of my knowledge.
- I will notify the College if my circumstances change I understand that the bursary may be withheld if I do not comply with College expectations on Attendance/Behaviour as explained fully in the guidelines that I will be given.
- I understand that money can be claimed back if I give information that I know to be false and may result in prosecution.
- I understand that I have the right to appeal if I disagree with the outcome of my Bursary application. I can follow the Appeals procedure outlined in the guidelines.
- Bursary payments are dependent on available funds.
- I understand that if in receipt of Income Support I/we have a responsibility to declare any funds from the Bursary Fund to the Benefits office.
- I understand that payments will not commence immediately and could take up to 4- 6 weeks dependant on the volume of applications and I will have to support my travel until I receive a bursary
- I understand that the bursary will not be back dated after the initial 4 week submission deadline.
- I understand that if I miss a payment due to attendance concerns that this will not be back paid unless exceptional there are circumstances reported and authorised, in this case a payment will be made in the next available payment run and not any interim payments.
- I understand that any Childcare provision that I have in place is between the Childcare provider and me, the student. If an award for Childcare is authorised it is solely dependent on my attendance and any extra childcare provision will be at my own expense
- I understand that the College will not back pay any awards prior to the full application and evidence submission date
- I confirm that I have read and understood the Bursary guidelines which were given to me with this application

I, the student/parent have read and understood this declaration above
(Please tick the box to confirm)

Student Name:
Print please

Student Signature:

Date:

Office use only

<p>Approved:</p> <p>Travel <input type="checkbox"/> Reg fees <input type="checkbox"/></p> <p>Books or Equip <input type="checkbox"/> Exam Fees <input type="checkbox"/></p> <p>Childcare <input type="checkbox"/></p>	<p>Refused: <input type="checkbox"/></p> <p>other Reason:</p> <p>Funds Exhausted: <input type="checkbox"/></p> <p>Other: <input type="checkbox"/></p>	<p>Please state reason below if</p>
<p>Annual Award received</p> <p>£</p>	<p>Bursary Administrator: Name: Sharon Bosch Signature: <i>Sharon Bosch</i> Initial:</p>	

