

## 16-19 BURSARY APPLICATION FORM 2021 /22

To be eligible for the bursary students must:

- be aged 16 or over but under 19 at 31 August 2021 or,
- be aged 19-24 at 31 August 2021 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2021 and continuing on a study programme you began aged 16 to 18 ('19+ continuers')

If you need assistance to complete this form our Admissions team will be happy to help you. Make sure you provide proof that you or your family are in receipt of benefits and/or have a total household income of £25,000 or less per year with your completed application form.

### Section 1: Student Details

First Name:  Surname:  Address:   Post Code:	Home Telephone Number:  Mobile Number:  Email:  If student is under 18 Name of parent/guardian:  Contact telephone number of parent/guardian:
Date of Birth: Age on the 31/08/2021:	
Have you lived in the UK/EEA/EU for 3 years or more? Since September 1st 2018 <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of entry:	

### Course Details

Title of Course you are studying:	
Please tick Course Level:	<input type="checkbox"/> Entry Level <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3
Please tick which mode of study:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time

You may be eligible for the 16-19 Vulnerable Bursary if you meet any of the criteria listed below (Further information on the back page of this form)

- Are you currently in care?  Yes  No  
(If 'Yes', please provide a letter from your Local Authority Support worker)
- Are you a care leaver?  Yes  No  
(If 'Yes', please provide a letter from your Local Authority Support worker)
- Are you a young carer?  Yes  No  
(If 'Yes', please provide a letter from your Local Authority Support worker)
- Are you in receipt of Employment and Support Allowance (ESA) or Universal Credit (UC) **and** Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in your own right/name?  Yes  No  
(If 'Yes', please provide photocopies of your documents proving you are in receipt of **both** forms of support as listed above)
- Do you, the student, live independently on your own and/or receive income support?  Yes  No  
(If 'Yes', Please provide photocopies of your documents proving you are in receipt of Income Support)

6. Are you, the student, in receipt of Universal Credit in your own right/name?  Yes  No  
 (If 'Yes', provide photocopies of your documents proving you are in receipt of this support)

If 'Yes', please specify the Benefit you are in receipt of and claiming:

- Income Support (IS)
- Employment and Support Allowance (ESA)
- Other – please state:

7. Are you aged 19-24 at 31st August 2021 and have an Education, Health and Care Plan (EHCP)  Yes  No

**Section 2: What do you need financial support for?**

Which mode of transport do you take?	<input type="checkbox"/> Train <input type="checkbox"/> Bus <input type="checkbox"/> Other (Please Specify)
Which route do you take?	Bus Number/Route: Train Stations: From _____ to _____
Which student travel card do you have?	<input type="checkbox"/> Surrey County Council Fare Card <input type="checkbox"/> 16-18 Oyster Card <input type="checkbox"/> Other (Please Specify)
What are your daily/monthly travel costs using a travel card discount? £	
Do you receive travel from Surrey County Council?	<input type="checkbox"/> Surrey Transport (Taxi/Travel costs)

**Further Education School Meals**

If you are eligible for Free Meals you need to provide relevant evidence of household income

• Income support	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Income based Jobseekers Allowance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Income related Employment and Support Allowance (ESA)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• The guarantee element of State Pension Credit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Universal Credit – if you apply after 1 April 2019, your household income must be less than £7,400 a year (after tax and not including any benefits you get).	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Section 3: Student Bank Account Details**

- You need to check that your account can accept BACS payments
- The College will use these details to pay any Bursary directly to you
- Please note bursary payments will only be made to the student's own Bank Account
- You will need to show the Bursary Administrator your Bank Card/or statement showing your Bank Account details to check they match the information you have provided below
- If you provide incorrect bank details/or another person's and payments are made to a wrong account then the college will not be held liable and will not reimburse you for any unpaid bursary

Bank Name (e.g. Natwest):	Name of (student) Account Holder:														
Account Number (8 digits):	Sort Code (6 digits):														
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### Section 4: Income Proof and Evidence

Please only submit photocopies of your proof of income for each parent or guardian in your household. Original documents cannot be returned and missing information may delay your application.

Income Evidence Required:	Evidence Required:	Tick:
Annual Salary	P60 for tax year 2020/21 and recent 3-6 monthly payslips Self-Assessment Tax Calculation form (SA302)	
Income Support	Entitlement letter dated within the last 3 months	
Universal Credit	Relevant paperwork evidence (dated within the last 3 months) showing your entitlement and amount you are paid	
Job Seekers Allowance	JSA Entitlement letter dated within the last 3 months	
Employment Support Allowance	ESA Entitlement letter dated within the last 3 months	
Incapacity Benefit	Entitlement letter dated within the last 3 months	
Carer's Allowance	Entitlement letter dated within the last 3 months	
Working Tax Credit	Full award notice marked 2021/22 - must be for a full year	
Child Tax Credit	Full award notice marked 2021/22 - must be for a full year	
Pension Credit	Relevant paperwork showing entitlement and amount paid	

### Section 5: Student Bursary Conditions

Condition of the Bursary Financial Support, the College expects you to have 100% attendance and behaviour is appropriate in class, in College and the surrounding campus environment. We will have regular contact your tutors to monitor your attendance and progress throughout the year. Failure to meet these conditions may result in payments being temporarily suspended or permanently withdrawn.

All Bursary payments will be paid directly into the Student's Bank account. The bursary will be assessed on an individual basis and used depending on needs, circumstances and the funding availability.

Bursary Applications are dealt with on a first come, first serve basis and you will be expected to cover your travel costs until Financial Assistance is awarded. We aim to pay the first instalment at the end of September

### Section 6: Declaration

I declare, that to the best of my knowledge, the information I have given is a true and correct record and I give my consent to Brooklands College processing this information in accordance with GDPR and the Data Protection Act 2018. I understand that the information requested will be stored and may be made available to the Education and Skills Funding Agency (ESFA).

#### ILR Privacy Notice 2021 to 2022

This privacy notice is issued by the Education and Skills Funding Agency (ESFA) on behalf of the Secretary of State for the Department of Education (DfE) to inform learners about the Individualised Learner Record (ILR) and how their personal information is used in the ILR. Your personal information is used by the DfE to exercise our functions under article 6(1)(e) of the UK GDPR and to meet our statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009.

The ILR collects data about learners and learning undertaken. Publicly funded colleges, training organisations, local authorities, and employers (FE providers) must collect and return the data to the ESFA each year under the terms of a funding agreement, contract or grant agreement. It helps ensure that public money distributed through the ESFA is being spent in line with government targets. It is also used for education, training, employment, and well being purposes, including research. We retain ILR learner data for 3 years for operational purposes and 6 years for research purposes. For more information about the ILR and the data collected, please see the ILR specification at <https://www.gov.uk/government/collections/individualised-learner-record-ilr>

ILR data is shared with third parties where it complies with DfE data sharing procedures and where the law allows it. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact learners to carry out research and evaluation to inform the effectiveness of training. In these cases, it is part of our statutory duties and we do not need your consent.

For more information about how your personal data is used and your individual rights, please see the DfE Personal Information Charter (<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>) and the ESFA Privacy Notice (<https://www.gov.uk/government/publications/esfa-privacy-notice>) If you would like to get in touch with us, you can contact the DfE in the following ways:

- Using our online contact form at [https://form.education.gov.uk/service/Contact\\_the\\_Department\\_for\\_Education](https://form.education.gov.uk/service/Contact_the_Department_for_Education)
- By telephoning the DfE Helpline on 0370 000 2288
- Or in writing to – Data Protection Officer, Ministerial and Public Communications Division, Department for Education, Piccadilly Gate, Store Street, Manchester, M1 2WD

If you are unhappy with how we have used your personal data, you can complain to the Information Commissioner's Office (ICO) at – Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. You can also call their helpline on 0303 123 1113 or visit <https://www.ico.org.uk>

Student signature:

Date: / /

Parent/Guardian (1) signature:

Date: / /

Parent/Guardian (2) signature:

Date: / /

Brooklands College will decide on the level of financial support we can offer by assessing each student's individual needs at the College and the funds available in the Bursary funding allocation. Failure to provide any information requested could result in a delay in confirming the financial support available to you. Please be aware that if you have deliberately provided inaccurate information for this application, which will be subject to external audit, you may be required to repay the funds. On completion of this Bursary Application please return to the admissions office at the Weybridge Campus.

### Section 7: Further Bursary Information

Please read this form carefully and supply all requested information. Brooklands College receives a funding allocation to provide a bursary scheme to help students who are over 16 and under 19 years of age at 31 August 2021, and whose household income is £25,000 or below. The bursary scheme can provide a contribution towards costs such as transport

#### **Accompanied asylum seeking children (under 18 with an adult relative or partner)**

Generally, asylum seekers are not entitled to public funds. Accompanied asylum seeking children (those under 18 with an adult relative or partner) and those aged 18 and above are entitled to education, but not to public funds. If they are destitute they can apply to the Home Office (HO) for suitable housing and cash for essentials, but they are not eligible for other income.

As long as an asylum seeker has not had their application for asylum refused, institutions can provide in-kind student support such as books, equipment or a travel pass. Under no circumstances should an institution give cash to any asylum seeker unless they are an unaccompanied asylum-seeking child (UASC).

The bursary scheme is divided into three funds:

#### **1. The 16-19 Discretionary Bursary**

You may be eligible for support if you are a student aged over 16 and under 19 at 31 August 2021 and your household income is £25,000 or below. You may also be eligible for a bursary from the 16-19 fund if you are aged 19-24 and have an Education, Health & Care Plan (EHCP) or if you are continuing on a study programme which began when you were 16-18. If you believe you are eligible, please fill out this form carefully and provide all requested evidence.

#### **2. 16-19 Vulnerable Bursary**

You may be eligible for a bursary of up to £1,200 a year if you are:

- In care
- A care leaver
- In receipt of Income Support (IS) or Universal Credit (UC) in place of Income Support in your own name
- In receipt of Employment and Support Allowance (ESA) or Universal Credit (UC) and Disability Living Allowance or Personal Independence Payments (PIP) in your own name

If you believe you may be eligible for the Vulnerable Bursary, then please complete this form and attach the required evidence.

#### **3. Further Education Free meals**

You may be eligible for a Free meal for each day you attend College if you or your parent/guardian are receiving one or more of the following benefits:

- Income Support (IS)
- Income based Jobseekers Allowance (JSA)
- Income related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply after 1 April 2019, your household income must be less than £7,400 a year (after tax and not including any benefits you get).

For UC please provide copies of x3 full monthly statements from your UC Account Dashboard showing the full award breakdown of income and award.

If you believe you may be eligible, please fill out this form carefully and provide all requested evidence. How do you apply for help?

#### **What happens once you submit your application form?**

Brooklands College will write to you with our decision to help support your costs

#### **Appeals procedure**

If you do not agree with the decision made, you can discuss your application with the Admissions Bursary Administrator. If you then want to appeal the decision made, you should put your case in writing to the Admissions Manager within 10 working days of the decision.