

19+ BURSARY APPLICATION FORM 2021 /22

To be eligible for the bursary students must:

- be aged 19 or over on the first day of your course
- Be enrolled on a Government funded further education course up to and for Advanced Learner Loan Level 3 or above.
- Show evidence that your Household 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)

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: Postcode:	Home Telephone Number: Mobile Number: Email: <div style="background-color: #0070C0; color: white; padding: 2px; text-align: center; font-weight: bold;">More information</div> Contact telephone number of parent/guardian/next of kin:
Date of Birth: Age on the 01/09/2021:	

Have you lived in the UK/EEA/EU for 3 years or more? Since September 1st 2018 Yes No

Date of entry:

Do you require financial support with childcare? Yes No
 (If yes please ask your childcare provider to complete back page of the Application for childcare support)

Course Details

Title of Course you are studying:

Please tick Course Level: Entry Level Level 1 Level 2 Level 3

Please tick which mode of study: Full-time Part-Time

Section 2: What support are you eligible for?

Which mode of transport do you take? Train Bus
 Other (Please Specify)

Which route do you take? Bus Number/Route:
Train Stations: From _____ to _____

Do you receive travel from Surrey County Council? Surrey Transport (Taxi/Travel costs)

Section 2: Continued

Eligibility Criteria & Type of Assistance	Tick here	Contribution/Evidence
Travel to College		Contribution towards Travel costs - cost to be provided
Registration Costs		Contribution towards on submission of receipts
Equipment/Uniform/Books		Contribution towards course related items on submission of receipts
Trips		Contribution towards course related trips on confirmation of costs from Course tutor - internal transfer with funds
Childcare Costs		Contribution towards Childcare Any free childcare funding you will receive will be taken into consideration and deducted when awarding Childcare costs.

Section 3: Student Bank Account 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 (e.g. Natwest):	Name of (student) Account Holder:
Account Number (8 digits): <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Sort Code (6 digits): <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>

Section 4: 19+ Discretionary Learner Support Fund Bursary

To be eligible you must:

Be aged 19 or over on 1st September 2021

Be enrolled on a Government funded further education course up to level 2

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 Household income is £25,000 or below per annum.

Please indicate what type of evidence you have provided	Tick
Working Tax Credit or Child Tax Credit Award notice 2021 /22	
Self Employed 2020 - Tax calculation from Gov.uk assessment - If one parent in the household then a council tax bill will need to be seen	
Income support/Universal Credit/JSA/ESA/Pension Credit - Letter dated with 3 months	
P60 for end of year 2020/21 - If one parent in the household then a council tax bill will need to be seen	
Wage slip for the last 3 months	
Other: Please give details below	

Section 5: Advance Learner Loan Bursary - Level 3 Courses and above

To be eligible you must:

Be aged 19 or over on 1st September 2021

Be enrolled on a Government funded further education course up to level 2

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 Household income is £25,000 or below per annum.

Please indicate what type of evidence you have provided	Tick
Working Tax Credit or Child Tax Credit Award notice 2021/22	
Self Employed 2020 - Tax calculation from Gov.uk assessment - If one parent in the household then a council tax bill will need to be seen	
Income support/Universal Credit/JSA/ESA/Pension Credit - Letter dated with 3 months	
P60 for end of year 2020/21 - If one parent in the household then a council tax bill will need to be seen	
Wage slip for the last 3 months	
Other: Please give details below	

Section 6: 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 7: 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
- 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 / /

Childcare Section Application

Dependent Children - Please provide details of dependent children (under 16 and in full time education who live with you)

Name of Child	Date of Birth	Age	Relationship to you	Are you applying for Childcare for this child?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Childcare Costs

Please provide information on expected costs and hours of Childcare

A contribution to Childcare costs will only be provided for timetable course hours/days If you require Childcare support (for your children)

Please provide a copy of Birth Certificate or copy of Child Benefit allowance for each child who you are claiming a Bursary

•You must not be receiving funding for this childcare from any other source (e.g. free early education places or Childcare Tax Credits or should deduct these hours from your claim for Bursary Childcare funding)

Name of Child	Monday	Tuesday	Wednesday	Thursday	Friday	Cost per Hour	Weekly Cost
	£	£	£	£	£	£	£
	£	£	£	£	£	£	£
	£	£	£	£	£	£	£
FULL COST							

Childcare Provider Details

Official Nursery Name:	Contact Name:
Address:	Postcode:
OFSTED Registration Number: <i>This must be provided</i>	Telephone No:
	Email:

Childcare Costs - to be completed by Childcare provider

Full day: £	Half Day (AM): £	Half Day (PM): £	Hourly Rate: £
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Childcare Provider Bank Details - to be completed by Childcare provider

Account Name: (As it appears on Bank Statement)												
Bank Name (e.g. Natwest):	Branch Address & Postcode											
Account Number (8 digits): <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>									Sort Code (6 digits): <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 33.3%;"></td> <td style="width: 33.3%;"></td> <td style="width: 33.3%;"></td> </tr> </table>			