

## 16-19 BURSARY APPLICATION FORM 2024/25

To be eligible for the bursary students must:

- be aged 16 or over but under 19 at 31 August 2024 or,
- be aged 19-24 at 31 August 2024 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2024 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 £28,000 or less per year with your completed application form.

You will need to provide proof of income for all adult members of the household.

The fund is limited and therefore awards are on made on the basis of need and on a first come first served basis until all funds are exhausted.

If funds are all exhausted/fully allocated we may no longer be able to support new applications to Bursary.

### Section 1: Student Details

First Name:  Surname:  Address:   Post Code:	Home Telephone Number:  Mobile Number:  Email:  <div style="background-color: #006633; color: white; padding: 2px; text-align: center; font-weight: bold;">If student is under 18</div> Name of parent/guardian:  Contact telephone number of parent/guardian:
Date of Birth: Age on the 31/08/2024:	

Have you lived in the UK/EEA/EU for 3 years or more? Since 31st August 2021  Yes  No

Date of entry:

- I have an Education, Health, Care Plan     
  I am aged 19 and continuing on the 2nd year of my course that I began aged 18

Who are you financially dependent on?  
  Parent(s) or carer(s)     
  Partner/Spouse  
 No one (I am independent)  
  Other (please specify).....

Please provide the names of ALL the adults, aged 18 or over, you live with and their relationship to you:

Name:	Relationship:
Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

### Course Details

Title of Course you are studying:

What Campus do you attend:     
  Weybridge     
  Ashford

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

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

## 16-19 Bursary Application Form

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)

1. Are you currently in care?  Yes  No  
(If 'Yes', please provide a letter from your Local Authority Support worker)
2. Are you a care leaver?  Yes  No  
(If 'Yes', please provide a letter from your Local Authority Support worker)
3. Are you a young carer?  Yes  No  
(If 'Yes', please provide a letter from your Local Authority Support worker)
4. 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)
5. 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 2024 and have an Education, Health & Care Plan (EHCP)  Yes  No

### Section 2: What do you need financial support 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 \_\_\_\_\_
- Which student travel card do you have?  Surrey County Council Fare Card  
The Travel Bursary is based on you having obtained a Travel Discount card  16-17 Saver Railcard  
 Other (Please Specify)
- What are your daily/monthly travel costs using a travel card discount? £ \_\_\_\_\_
- Do you receive travel from Surrey County Council?  Surrey Transport (Taxi/Travel costs)

- Did you received ESFA free meals last year?  Yes  No  
(for students that received ESFA free meals last year, you may be asked to provide last years entitlement letter.)
- If you are eligible for meal credits would you like to apply for them?  Yes  No
- If you ticked yes to meal credits, does your course require you to attend a work placement?  Yes  No

### Free Education School Meals - Eligible benefits

FSM daily allowance basis is based on timetabled days in college at the current rate of £2.53 per day, unless Gov.UK informs us otherwise.

Free meals are targeted at disadvantaged students. Free meals in further education defines disadvantage as students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income support  Yes  No
- Income based Jobseekers Allowance  Yes  No
- Income related Employment and Support Allowance (ESA)  Yes  No
- Support under part VI of the Immigration and Asylum Act 1999  Yes  No
- The guarantee element of State Pension Credit  Yes  No
- Child Tax Credit (provided they 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 (HMRC))  Yes  No
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit  Yes  No
- Universal Credit (UC) with net earnings not exceeding the equivalent of £7,400 for each year (after tax and not including any benefits they get)  Yes  No

A student is only eligible to receive a free meal when they, or a responsible adult on their behalf, have made a successful application to the institution where they are enrolled.

Working Tax Credit is not a qualifying benefit for free meals, and a parent or student in receipt of Working Tax Credits is not entitled to a free meal (this is a common question sent to ESFA). Qualifying benefits do include the Working Tax Credit run-on which is paid for 4 weeks after you stop qualifying for Working Tax Credit.

From 1 April 2018, any student who is in receipt of, or has parents who are in receipt of, UC must have a net earned annual income of no more than £7,400 to be eligible for free meals.

## 16-19 Bursary Application Form

### Section 3: Student Bank Account Details

A basic bank account (which students can open at age 16) allows BACS transfers and allows the student to withdraw money. More information on basic bank accounts can be found at <https://www.moneysaving-expert.com/banking/basic-bank-accounts/>

- 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): <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"/> / <input type="text"/> <input type="text"/> <input type="text"/>

### 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.

The College will use your take-home pay figure in addition to the amount of UC after all deductions to give us a total monthly income to use for assessment of your annual income threshold. We will require 3 months statements which will act as a guide to the household income for a quarter of a year. We will then estimate assumed income for a full year.

Income Evidence Required:	Evidence Required:	Tick:
Annual Salary	P60 for previous tax year 2023/24 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 if on UC, your family household income, including your UC after deductions, must be less than £28,000	
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 2024/25 - must be for a full year	
Child Tax Credit	Full award notice marked 2024/25 - 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

- The student and parent must sign the form, unless the student is living independently.
- Form without the student signature will be returned.
- Agreement to the conditions of the award and payments
- Brooklands College may approve this application before you start your course, however funding will only be awarded when your enrolment is completed and you start your course.
- Your attendance will be monitored and if your attendance falls below 85%, or you fail to abide to the college Learner Performance and Conduct
- Financial support payments will be suspended unless you, or your tutor, can provide evidence absence from illness, caring responsibilities, or exceptional circumstances.
- Bursary will be stopped if your attendance is below 85% or if you have been withdrawn from the course.
- You will be required to reimburse money paid to you if you have not used it as awarded or if you receive an overpayment due to you not informing us of any changes to your circumstances

It is your responsibility to inform the college about any of the following:

- Change of circumstances which might affect your eligibility for financial support
- Bank account details
- Change of address
- Course changes
- Exceptional circumstances that may cause you to be absent from college, for example; illness or caring responsibilities (if you are unsure please check with Admissions Bursary Administrator)

Any award made will be for the academic year only and any subsequent year enrolments will require a new Bursary application and evidence carried out by a new assessment of your circumstances

By signing this form, you will be agreeing to the terms and conditions detailed above and be giving permission to the College to collect 'personal data' and 'sensitive personal data' on you and your household to carry out an accurate assessment and record your application for financial support. You will also be giving your permission to Brooklands College to disclose your 'personal data' and your 'sensitive personal data' to other agencies that require it for the sole purpose of assessing, recording or providing support. The College will keep your 'personal data' and 'sensitive personal data' securely.

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 2024 to 2025

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. Our lawful basis for using your special category personal data is covered under Substantial Public Interest based in law (Article 9(2)(g)) of GDPR legislation. This processing is under Section 54 of the Further and Higher Education Act (1992).

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 your ILR learner data for 20 years for operational purposes (e.g. to fund your learning and to publish official statistics). Your personal data is then retained in our research databases until you are aged 80 years so that it can be used for long-term 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.

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 DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adulteducation>)

If you would like to get in touch with us or request a copy of the personal information DfE holds about you, you can contact the DfE in the following ways:

- Using our online contact form [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, Department for Education (B2.28), 7 & 8 Wellington Place, Wellington Street, Leeds, LS1 4AW

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>

It is your responsibility (the Student/Parent or Guardian) to tell the Department for Work and Pensions about any learner support (Bursary) that you are receiving from the College, as learner support payments may affect your eligibility to state benefits

Student signature:

Date: / /

Parent/Guardian (1) signature:

Date: / /

Parent/Guardian (2) signature:

Date: / /

## 16-19 Bursary Application Form

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, and whose household income is £28,000 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).

If you are in receipt of Universal Credit your family household income, including your UC after deductions, will be combined and must be less than £28,000.

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 and your household income is £28,000 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 they 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 (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (UC) with net earnings not exceeding the equivalent of £7,400 for each year (after tax and not including any benefits they get)

A student is only eligible to receive a free meal when they, or a responsible adult on their behalf, have made a successful application to the institution where they are enrolled.

Working Tax Credit is not a qualifying benefit for free meals, and a parent or student in receipt of Working Tax Credits is not entitled to a free meal (this is a common question sent to ESFA). Qualifying benefits do include the Working Tax Credit run-on which is paid for 4 weeks after you stop qualifying for Working Tax Credit.

From 1 April 2018, any student who is in receipt of, or has parents who are in receipt of, UC must have a net earned annual income of no more than £7,400 to be eligible for free meals.

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.