

## 19+ BURSARY APPLICATION FORM 2024/25

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 £30,000 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 £30,000 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;"><b>More information</b></div> Contact telephone number of parent/guardian/next of kin:
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:

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:

Which campus do you attend:  Ashford  Weybridge

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 31st August 2024  
 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 £30,000 or below per annum.

Please indicate what type of evidence you have provided	Tick
Working Tax Credit or Child Tax Credit Award notice 2024/25	
Self Employed 2023/24 - 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 <b>If on UC, your family household income, including your UC after deductions, must be less than £30,000</b>	
P60 for end of year 2023/24 - If one parent in the household then a council tax bill will need to be seen	
Wage slip for the last 3 months prior to course start date	
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 31st August 2024

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 £30,000 or below per annum.

Please indicate what type of evidence you have provided	Tick
Working Tax Credit or Child Tax Credit Award notice 2024/25	
Self Employed 2023/24 - 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 <b>If on UC, your family household income, including your UC after deductions, must be less than £30,000</b>	
P60 for end of year 2023/24 - If one parent in the household then a council tax bill will need to be seen	
Wage slip for the last 3 months prior to course start date	
Other: Please give details below	

Applications will only be processed if they have been completed and submitted with all the required evidence. Your application will remain confidential, please refer to our privacy policy on our website.

<https://www.brooklands.ac.uk/about/policies-and-procedures/>

Funds be guaranteed as they are limited, applications will be processed on a first-come, first-served basis. We suggest that you submit your application by 6th September, as applications submitted after this date may not be processed within our standard payment timescales.

Bursary payments will not be backdated for applications made after the start of your course.

**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

- The student must sign the form
- 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/departments-for-education/about/personal-information-charter> ) and the DfE Privacy Notice (<https://www.gov.uk/government/publications/privacy-notice-for-key-stage-5-and-adult-education>)

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

 /  /

**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
	£	£	£	£	£	£	£
	£	£	£	£	£	£	£
	£	£	£	£	£	£	£
<b>FULL COST</b>							

**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: £
-------------	------------------	------------------	----------------

**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>			