Loughborough COLLEGE est. 1909

16-18 bursary fund **2019**
For learners aged 16-18 as at 31st August 2019

STUDENT ID NUMBER

DATE RECEIVED

APPLICATION FOR FINANCIAL ASSISTANCE – MAIN SITE LEARNERS

APPLICATION DEADLINE: 20TH SEPTEMBER 2019

- The 16-18 Student Bursary Fund is available to students aged 16-18 at the start of their Learning Aim (course) who meet the eligibility criteria.
- Students must apply by the deadline of **20th September 2019**
- Support is not immediate; applications can take 28 working days to process and sometimes longer in busy periods
- The fund is means tested; your household income needs to be £30,000 or less to qualify for all areas of financial support or £45,000 or less for support with travel only.
- The 16-18 Bursary Fund is available to support additional costs associated with coming to college such as travel (for those living outside LE11), stationery, books, equipment. We encourage early applications as travel costs cannot normally be backdated
- **All sections of the form MUST be completed in full and ALL income evidence submitted**
- **Forms will be returned to students if not completed fully which will result in a delay to your application being processed**
- We advise you to provide photocopies of income evidence as we cannot be liable for loss of original copies

1. PERSONAL DETAILS

Title | Age at 31/08/2019 | Date of Birth (d d m m y y y y)

☐ Male ☐ Female | Forename/s | Surname

Home Address

Postcode

Telephone

Mobile

Email

Nationality

Tick appropriate boxes:

☐ I live with my Parents/Guardians ☐ I live on my own / in shared house ☐ I am married ☐ I live in halls of residence

☐ I live with my partner ☐ I support myself financially ☐ I receive parental contributions ☐ I have a child

Household Details: Please state who lives with you and their relationship to you

Name	Relationship to you (Mother, Father, Sister, Brother, Partner, etc.)	Age if 18 or under

2. GROUPS FOR PRIORITY HELP

The College prioritises applications for some groups of people. Please tick Yes or No to the following statements:

		Yes	No
a)	I am in Care / classed as a 'Looked After Child' by the Local Authority	☐	☐
b)	I have been in Care and am now classed as a 'Care Leaver'	☐	☐
c)	I am in receipt of Income Support or Universal Credit in my own right	☐	☐
d)	I am a teenage parent, my child lives with me and I am in receipt of Income Support or Universal Credit in my own right	☐	☐
e)	I am formally estranged from my parents and receive Income Support or Universal Credit for this reason	☐	☐
f)	I am a disabled young person in receipt of both Employment Support Allowance / Universal Credit AND Disability Living Allowance/ Personal Independence Payments	☐	☐

If you have ticked 'YES' to any of the above, you must provide evidence as proof as follows:

You are a young person in Care or a Care Leaver	Written confirmation of your current or previous looked-after status from the local authority which looks after you or provides your leaving care services
You are a disabled young person in receipt of ESA/UC and DLA/PIP	Award letters for each benefit (all pages required) dated within the last 3 months showing your name, address and title of benefit received OR an outdated letter plus a recent bank statement (dated within the last 3 months) showing amount credited to your account.
You are a young person in receipt of Income Support/Universal Credit	Award letter (all pages required) dated within the last 3 months showing your name, address and title of benefit received OR an outdated letter plus a recent bank statement (dated within the last 3 months) showing amount credited to your account.

YOU DO NOT NEED TO COMPLETE SECTION 7. FINANCIAL DETAILS

3. COURSE DETAILS

Full Course Title

Year of Course: 1st or 2nd

4. HOW ARE YOU PLANNING TO TRAVEL TO / FROM COLLEGE

(Please tick as appropriate)

☐ Bus ☐ Car ☐ Train ☐ Walk ☐ Motorcycle / Motorbike ☐ Other (Please specify) .....

If you are travelling by bus

Please specify the service providers you intend to use (i.e. Arriva, Kinch, Centrebus, etc)

5. FREE SCHOOL MEALS

Whilst at school were you eligible for Free School Meals? ☐ Yes ☐ No

6. PAYMENT METHOD

Any payment that can be made direct to you will be paid into the **Learner's account only**. Please note we are unable to may payments into Parent / carer's accounts. For your convenience and a more secure and effective payment method, the college make financial awards by Bank Transfer (BACS). Please provide your Bank Details as follows:

Bank Name: (e.g. Barclays, HSBC, etc):

Sort Code

Account Number

Building Society Roll/ Reference Number (if applicable)

Name of Account Holder (e.g. Mr J Bloggs):

You MUST enclose an account statement or letter from your bank or building society that show your name, sort code, account number and home address to ensure correct details are submitted. If you do not yet have a bank account, please don't worry as these details can be submitted at a later date

7. FINANCIAL DETAILS

To be completed by parent(s) / guardian(s)

TYPES OF INCOME	YES / NO	EVIDENCE REQUIRED
Working Tax Credit and/or Child Tax Credit		**All pages** of the HM Revenue & Customs Tax Credit award notice dated April 2019 – April 2020
Universal Credit (UC)		Latest 3 award statements, from the 3 most recent completed assessment periods
Income Support (IS)		Award letter (**all pages required**) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
Job Seekers Allowance (JSA)		Award letter (**all pages required**) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
Employment Support Allowance (ESA)		Award letter (**all pages required**) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
Housing Benefit		Award letter (**all pages required**) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account OR latest remittance advice.
Council Tax Benefit		Award letter (**all pages required**) dated within the last 3 months showing name, address and benefit received OR copy of the 2019/20 Council Tax Bill.
State Pension / Pension Tax Credit		Award letter (**all pages required**) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
Parent(s) / Guardian(s) Income		Latest three payslips OR if Self-Employed a copy of the latest official tax return
Partner / Spouse's Income		Latest three payslips OR if Self-Employed a copy of the latest official tax return
Parent / Guardian Bank Statement		Copy of the up-to-date bank statements (dated within the last three months) showing at least 1 month of credit and debit transactions
Other – Please Specify (do not include Child Benefit, Maintenance or CSA payments)		Award letter (**all pages required**) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.

IMPORTANT NOTE:

You must include ALL income evidence with the application. If you do not have the specified evidence, please contact the Student Finance Officer to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case. We advise you to provide photocopies of income evidence as Loughborough College cannot be liable for the loss of original copies

8. DECLARATION

By signing in the box below

YOU CONFIRM THAT:

- The information you have given on this form is—to the best of your knowledge—correct and true
- You are NOT on New Deal or a Work-Based Learning Scheme (waged apprenticeship)
- You have NOT applied for help towards any general living costs
- You will inform the Bursary Fund, in writing, of any change to your personal, family or financial circumstances
- You have NOT applied to any other organisation (e.g. a charitable trust) for any help that the College might give you from any Bursary.

YOU AGREE THAT:

- Loughborough College can process your personal data contained in this form and on your Student Learning Agreement in order to assess your eligibility for support through the Bursary Fund. If you have given personal information relating to anyone else on this form you have obtained their permission to disclose it.
- Loughborough College are able to speak to your parent(s)/guardian(s) about your bursary application where they have supplied their income as evidence.

YOU UNDERSTAND THAT:

- You may be committing a criminal offence if you omit to disclose any information that may affect your application
- Awards from the Bursary Fund are made on a LOAN BASIS. If you successfully complete your course, the loan may be converted to a non-repayable grant.
- If you leave your course early, the College will ask you to return any money, equipment or travel pass that has been given to you from the Bursary Fund.

Student sign in this box	
Student print your name in this box	
Write today's date in this box	

WHEN YOU HAVE COMPLETED THIS FORM YOU SHOULD SEND IT (WITH THE EVIDENCE REQUIRED) TO:

Loughborough College 16-18 Bursary Fund Applications,
Loughborough College,Radmoor Road,
Loughborough, Leicestershire LE11 3BT

BY THE DEADLINE OF: 20th September 2019

If you need any further information or help with making an application please contact us:
Tel: 01509 215831 E-Mail: studentfinance@loucoll.ac.uk

WHAT INFORMATION DO I NEED TO SUPPLY WITH THIS FORM?

You must supply additional evidence with your application where requested.

Please remember:

- Evidence to support your application must be correct and in date as per Section 2, 4, 6 and 7.
- Each page should be marked with the name and date of birth of the applicant
- Send the originals or good quality photocopies.
- Any original documents will be returned although at busy times we cannot guarantee to return originals to you quickly.

Confidentiality: applications are only seen by staff involved in the delivery of the Bursary. From time to time it may be necessary for additional supporting information to be sought from other College staff in order for a decision to be made.
GDPR Statement: Loughborough College collects data about all students for various administrative, academic, health and safety, contractual and other public interest reasons. You are aware that your data is shared only with those agencies specifically involved with funding or accrediting your qualification, concerned with collection of fees or with ensuring your wellbeing and vital interests. Since the College cannot operate effectively without processing information about you, at enrolment you will be asked to sign to confirm your agreement to this. If you do not do this, we will be unable to enrol you on your programme of study, and may withdraw any offer of a place already made. Please be aware that Loughborough College will only share your information where legally allowed or required in line with current Data Protection legislation. For circumstances outside of this legislation, we will seek your written consent separately before sharing your information

The Loughborough College 16-18 Bursary Fund is cash limited and can only be allocated whilst funding lasts. Funding cannot be guaranteed in cases of over-demand.