

## 16 -19 BURSARY FORM

Application for financial Support 2019/20

This form is for FE Students aged 16-19, 19+ Students in year 2 of a Level 3 course which started in 18/19 and students aged 19 - 24 with an EHCP.

### Students Personal Details

First Name:		Surname:	
Home Address:			
		Postcode:	
Student ID Number:	Date of Birth:	Age as at 31 <sup>st</sup> August 2019	
		/	/
Course Title:	Level:	Full Time/Part Time	
		Year:	
Telephone Number:		Email Address:	
Bank:	Account in the Name of:		
Sort Code:	Account No:		
Bursary funds can only be paid into the student's bank account. If you don't have an account please return the form and provide the bank details once set up.			

### Residency Details

Please tick

I live with:-

My parent (s)/guardian

My partner/spouse

Alone with dependent children

Alone

My foster parents or under the care of the Local Authority

Other (Please state)

Have you lived outside of the UK/EU since 01/09/2016?

Nationality:

### Eligibility

Student Statements

Evidence

Please tick

I am currently in care

Social worker/local authority letter

I am a care leaver

Social worker/local authority letter

I am a young carer

Letter from Surrey Action for Carers or local carers centre

I have an EHCP

We will confirm this with our Learning Support team

**What do you need financial support for?**

Travel costs: Which mode of transport do you take?

- Bus
- Train
- Other (please specify)  
.....

Which student travel card do you have?

- 16 -18 Oyster card
- 18+ Oyster card
- Surrey County Council Fare card
- Other (please specify)  
.....

Essential course costs:

- Uniform/protective clothing
- Books/Equipment
- Trips
- University Interview/Open Days

Please attach receipts for any items already purchased

Meals:

At College

At Work Placement

**Household Income: please tick any box that applies to you (the student) and each parent/guardian and their partner (if they have one) in the household.**

Type of Income	Student	Parent or Guardian	Evidence required, if evidence provided does not adequately confirm the information we need we may ask for further evidence.
Income Support			Benefit letter dated within 3 months (if student must confirm you can be in education)
Job Seekers Allowance			Benefit letter dated within 3 months (if student must confirm you can be in education)
Employment Support Allowance			Benefit letter dated within 3 months (if student must confirm you can be in education)
Working Tax or Child Tax Credits			2019/20 Tax Credit Award Notice all pages
Universal Credits			Universal Credit latest statement
Wages (and no tax credits)			Last 3 wage slips/self-assessment tax form
Disability Living Allowance			Letter dated within 3 months
Personal Independence Payments			Letter dated within 3 months
Pension Credit			Letter confirming entitlement and amount paid
Other (please state)			Written Evidence

## Payment Criteria

Payments can only be made if you attend all of your classes, keep up to date with your work and behave appropriately in class and on the campus. We will contact your progress coaches and use College registers to monitor your attendance, progress and behaviour. If you do not meet these criteria then your payments may be permanently or temporarily stopped. All payments are paid directly into your bank account. The Bursary is assessed on an individual basis depending on needs and funding available.

## Declaration

I am applying for money from the College Bursary Fund and confirm that the information I have given is correct. I have attached the required evidence to support my application and I give permission for NESCOL to keep a copy of all documents supplied, including a copy of my passport.

I understand that if I give false information I will be subject to the college disciplinary procedure and may be required to repay the funds.

I understand that any assistance provided is subject to enrolling on the course of study and maintaining satisfactory levels of attendance, progress and behaviour and that teaching staff will be contacted to check this. I am aware that all or part of any payment may be repayable (or the items returned) if I withdraw for whatever reason or do not have satisfactory attendance, progress and behaviour. The amount to be repaid will be determined by the College.

I understand that I need to follow the College procedure for authorising any absences.

I am happy to be contacted by email or telephone (if I supplied this information) and I will keep the College informed of my current contact details.

I understand that my application and payment information can only be discussed with my nominated next of kin.

Signature of student

Date

Signature of parent

Date

PARENT PRINT  
NAME

Please bring this form into Student Finance along with:-

- Your income evidence
- Your passport or birth certificate or Home Office documents/Residency evidence and
- Your Bank Card (with both numbers on it) or your bank statement

### USEFUL CONTACT DETAILS

Jacqui Kavanagh 020 8394 3186

Sharon Greenwood 020 8394 3033

Email- [studentfinance@nescot.ac.uk](mailto:studentfinance@nescot.ac.uk)

## Data Protection Statement

Personal data provided on this form will be used for the purposes of assessing your eligibility to receive bursary funding. It will be processed in accordance with NESCOL's full Privacy Notice which may be found on the college website.

## 16 – 19 Bursary Fund 2019/20 Further Information

The bursary scheme is to help students aged over 16 and under 19 on the 31<sup>st</sup> August 2019 and have a gross household income of below **£28,000**. Students who are aged 19 – 24 and have an Education Health & Care Plan (EHCP) may also be eligible. Students who are 19 and are continuing in the second year of a 2 year course in 2019/20 can also apply. The scheme can provide a contribution towards college costs e.g. travel, meals, curriculum trips, essential kit, equipment or text books.

You may be eligible for a **Vulnerable Student Bursary** of up to £1,200, per year, dependent on financial need, if you are: -

- In care or
- A care leaver or
- Receiving Income Support or Universal Credits because you are supporting yourself and/or a dependent child/partner.
- In receipt of Employment Support Allowance or Universal Credits AND Disability Living Allowance or Personal Independence Payments

If you meet these criteria but are assessed as having no actual financial need we may withhold the Vulnerable Bursary. If you make a successful claim for Employment Support Allowance or Income Support and your parent is claiming Child Benefit for you, they will not be able to continue to claim Child Benefit.

### Discretionary Bursary

If you meet the age criteria, have a gross household income of less than £28,000 and would like help towards costs such as travel, meals, kit, equipment and books please complete this form and attach the required evidence.

Travel payments are calculated by the cheapest route, using any available student fare card (we will reimburse you the cost of an Oyster Card or Surrey Fare Card). Any students with an EHCP who need additional travel support to attend college may be considered on a case by case basis taking into consideration the local authority transport policy. Any kit, uniform, equipment or text books that you buy can only be reimbursed if you provide a receipt. If you cannot manage to buy the items yourself, please let us know and we will make arrangements with your department. Students who are young carers may receive a carers bursary of up to £1,200 per year.

### Further Education Free Meals

If your gross household income is below £28,000 you will be eligible for two free meals a day for any day that you attend college. Meals are paid for via your college ID card. Please let us know before you go on any work placement or trips so that we can make alternative arrangements.

### General Information

The funds available are to support with college costs only. Each application is processed on a first come first served basis. We receive a large number of applications so may not be able to start payments until October (let us know if this is going to cause you difficulties). You may be asked to provide travel tickets as proof of your journey. Funds are limited so it is possible that you may not receive a full award for everything you apply for.

### How to Apply

Please complete this form and return it to Student Finance in Learning Resource Centre. When you return the form please bring any income evidence, your passport or birth certificate and your bank card or bank statement. We will copy or scan any documents you bring in and return them to you. If we require further evidence we will let you know. You can also email the form and evidence to [studentfinance@nescot.ac.uk](mailto:studentfinance@nescot.ac.uk)

### What Happens Next?

We will email you to let you know the outcome of your application and if appropriate how we are going to pay you. Payments will be paid directly into your bank account.

### Appeals Procedure

If you do not agree with the decision made, please discuss this with the Student Finance Team. If you then want to appeal, please write to the Student Assistance Panel, c/o Student Finance, Nescot, Reigate Road, Ewell, Epsom, Surrey, KT17 3DS.

### Other Support:-

Care to learn (childcare) – <https://www.gov.uk/care-to-learn/overview>

Surrey Student Fare Card - <https://www.surreycc.gov.uk/>

Student Oyster Cards - <https://tfl.gov.uk/>