

16 to 19 Bursary Fund: examples of good practice

Appendix 1 – example form 1

Bursary Fund Application Form 2013/14

This completed Application Form and relevant evidence must be handed in within 4 weeks of your start date.

If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

Please complete the form and bring it together with your supporting evidence on your first day.

Title		Surname		First Name	
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Address	
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	Postcode	
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Phone/Mobile		Email	
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Date of Birth (DD/MM/YY)		Your Age		You must be 16, 17 or 18 (i.e. under 19) on 31 st August 2013 to apply.
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Have you the right of abode and been resident in the UK for the last 3 years?	Yes		No	
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Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August 2013 and meet the EFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard. Time sheets must also be completed to enable you to receive bursary payments.

Vulnerable Bursary Criteria

To qualify you must fall into one of the categories below and produce the required evidence as stated.

Are you in receipt of Income Support or Universal Credit? (evidence required - Income Support or Universal Credit Statement letter)	Yes		No	
Care Leaver or currently looked after in care? (evidence required - letter from Local Authority)	Yes		No	
Disabled student in receipt of <u>both</u> Employment Support Allowance and Disability Living Allowance/Personal Independence Payments (evidence required - financial statement showing <u>both</u> ESA and DLA/PIP)	Yes		No	

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Discretionary Bursary Criteria			
Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £25,000 per annum, you will not be eligible for a bursary payment.			
Please tick one of the following to show what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.			
P60	<input type="checkbox"/>	Income Support / Universal Credit (award letter)	Full TCAN notice
Self-employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	Wage slips (most recent wage slip)
Number of dependent children in the household			
The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for and how much you believe you will need for each day in learning. This information is strictly confidential and will only be used for this assessment purpose.			
		How much will you need?	How many days?
Travel			
Meals: Breakfast			
Meals: Lunch			
Appropriate clothing to suit training and placement requirements			
Equipment			
Any other			

Please provide your bank details below, as printed on your bank card or statement.

Bursary payments will be paid directly into learners' bank accounts only (by BACS). Please be aware that providers can choose to pay Bursary awards 'in kind', e.g. by purchasing any equipment required or providing learners with a travel pass.

Account Name

Account Number Sort Code

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LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge.
I have made this claim for a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Fund – Information for Learners.

HOLIDAYS WILL BE UNPAID.

- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my provider immediately.
- I will notify my provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs, i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during the Welcome Programme.

I confirm I have read the 'Bursary Fund - Information for Learners' which was given to me with this application.

Applicant Signature
Key Worker Signature

Date
Date

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FOR OFFICE USE ONLY

Eligibility – please tick appropriate box

Vulnerable Bursary	<ul style="list-style-type: none"> • Those young people who receive income support/universal credit • Care Leavers or young people who are looked after children • Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance/PIP
Discretionary Bursary	<ul style="list-style-type: none"> • Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met.
Both	<ul style="list-style-type: none"> • Young people who qualify for the Vulnerable Bursary but who require extra assistance with the costs of participating in learning.

Assistance Requested	Assistance Granted ✓
Travel	
Meals	
Appropriate clothing to suit training and placement requirements	
Equipment	
Any other	
NOTE - Must fall within guide amounts	

Signed: _____ **Date:** _____

Name: _____ **Position:** _____