

## Financial Assistance (Bursary) Application Form 2019/2020

The Student Bursary is to assist students who may have difficulties in accessing and completing their course due to personal financial circumstances. This fund is provided by the Government and is not guaranteed.

The criteria outlined below will determine which type of Bursary you qualify for. We will write to you once your form has been processed to tell you if you have been successful. This could take up to 6 weeks from receiving your form and the supporting evidence.

You will need to re-apply for this bursary, with new evidence, each academic year.

<b>Applicants full name</b>	
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**Please indicate which of the following you are applying for:**

Student Bursary		Bus Pass (inc. KES)		Isle of Wight travel		Meal Allowance	
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### 1. Personal circumstances

If any of the following apply to you, please tick the appropriate box and **provide recent evidence**.

I am 16-18 years old, live independently and claim Income Support	
I am 16-18 years old, live independently and claim Universal Credit in place of Income Support	
I am looked after by the Local Authority (in care)	
I am a Care Leaver	
I am a disabled young person in receipt of Employment and Support Allowance and Disability Living Allowance	
I am a disabled young person in receipt of Universal Credit and Personal Independence Payments	
I will be aged 19 and over on 31 <sup>st</sup> August 2019 and have an Education Health Care Plan (EHCP)	

### 2. Income Details (for every employed person in the household)

Type of Income	Yes/No	Evidence Required
Income Support		An award letter which is no more than 3 months old
Universal Credit		Evidence of payments (3 months)
Jobseeker's Allowance (Income Based)		An award letter which is no more than 3 months old
Working Tax Credit/Child Tax Credit, not totalling more than £30,000 p/a (inc. earned income)		All pages of the most recent Tax Credit Award Notice (2019-2020)
Pension Credit (Guarantee credits only)		An award letter which is no more than 3 months old
Income-based Employment and Support Allowance (ESA)		An award letter which is no more than 3 months old
Support under part VI of the Immigration and Asylum Act 1999		Documentation confirming support which is no more than 3 months old <b>(for every employed person in the household)</b>
Earned income with no additional benefits, not totalling more than £30,000 per annum		Last 3 month's payslips or most recent P60 <b>(for every employed person in the household)</b>
Self-employed earnings with no additional benefits, not totalling more than £30,000 per annum		Audited accounts or your most recent tax return plus evidence <b>(for every employed person in the household)</b>
Other (please specify):		An award letter which is no more than 3 months old plus evidence <b>(for every employed person in the household)</b>

<b>3. Travel</b>		<b>Yes/No</b>
Please note, you will not be eligible for a bus pass if you live less than 1.5 miles (walking distance) away from college.		
I wish to apply for a bus pass		
Please indicate which bus route you will be using:		
Further information about routes is available on our website. If you live on a college bus route and are eligible for a Bursary, you will be issued with a College Bus Pass. If you live on a non-college bus route and are eligible for a Bursary, we require you to purchase a termly bus pass from them and we will reimburse you the cost, on production of a receipt, with the next bursary payment.		

<b>4. Further information to help support your application</b>

<b>5. Student Details</b>		
Surname:	First names:	
Date of Birth:	Age on 31st August '19:	College year: 1 / 2 / 3
Home address:	Home telephone number:	
	Mobile telephone number:	
	Email address:	
Postcode:		

<b>6. Parent/Guardian Details</b>		
Surname:	Title & first name:	
Home address:	Home telephone number:	
	Mobile telephone number:	
	Email address:	
Postcode:		

<b>7. Student Bank Details</b>								
Full name of account holder								
Name of Bank/Building Society								
Account number								
Sort code								



**Applicant's Declaration**

**I declare that:**

- The information I have given on this form is true and accurate to the best of my knowledge
- I will supply any further information that is required to verify the details
- I have not applied for a bursary with any other college
- Should I leave part way through the academic year, I will return my bus pass (if issued)
- I agree that Richard Taunton Sixth Form College may make any necessary enquiries in order to verify my circumstances and to supply any additional information that may be required
- I understand that supplying false information will disqualify my application for financial assistance
- I understand that you must protect the public funds you handle and so you may use the information I have provided on this form to protect and detect fraud
- You may also share this information, for the same purposes, with other organisations which handle public funds

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Please return your completed form with the relevant evidence to:

Student Services  
 Richard Taunton Sixth Form College  
 Hill Lane  
 Southampton  
 SO15 5RL

<b>Office use only</b>	
Date form and correct evidence received:	
Discretionary	
Guaranteed	
Bus Pass	
Free School Meals	
Ineligible – Reason	
Input onto Pro solutions:	

<b>Finance</b>	
Received	
Updated	By:



## **Frequently Asked Questions**

### **Q: If I am eligible for bursary, what will I receive?**

A: The bursary will include a loan of a portable device for your full use to assist with studies (Issued after the October half term), the cost of course contributions covered, meal allowance and a bus pass. Please note that once you have completed your course the device **must** be returned. If the device is lost or damaged, it **will not** be replaced.

### **Q: What if I do not meet any of the criteria listed in the application form?**

A: If none of the above apply to you, we may still provide financial assistance for exceptional circumstances e.g. caring for a sick or disabled relative. You can record this on the bursary application form.

### **Q: If I am eligible for guaranteed bursary, what will I receive?**

A: If you are receiving the guaranteed bursary, you will receive a payment once a month (paid into a bank account on the last Friday of the month) and a meal allowance, however due to receiving a payment you will be expected to cover the cost of your own travel and course contributions.

### **Q: Will the financial assistance be linked to my behaviour and homework done?**

A: Not directly, but you will be required to meet targets for behaviour and homework in order to remain on your courses.

### **Q: I am aged 19 or over, can I still apply for a bursary?**

A: Yes - please complete the bursary application form with all relevant information.

### **Q: If I travel from the Isle of Wight am I entitled to help with transport costs?**

A: Yes, we can help with transport costs from the Island as long as a bursary form is completed. There are two levels which will be assessed at the time of application. Please contact our Student Services team to find out more details.

### **Q: If I use the King Edwards Bus service am I entitled to help with the cost of this?**

A: Yes. We will assist with the full cost of a KES bus pass provided a bursary application form is completed and you are eligible. If you are not entitled to a bursary but use the KES bus, the college will contribute 25% of the cost (or £150), providing a bursary form is completed.

### **Q: How will payments be made?**

A: Via a bank transfer to a nominated bank account. Payments will be paid on the last Friday of the month. You will receive details of the payment dates when we write to you about your application.

### **Q: When can I apply and do I have to re-apply?**

A: You can apply at any time during the academic year. You will need to re-apply for each new academic year.