

## Financial Assistance (Bursary) Application Form 2020/2021

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 and will change each academic year due to funding.

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	<input type="checkbox"/>	Bus Pass (inc. KES)	<input type="checkbox"/>	Isle of Wight travel	<input type="checkbox"/>	Meal Allowance	<input type="checkbox"/>
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### 1. Guaranteed Bursary: Personal circumstances

(Please tick the appropriate box and provide recent evidence)

I am 16-18 years old, live independently and claim Income support/Universal Credit in place of Income Support	<input type="checkbox"/>
I am looked after by the Local Authority (in care)	<input type="checkbox"/>
I am a Care Leaver	<input type="checkbox"/>
I am a disabled young person in receipt of ESA/PIP/Universal Credit	<input type="checkbox"/>
I will be aged 19 and over on 31 <sup>st</sup> August 2020 and have an Education Health Care Plan (EHCP)	<input type="checkbox"/>

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

Type of Income	Yes/No	Evidence Required
Income Support/ESA/JSA/Universal Credit	<input type="checkbox"/>	An award letter which is no more than 3 months old
Aged 19 and over, live independently and claim Universal credit/Income support/JSA/ESA	<input type="checkbox"/>	Evidence of payments (3 Months – printed or emailed Screenshots can be provided)
Universal Credit	<input type="checkbox"/>	Evidence of payments (3 Months – printed or emailed screenshots can be provided)
Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)	<input type="checkbox"/>	An award letter which is no more than 3 months' old
Support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>	Documentation confirming support which is no more than 3 months old (for every employed person in the household)
Pension Credit (Guarantee credits only)	<input type="checkbox"/>	An award letter which is no more than 3 months old
Working Tax Credit/Child Tax Credit	<input type="checkbox"/>	All pages of the most recent Tax Credit Award Notice (2020-2021)
Earned income with no additional benefits	<input type="checkbox"/>	Last 3 month's payslips or most recent P60 (for every employed person in the household)
Self-employed earnings with no additional benefits	<input type="checkbox"/>	Audited accounts or your most recent tax return plus evidence (for every employed person in the household)

\*Please see frequently asked question page for bursary entitlements \*

**3. Travel**

Please note, you will not be eligible for a bus pass if you live less than 2 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.

**4. Further information to help support your application****5. Student Details**

Surname:

First names:

Date of Birth:

Age on 31st August  
'20:

College year: 1 / 2 / 3

Home address:

Home telephone number:

Mobile telephone number:

Postcode:

Email address:

**6. Parent/Guardian Details**

Surname:

First name:

Home address:

Home telephone number:

Mobile telephone number:

Postcode:

Email address:

7. Bank Details (Required for guaranteed bursary payments, reimbursing payments for travel or course payments)								
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**

Office use only	
<b>Date form and correct evidence received:</b>	
<b>Discretionary</b>	
<b>Guaranteed</b>	
<b>Bus Pass</b>	
<b>FSM</b>	
<b>Ineligible – Reason</b>	
<b>Input by:</b>	

## Frequently Asked Questions

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

A: Please refer to the following table for household income and what you will be eligible for:

Household income (Including Benefits)	Meal Allowance (£3.50 per day)	Travel (Over 2 miles walking distance)	Course Contributions	iPad	Payment
<b>Up to £16,190</b>	X	X	X	X	
<b>£16,191 - £19,999</b>	X	X	X	X	
<b>£20,000 - £24,999</b>		X	X	X	
<b>£25,000 - £30,000</b> (Continuing students only)				X	

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

A: Please refer to the following table for what you will be eligible for (Please note that due to receiving a payment you will be expected to cover the cost of your own travel and course contributions):

Meal Allowance (£3.50 per day)	Travel (Over 2 miles walking distance)	Course Contributions	iPad	Payment
X			X	X

Please note that the iPad is on loan and once you have completed your course or leave college it **must** be returned with charger and case. If the device is lost or damaged, it **will not** be replaced and must be reported as per the T&Cs.

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

A: If none 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: 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 day 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.