**St Joseph’s College Bursary Fund Application Form 2023/2024**

**SECTION 1 - Student Details** (*Please print in black ink)*

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | | | | **Surname** |  | | | **First Names** |  | |
| **Address** | |  | | | | | | | | | |
|  | | | | | | | | | | | |
| **Email** |  | | | | | | **Home Tel No** |  | **Mobile Tel No** |  | |
| **Date of Birth** (DD/MM/YYYY) | | |  | | | | **Your Age** |  |  | | |
| **Residency Criteria**  **Have you the right to abode and been resident in the UK for the last 3 years?** | | | | | | | | | **Tick which is applicable** | | **Yes / No** |
| **Course Details**  **(Subjects Studied)** | | | |  | | | | | | | |
| **Course Location** | | | | **St Joseph’s College** | | | | | | | |

**SECTION 2 – Vulnerable Bursary (up to £1,200 per year), see Supplementary Information document.**

*Please tick box that applies to* ***you***, not your parents.

I am living in care

I am a care leaver

I am in receipt of Income Support or Universal Credit in my own right

I am in receipt of Disability Living Allowance (or PIP) and Employment Support Allowance (or UC)

**If applying for a Vulnerable Bursary, please go to Section 4 now**.

**SECTION 3 - Discretionary Bursary**

I am a student who permanently lives in a household whose parents/guardians receive one of the following: *Please tick appropriate box*.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of person receiving benefit** | **Income**  **Support / Universal Credit** | **Job Seekers**  **Allowance** | **Employment Support Allowance/ UC** | **Support under Part VI of the Immigration and Asylum Act 1999** | **State Pension Credit** | **Child Tax Credit** | **Working Tax Credit** | **Disability Living Allow. /PIP** |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Name of person receiving income:** | **Are you employed?** | **Documentary Evidence Required** |
| 1. | Yes / No | Please include a P60 for April 2023 |
| 2. | Yes / No | Please include a P60 for April 2023. |

**SECTION 4 – Proof of Income/ Benefit/ Circumstance**

To qualify for Bursary, you MUST include a statement of the items you will need to purchase from you bursary. This will be taken into consideration when assessing you for your Bursary amount.

If you require books or there are trips involved in your course, we will purchase them at source for you and this will be automatically deducted from your entitlement. Please include travel, clothing or any IT equipment you may need.

|  |  |
| --- | --- |
| Details | Cost, please state weekly / monthly. |
|  |  |
|  |  |
|  |  |

**SECTION 5 – Proof of Income/Benefit/Circumstance**

Whatever you have declared in Section 2 or 3 must be supported with evidence in order for an assessment to be made. The table below shows the evidence you will need to bring with this application form. *Please tick the ones you are providing.*

| **Type of Income/Benefit/**  **Circumstances** | **Evidence Required** | **Tick if Supplying** |
| --- | --- | --- |
| **Annual Salary** | P60 for tax year 2022/2023  Or, last week in March 2023 payslip  Or, month 12 (March 2023) payslipAnd, Universal Credit award notice for 2023-2024 period. |  |
| **Universal Credit** | Award letter – dated in last 3 months |  |
| **Incapacity Allowance** | Award letter – dated in last 3 months |  |
| **Carer’s Allowance** | Award letter – dated in last 3 months |  |
| **Any other benefit** | Award letter – dated in last 3 months |  |
| **Grants or Bursaries etc.** | Relevant paper work detailing entitlement and amount paid |  |
| **Disability Living Allowance/**  **Personal Independence Payment** | Entitlement/award letter – dated in last 3 months |  |
| **Any other income** | Relevant paperwork |  |
| **In Care or Care Leaver** | Relevant paperwork |  |

**SECTION 6 – Learner / Parental Declaration**

* I confirm 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 prosecution.
* I understand that if I do not provide information relevant to my claim, the application will not be accepted.
* I understand that the award I receive under the Bursary Scheme will be paid on condition of standards of attendance, performance and behaviour.
* Holidays will be unpaid.
* I will notify St Joseph’s College immediately when changes to my household financial circumstances occur which may result in changes to my claim.
* I understand that if I leave St Joseph’s College, all financial support will stop.
* I understand that I do not have an automatic entitlement to a vulnerable Bursary award, even if I meet the criteria as stated in Section 2.
* I am clear that the Bursary award I receive is to provide me with the means to remain in learning and is to be used for items such as books, equipment, travel costs, meals, trips, miscellaneous course costs etc. I am aware it may be used to cover the cost of trip and I may have to provide receipts for the purchases I have made.
* I understand I have the right to appeal if I disagree with the outcome of my Bursary application. This appeal should be made to the Head Teacher at St Joseph’s College.
* I understand that this application process will be repeated for each year of study.

**I confirm I have read the information provided and I agree to the conditions of this application.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant (student) Signature** |  | **Date** |  |
| **Parent/Carer**  **Signature** |  | **Date** |  |

**SECTION 7 For Office Use Only – Bursary Assessment Details**

**Verification of Eligibility –** *Please tick appropriate box*.

|  |  |  |
| --- | --- | --- |
| **Residency Check Y / N** | | **Age Check Y / N** |
| **Document Check – specify Y / N** | | **Vulnerable Bursary Evidence Check Y / N** |
|  | |  |
| **Signature/ Date** |  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Vulnerable Bursary** |  | **Discretionary Bursary** | |  |
| **Both Vulnerable & additional support** |  | **Emergency Support** | |  |
| **Signature** |  | **Date** |  | |
| **Print Name** |  |  | | |

|  |  |  |
| --- | --- | --- |
| **Household Income** |  |  |
| **Amount awarded** |  |  |
|  |  |  |