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| **St Joseph’s College Bursary Fund Application Form &**  **Guidance Notes 2016/17** |

**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** | |  | **You must be 16, 17, or 18 (i.e. under 19) on 31st August 2016 to apply** | | |
| **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** | | | |  | | | | | | | |
| **Course Location** | | | |  | | | | | | | |

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

*Please tick box that applies to you*.

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. |  |  |  |  |  |  |  |  |

*To be completed by the person(s) responsible for the household bills*

|  |  |  |
| --- | --- | --- |
| **Name of person receiving income:** | **Are you employed?** | **Documentary Evidence Required** |
| 1. | Yes/No | If yes, please submit P60 or Working Tax Credit Award certificate – or other Inland Revenue proof |
| 2. | Yes/No | If yes, please submit P60 or Working Tax Credit award Certificate – or other Inland Revenue proof |

**SECTION 4 – 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 2015/16,  Or, last week in March 2015 payslip  Or, month 12 (March 2015) payslip  Or, Working Tax Credit Award Notice marked 2016/17 |  |
| **Income Support/**  **Universal Credit** | Entitlement/Award letter – dated in last 3 months |  |
| **Job Seekers Allowance/ Universal Credit** | Entitlement/Award letter – dated in last 3 months |  |
| **Employment Support Allowance** | Entitlement/Award letter – dated in last 3 months |  |
| **Incapacity Allowance** | Entitlement/Award letter – dated in last 3 months |  |
| **Carer’s Allowance** | Entitlement/Award letter – dated in last 3 months |  |
| **Any other benefit** | Entitlement Award letter – dated in last 3 months |  |
| **Working Tax Credit** | Working Tax Credit Award Notice marked 2016/17. Must be for full year and not partial awards (FULL NOTICE AWARD) |  |
| **Child Tax Credit** | Working Tax Credit Award Notice marked 2016/17. Must be for full year and not partial awards (FULL NOTICE AWARD) |  |
| **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 5 – Assistance Requested**

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| **Student Request for Assistance Detail**  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 might need financial assistance for and how much you believe you will need during the academic term. |

| **Assistance Requested** | **Amount Required** | **Number of Days** |
| --- | --- | --- |
| Travel |  |  |
| Meals |  |  |
| Learning Resources (equipment) |  |  |
| Clothing |  |  |
| Trips inc. University Visits |  |  |
| Exam Re-sits |  |  |
| Other |  |  |
| **Extenuating Circumstances**  If there are extenuating circumstances within your household that have not been covered but you would like us to consider as part of this application, please provide the information here. | | |
|  | | |

**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 learning all financial support will stop.
* I understand that I do not have an automatic entitlement to a Bursary award.
* 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 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 Signature** |  | **Date** |  |
| **Parent/Carer**  **Signature** |  | **Date** |  |

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

**Verification of Eligibility – Head of 6th Form** *Please tick appropriate box*.

|  |  |  |  |
| --- | --- | --- | --- |
| Vulnerable Bursary |  | Discretionary Bursary |  |
| Both Vulnerable & additional support |  | Emergency Support |  |

**Assessment of Award – Head of 6th Form** *Please tick appropriate box(s) and give delivery details*.

| **Assistance Awarded and Method of Delivery** | | **Assistance**  **Granted** | | **Eligibility & Financial Criteria Evidenced** | **Receipts Attached** | **Termly**  **Amount Granted** |
| --- | --- | --- | --- | --- | --- | --- |
| Travel | |  | |  |  |  |
| Meals | |  | |  |  |  |
| Learning Resources (equipment) | |  | |  |  |  |
| Clothing | |  | |  |  |  |
| Trips inc. University Visits | |  | |  |  |  |
| Exam Re-sits | |  | |  |  |  |
| Other | |  | |  |  |  |
| Assessment Notes | | | | | | |
| **Head of 6th Form Signature** |  | **Date** |  | | | |
| **Print Name** |  | | | | | |

**St Joseph’s College**

**2016-2017 Guidance Notes 16 – 19 Bursary Fund**

St Joseph’s College 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, e.g. costs for transport, meals, books and equipment, field trips and course-related costs. Each application is assessed on its own merits based on the guidance provided by the Education funding Agency (EFA).

Receipt of a bursary will depend on the student meeting agreed standards relating to attendance, performance, and/or standards of behaviour. These conditions are clear, accessible and must be understood by students. Each student will be required to sign an agreement to the conditions of the scheme.

# Age Requirement:

To be eligible to receive a bursary the student must be aged:

* over 16
* under 19 at 31 August before the academic year in question
* If a student turns 19 during their programme of study, they can continue to get the bursary to the end of the academic year in which they turn 19, or to the end of the programme of study, whichever is sooner.

# Residency Requirement:

* In order for a student to be eligible for bursary funding they must have the legal right to be resident in the United Kingdom at the start of their study programme.

# The scheme is divided into two parts:

# Vulnerable Bursary

Young people in the defined vulnerable groups (see supplementary notes) are eligible for a bursary of £1,200 if their course lasts for 30 weeks or more. The bursary award is pro-rata for courses of less than 30 weeks**.**

Young people in the defined vulnerable groups are usually living apart from their parents/carers, so they can get social security benefits in their own right.

The defined vulnerable groups are:

* young people in care, including unaccompanied asylum-seeking children
* young care leavers
* young people getting Income Support or the equivalent Universal Credit (UC) in their own right
* young people getting both Disability Living Allowance (or the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit as a replacement for ESA) in their own right

# Discretionary Bursary

Discretionary bursaries are targeted at students who cannot stay in education without financial help for things like transport, meals, books and equipment. This bursary is available to students who are not eligible for the Vulnerable Bursary and who live in a household whose parents/guardians are in receipt of any of the following state benefits:

* Income Support\Universal Credit
* Income – based Jobseeker’s Allowance
* Income – related Employment and Support Allowance/Universal Credit
* Support under Part VI of the Immigration and Asylum Act 1999
* The guaranteed element of State Pension Credit
* Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
* Working Tax Credit “run – on” – the payment someone may receive for a further 4 weeks after they stop qualifying for Working Tax Credit
* Disability Living Allowance/Personal Independence Payments.

**Benefit Changes**

The Department for Work and Pensions (DWP) is phasing in 2 new benefits. Universal Credit, will replace Income Support and Employment Support Allowance (ESA). Personal Independence Payments will replace Disability Living Allowance (DLA).

**Impact on household benefits**

Getting 16 to 19 Bursary payments does not affect entitlement to Department of Works and Pensions income-related benefits. The 16 to 19 bursaries are assigned directly to students in addition to other means-tested benefits paid to families, such as Income Support, Jobseeker’s Allowance, Child Benefit, Working Tax Credit and Housing Benefit and does not affect them.

However, if the student is getting DLA (or Personal Independence Payments) and ESA or UC, parents can no longer receive certain household/family benefits for that child such as Child Benefit.

# Assessment process

The level and type of support available is dependent on the total funding received by the College from the Young People’s Learning Agency (YPLA), the assessed needs of individual students, and the number of applications received. The level of funding may vary during the academic year and different amounts awarded to individual students. The majority of this bursary will be used to purchase equipment and books for the recipients.

**Bursary Award conditions:**

* Students must meet the age and residency requirements and be enrolled on a non-fee paying full time course at the College
* All bursary awards will be directly linked to attendance, performance and behaviour
* Documentary evidence must be provided to support each application
* All bursary awards will be made on a termly basis
* Provision of ‘in-kind support’ such as learning resources, equipment, books, meals etc. is the preferred method of assistance
* Monetary payments will only be made in exceptional circumstance where provision of ‘in-kind support’ is not appropriate
* Any exceptional payments will be made by cheque to the student, cash transactions are not available
* Reimbursement of previously approved expenditure, must be supported with receipts

**Emergency Assistance**

* In **exceptional** circumstances students who are not automatically eligible for a bursary can also apply for help with one-off course related expenses (proof of income or hardship will be asked for). Applications for emergency assistance will be considered on an individual basis and is dependent upon available funds. Please contact Head of 6th Form for more details.