

Bursary Fund Application Form 2019 / 2020

Learner Details					
Title:		First name:		Surname:	
DOB:			Age on 31 st August 2019: (You must be 16, 17, 18 on 31 st August 2019 to apply. If you are 19 or older you may be eligible if you are continuing a course from last year)		
Address:					
Postcode:		Telephone:			
You MUST provide an email address which is checked regularly as we will use this to communicate with you about your bursary application.					
Email address:					
Have you the right of abode and been resident in the UK for the last 3 years?			Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Bursary Criteria
To qualify you must be aged 16 or over and under 19 on 31 August 2019 and meet the ESFA's residency criteria and Wyke College must be your main education provider. If you are 19 or older you may be eligible if you are continuing a course from last year. If you are 19 or older starting a new course, please contact the College directly about Financial Support options.

Bursary for Vulnerable Groups Criteria	
To qualify you must fall into one of the below categories and produce the required evidence as stated. Please tick the boxes that apply to you. ✓	
Are you in receipt of Income Support (evidence required - Income Support letter) or Universal Credit? (evidence required Universal Credit Statement and additional documents confirming independent status such as a tenancy agreement in your name, utility bills, evidence of receiving child benefit)	<input type="checkbox"/>
Care Leaver or currently looked after in care? (evidence required - letter from Local Authority)	<input type="checkbox"/>
Disabled student in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance/Personal Independence Payments in their own right (evidence required, award letter showing in receipt of both ESA (UC) + DLA/PIP)	<input type="checkbox"/>
Please indicate how you would like your Vulnerable Bursary to be provided. You can tick to have either a travel pass, meal allowance, or both. The remainder of your award will be paid out to you monthly. If no option is ticked, the whole award will be paid to you monthly.	
Travel pass for the year to use on College EYMS buses and minibuses <input type="checkbox"/> <u>and / or</u> Meal allowance <input type="checkbox"/>	

Discretionary Bursary Criteria					
Your household income is one of the criteria, which will help us to assess your application. If your TOTAL* Household income exceeds £30,000 per annum, you will not be eligible for a bursary payment. If you are a student who lives independently but does not qualify for the vulnerable bursary, you can also apply for the discretionary bursary.					
Please tick to indicate what type of evidence you have provided. If you cannot provide evidence, then we cannot process your application for bursary support. You must provide evidence of TOTAL* household income, so if you receive tax credits and do not provide a tax credit award notice, we cannot accept only wage slips or evidence of other benefits etc. on their own.					
<small>*DLA and Attendance Allowances are disregarded as income for the purposes of eligibility for College awards</small>					
P60 or Wage slips for household	<input type="checkbox"/>	Income Support (award letter)	<input type="checkbox"/>	Full tax credit award notice from 2019 / 2020	<input type="checkbox"/>
Self employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Universal credit statements	<input type="checkbox"/>
I am a student living independently who does not qualify for the vulnerable bursary and I have provided a covering letter fully explaining my circumstances <input type="checkbox"/>					

Any financial support provided through the Discretionary Award will initially take the form of either a travel pass **or** meal allowance for use in College. You **must** indicate which would be most beneficial to you, should your application be successful. Failure to do so will lead to a delay in receiving the award. Students living in the Hull 50p travel zone do not need a bus pass to travel and can pay 50p each way on the bus. Students travelling within this zone could consider choosing a meal allowance dependent on circumstances.

Travel pass for the year to use on College EYMS services and minibuses **OR** Meal Allowance:

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 financial barriers you may have when attending learning. Wyke College will assess essential items that are needed for your individual study programme and provide these through the bursary, and this will be managed through Parent Pay. Please tick to indicate what you would like support with. Requests for specific additional items can be made by emailing bursaries@wyke.ac.uk. This information is strictly confidential and will only be used for this assessment purpose.

	Yes ✓	No ✓
Wyke College campus fee		
Essential items needed for study programme		

Free Meals

This section will determine if you are eligible for guaranteed free meals. If you are not in receipt of any of the benefits below, you will not receive guaranteed free meals, but may still receive the discretionary award if you qualify. Students who qualify for guaranteed free meals who are also eligible for the discretionary award will automatically receive both meals and travel. Please specify if travel is not needed. You must provide evidence of the benefits below, and total household income of below £30,000, in order to receive both the discretionary award and guaranteed free meals.

Are you or your parent(s)/guardian(s) in receipt of any of the following benefits:

Please tick the boxes that apply to you and attach a copy of the evidence required	Evidence required	✓
Income Support	Letter from DWP/Benefits Agency	
Income based JSA / Income-related Employment and Support Allowance (ESA)	Letter from DWP/Benefits Agency	
Support under part VI of the Immigration & Asylum Act	Letter from DWP/Benefits Agency	
Guarantee element of State Pension Credit	Letter from DWP/Benefits Agency	
Child Tax Credit but not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC	Letter from DWP/Benefits Agency	
Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit	Letter from DWP/Benefits Agency	
Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)	Letter from DWP/Benefits Agency	

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 bursary support, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead me open to prosecution.
- I understand that if I refuse to provide information, which may be relevant to my claim, the application will not be accepted. If I am unable to provide the relevant information, Wyke may not be able to accept the application if there is no alternative evidence available.
- I understand that support that I receive under the Bursary Scheme will be provided on condition of standards of attendance and behaviour, as explained in the Financial Support Policy Statement.
- 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 I will notify Wyke College immediately.
- I understand that I do not have an automatic entitlement to bursary support, and any financial support provided is based on the information I have provided.
- I am clear that the bursary support I receive is to provide me with means to remain in learning and is used for items such as: books, equipment, travel costs, meals, additional costs.
- I understand I have the right to appeal if I disagree with the outcome of my bursary application.

I confirm I have read the notes attached to this application and the 'Financial Support Policy Statement'. If you have not seen a copy of this, please request one or refer to the Wyke College website.

Applicant Signature: _____ **Date:** _____

Please see our website for our Privacy Notice <https://wyke.ac.uk/about-wyke/data-protection/>

Students and families applying for assistance should note the following standards:

By signing the application form you are confirming that any evidence given in support of the application is correct and complete to the best of your knowledge and belief. By signing the declaration you are agreeing to all the conditions and eligibility criteria of the scheme. Giving false or incomplete information which results in an overpayment will mean that the College will stop any future payments, and seek repayment of anything paid so far. The matter may also be referred to the police with the possibility of the student and/or their family facing prosecution.

Completed application forms and supporting evidence are submitted to the main office in the Oak building. The College welcomes applications from students throughout the year. However, in order to ensure that the funds are used most effectively, we would encourage applications to be submitted as soon as possible after enrolment and no later than the end of September. As far as possible, all applications will be processed and students advised of the outcome within two weeks of receipt, although at peak times this may take a little longer.

Applications received after 1 October will only be back-dated to the date of submission (unless there are extenuating circumstances).

If you are successful in your application, full details will be sent about the terms on which the award has been made:

- You will receive an e-mail acknowledging submission of your application within 3 working days.
- If your application is approved, you will receive written confirmation within 10 working days advising you when you should start to expect to receive your award and how it will be made available to you.
- You will also receive information by email so please ensure we have a valid email address for you. If your application is not successful or further evidence is required, you will be contacted in writing within 10 working days of enrolment / your application being received.

Please note additional information below regarding your application:

- Students are expected to achieve attendance of 95% and above in order to maintain any assistance awarded – payments may be adjusted to take account of less than full attendance.
- Please be aware if you do not complete your full programme, you may be asked to repay some of the award
- Awards will only be made in the form specified in the letter of confirmation.
- Discretionary awards will not be paid out as monetary value, and will initially be awarded as either a travel pass **or** a meal allowance. **Please ensure you select your preference on the application form. Failure to do so will lead to a delay in receiving the award.**
- Students living in the Hull 50p travel zone do not need a bus pass to travel and can pay 50p each way on the bus. Students travelling within this zone could consider choosing a meal allowance dependent on circumstances.
- All students who are in receipt of any of the 16 - 19 Bursary awards must activate their Parent Pay account in order to ensure that they receive all of the support.
- Awards are dependent on meeting residency criteria set by the Education Skills Funding Agency and evidence must have been provided to the College if needed before any applications can be awarded successfully.

Financial help with travel costs

Support is available to help with the costs of travel passes. Completed applications for financial support must be submitted with the correct supporting evidence at the latest by **31 July 2019** in order to be assessed before the start of term. Successful applicants will then be able to obtain their travel pass at the start of term without payment. Further information about the process for obtaining the travel pass will be provided by email, and this may be over the Summer holidays. **Please ensure that we have a valid email address for you.**

We can only guarantee to have travel passes available for the start of term if the application is received before the submission date, all the requested evidence is received, and any additional information sent out by email is responded to. If there is any problem with this, please contact us.

Applications made after the submission date will be assessed as soon as possible and if further supporting evidence is required you will be notified in writing beforehand. Once the application has been assessed students will be notified of the outcome. Successful applicants will then be able to obtain their travel pass without payment. If the pass has already been purchased, the costs will be reimbursed to the date of the application.