

16-19 BURSARY & FREE MEALS APPLICATION 2019-20 ACADEMIC YEAR

Bursary Applications will only be successful if gross household assessed income is £23,500 or below including Tax Credits. If in receipt of Universal Credit assessed net income should be £18,500 or below to qualify.

Applications received after the closing date until 30 September may take up to 4 weeks to process. Very late applications (1 October onward) will not be back-dated.

Bursary payments are paid every half term; you will be notified of the payment dates on your decision letter.

1. STUDENT PERSONAL DETAILS

Full Name: _____

ID No: _____ Date of Birth: _____

Address: _____

_____ Post Code: _____

Contact No: _____ Age at 31 August 2019: _____

2. STUDENT BANK ACCOUNT DETAILS: *(to be completed by the student)*

You must provide us with details of **your own** account (to enable payments to be made)

Name of account holder: _____

Account Number (8 digits):

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Sort Code (6 digits):

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Building Society roll number (if applicable): _____

If you *do not* currently have a bank account in your own name you should arrange to open one with a bank or building society **before** submitting this application.

3. If your application is successful, please tick the areas that the funds will be used for (tick all that apply)

Meals	Essential Books & Equipment	Transport To/From College	Course Trips	Interviews / Open Days	Other

4. ARE YOU ELIGIBLE FOR AN ENHANCED BURSARY?

You may be considered for an enhanced bursary if any of the following applies to you.

Please **tick** any relevant statement(s), if applicable:

- I am currently in care;
- I am a care leaver;
- I receive Income Support or Universal Credit because I am financially supporting myself or financially supporting myself and someone who is dependent on me and living with me such as a child or partner;
- I receive Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own right as well as Employment and Support Allowance or Universal Credit in my own right.

IF TICKED MOVE STRAIGHT ONTO SECTION 8, OTHERWISE CONTINUE TO SECTION 5.

SECTION 5-8 TO BE COMPLETED BY PARENT / GUARDIAN

5. Full Name: _____

Relation to Student: _____

6. Your husband, wife or partner's name if he or she lives with you: _____

If no such person lives with you, please write 'None' here: _____

7. **INCOME*** (see note below)

PLEASE TICK TO INDICATE ALL THE INCOME THAT YOU RECEIVE (tick all boxes that apply)

Full / Part-time wages (Myself) Yes

Full / Part-time wages (My Partner) Yes

CHILD/WORKING TAX CREDIT (Please provide ALL pages of Award Notice) Yes

UNIVERSAL CREDIT (Please provide latest 3 months of Award Notices where possible) Yes

INCOME SUPPORT Yes

JOB SEEKERS ALLOWANCE Yes

INCAPACITY BENEFIT / EMPLOYMENT AND SUPPORT ALLOWANCE Yes

PENSIONS (including Retirement, Disability, Widow's, Army, Other) Yes

SUPPORT UNDER PART VI OF THE IMMIGRATION AND ASYLUM ACT 1999 Yes

ANY OTHER INCOME e.g. Carers Allowance Yes

Please state type of income: _____

*Evidence for ALL income must be included with your application and must be dated within the last 6 months.

Please submit **photocopies** as originals will not be returned

8. OTHER CHILDREN (aged under 18)

Set out below the names of each dependent child who is:

- a) Living at home and is under school leaving age or
- b) In full attendance at school or other educational establishment or
- c) Living at home and has left school but has no wages or state benefits

Names in Full	Date of Birth	College / School Attending

9. UNDERTAKING BY STUDENT AND PARENT / GUARDIAN

- a) I declare that the evidence given in support of my application is correct and complete to the best of my knowledge and belief and I authorise the college to verify the information stated.
- b) I agree to notify the college immediately of any change in my financial circumstances and to supply any additional information which may be required to verify the facts stated.
- c) I understand that if this application is successful, payments will be subject to **evidence of effort, satisfactory attendance and work performance** (payments will be withheld if I am placed on a Senior Management contract or above)

Sign (Student): _____ Date: _____

Sign (Parent/Guardian): _____ Date: _____

The information provided on this form is confidential and will only be seen by authorised College staff. It is required and will only be used to process your 16-19 Bursary Fund and Free Meals Application and for the prevention of fraud.

If false or incomplete information is submitted, or if you do not inform college of any part of your income that is relevant, the matter may be referred to the Department for Education or the police. You could face prosecution and college will seek to recover any payments that you are not eligible.

APPLICATION CHECKLIST

Please ensure that the application is completed fully and correctly and includes all the required evidence. Failure to do so will result in the application being returned to you and the assessment being delayed.

Please make sure that you have:

- Completed all relevant sections
- Included photocopied evidence for all income.
*If claiming tax credits include **all** pages of your most recent award letter.*
*If claiming universal credit **include** copies of your last 3 months statements.*
*If you have been on universal credit less than 3 months, please **include all** available statements and include a note of the start date.*
- Provided the student's own bank account details in section 2
- Signed and dated section 9 by **both** student and parent/guardian (if applicable)

RETURNING YOUR APPLICATION

The initial deadline for applications is at the end of August, applications can be returned;
By hand to Student Services (Pontefract) or Reception (Doncaster and Bradford).
By post; please ensure that you have paid the correct postage for the weight/size of the envelope.
Applications should be posted to:

Bursary Application, New College, Park Lane, Pontefract, WF8 4QR.

If you have any queries regarding this application please email them to: studentfinance@nclt.ac.uk