

Staff/Office Use Only

Date form received in
Student Services:



Bursary Fund 2020-2021 (including Free Meal Scheme)



Application Form Age 16-18 (at 31/8/20) or age 19-24 who
have an Education, Health and Care Plan (EHCP)

You will be eligible to apply if:

- You are enrolled as a Further Education student on a funded course
- You are a home student (i.e. you have been an ordinary resident in the EU for 3 years prior to commencing a course of study and there are no restrictions on your stay).
- You are **not** on a Government Training Scheme
- Your household income is **less than £25,000 per annum, net**
- You can show that you are in genuine need of help and that you have explored all other ways of supporting yourself.

SECTION 1: Personal Details

Forename		Surname	
ID number (if known)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth (dd-mm-yyyy)		Have you been resident in the EU for the last 3 years? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Permanent Address		Contact Telephone number	
Postcode		Course Title	

SECTION 2: Eligibility for Vulnerable Bursary of £1,200 – Aged 16 – 18 only (£33.33 paid weekly depending on attendance)

Please tick one of the boxes below if applicable

<input type="checkbox"/> I am in Care/classed as a 'Looked After Child' by the local authority	<input type="checkbox"/> I have been in care and am now classed as a 'Care Leaver'	<input type="checkbox"/> I am independently receiving Income Support or Universal Credit	<input type="checkbox"/> I am disabled and in receipt of Employment Support Allowance (ESA) or Universal Credit (UC) <u>and</u> Disability Living Allowance (DLA) or Personal Independence Payment (PIP)
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Please provide either a recent letter setting out the benefit to which you are entitled or written confirmation of current or previous looked-after status from the local authority. If you have ticked Yes to any of the above please go to Section 5.

SECTION 3A: Eligibility for a Discretionary Bursary i.e. not ticked any of the above

Household income less than £25,000 (net) Yes No

SECTION 3B: Free Meal Scheme

I have previously received Free School Meals Yes No

SECTION 3C – Other Information – Please tick if any statement applies to you

To determine how best the College can support you, please tick any of the following statements that apply to you.

- I am a teenage parent and my child lives with me I am an unaccompanied Asylum Seeker
 I have significant caring responsibilities at home (e.g. looking after a parent with long-term illness or disability)
 I have an Education, Health and Care Plan (EHCP)

SECTION 4: Household and Financial Details

Who lives with you? Please tick appropriate box.

- Living with Parents Living with Parents and other adults Living with partner/spouse
 Living alone (please provide evidence of single occupancy i.e. Council Tax Rebate or Housing Benefit)
 Renting a room in a shared house (please provide a copy of the tenancy agreement)

PLEASE INDICATE ALL HOUSEHOLD INCOME, WHAT EVIDENCE YOU ARE ENCLOSING AND WHO RECEIVES IT (IN CONFIDENCE)

Income Type	Who receives this amount i.e. Mother, Father, Guardian, Spouse, Partner, Other Adult living in house, Own	Amount £ per week/month/year
Income Support, ESA, JSA or Universal Credit (dated August and September 2020 ideally)		
Working Tax Credit (please provide Tax Credit Award Notice 2020-2021, all pages)		
Child Tax Credit (please provide Tax Credit Award Notice 2020-2021, all pages)		
Net Salary (please provide 3 recent salary slips) or, if waged, the last 6 weeks wage slips or P60		
Pensions (showing on a recent bank statement or yearly statement)		
Maintenance income (dated in the last 6 weeks)		
Other income, e.g. Carers Allowance, income from property or Other state benefit but not including child benefit		
We cannot accept a Provisional Tax Credit Award Notice for 2020-2021 as this clearly states it is not a decision, or the 2019-2020 Review Award. However, we can accept proof of income showing on a recent bank statement, this needs to be dated August 2020 onwards i.e. within 6 weeks of the start of term. If self-employed please enclose most recent Accountant's statement.		Total net household income £ _____ (Calculated by the College from figures declared and recent evidence provided)

SECTION 5: Travel Costs – Bus Fare or Bus Pass

If you have paid for a Leicestershire County Council or a commercial pass please enclose a copy of the receipt. Alternatively, if you **enclose one sample bus ticket*** your attendance will be checked electronically and you will be paid monthly in arrears by BACs for Stephenson College students. Please tick one box:

- I am in receipt of, or have applied for, a Leicestershire County Council bus pass or a Disabled Person's bus pass
 Commercial bus pass Brooksby/Melton student Bus Pass I would like to request help with fuel costs

*I wish to apply for return bus fare & have enclosed one sample bus ticket showing the cost

SECTION 6: Requests

Please use this space to give details of any **essential books** (include ISBN number) or **essential** equipment, off-site visits/activities. Please tick box to indicate you would like help with the cost of meals. Books & equipment recommended by the College must be bought in preference to other items or brands. If a more expensive brand is purchased only the cost of the recommended item will be refunded. Try not to buy anything until your application has been processed. **If you do, you will only be refunded if you have the receipt.**

Stephenson College students - If you have been given a uniform or kit order form please complete and return along with this form so the College can raise an order.

Please tick

Subsidised Meals	<input type="checkbox"/> (Credit added to your ID Badge)
Essential Uniform	<input type="checkbox"/> (Please enclose completed order form or receipt if already purchased)
Essential Kit	<input type="checkbox"/> (Please enclose completed order form or receipt if already purchased)
Essential books	<input type="checkbox"/> Title and ISBN No. _____ or receipt if already purchased.
Boots and overalls	<input type="checkbox"/> (Please enclose receipt if already purchased)
Mandatory Trips	<input type="checkbox"/> (May occur throughout the year)

SECTION 7: Please use this space to give details about other expenses related to your course and any special circumstances

SECTION 8: Data Protection

SMB Group is subject to the requirements of the General Data Protection Regulation. The Student Services Departments follow College Policy in matters of Data Protection. Personal data may be used within the College for the purpose of determining whether or not you should receive assistance from the Bursary Fund or other College services. Some of the information gathered in this form is required by the Education and Skills Funding Agency (ESFA). Information supplied will be anonymised before it is sent to the ESFA. In addition, external auditors are obliged to certify that Bursary and College Funds have been allocated in accordance with ESFA and College Guidelines. As part of this process, auditors will wish to view a small sample of Application Forms. The data will not be passed to any other third party without your consent, except where the College is legally required to do so. Your data will be held securely for 6 academic years in accordance with our audit requirements.

SECTION 9: About the Bursary Fund

- These funds are allocated to institutions of Further Education by the Government
- The Scheme is made up of two parts:
 - Vulnerable Bursary**
Those most in need will be eligible for a bursary of £1,200 a year. This includes young people in care, care leavers, young people receiving income support, and disabled young people, aged 16-18 receiving Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payment
 - Discretionary Bursary**
Other students who need financial support to help them to stay in education or training may also be able to claim a Bursary to help with costs of transport, food, equipment or other course-related costs.
- The Fund is limited and once it is allocated no further applications will be accepted and will only be used to off-set hardship. Contributions will not normally be allocated to compensate for failure to obtain financial support from other sources.
- The Fund is available to help eligible students but we may not be able to meet every application we receive and we may not be able to always meet all of the costs that you might apply for.
- **Important Points: Attendance and behaviour will be monitored. Actual payments will be discussed on request**
- **Subsequent requests** can be considered during the academic year. Please complete an Additional Request form available from Student Services
- Hand your completed form into Student Services or post to Student Services, SMB Group, **Stephenson College**, Thornborough Road, Coalville, Leicestershire, LE67 3TN. (01530 836136 x 219), or Student Services, SMB Group, **Melton Campus**, Asfordby Road, Melton Mowbray LE13 0HJ / Student Services, SMB Group **Brooksby Campus**, Brooksby, Melton Mowbray LE14 2LJ. If you need any further information or help with making an application please contact Student Services on: **Tel: 01664 855279 (Melton) or 01664 855296 (Brooksby)**
- **Your application:** A decision should be made within 2 weeks of your fully completed application being received. You will receive a letter in the post detailing what has been approved. Please complete your bank details so we can make any payments to you by BACs.

SECTION 10: Check list

Before submitting your application make sure you have read the form carefully and completed all applicable sections. Check that copies of all relevant documents and receipts are attached i.e.

- Recent household income evidence such as a bank statement or benefit letters etc. dated August 2020 onwards and/or all pages of your Child Tax Credit Award 2020-2021 (not Provisional).
- Any recent evidence of additional income
- One sample bus ticket if applying for return travel costs (Stephenson College students)
- Completed kit and uniform forms, if applicable to your course, so the College can raise an order on your behalf.
- Ensure this form is signed by the student and parent/guardian if aged under 19
- **Failure to enclose the correct evidence will delay the approval of your application.**

SECTION 11: Declaration

- I declare that the information I have given on this form is correct and completed to the best of my knowledge and I understand that giving false information will disqualify my application.
- I undertake to notify SMB Group of any change in my financial circumstances which may affect my application.
- I agree to repay the Bursary Fund, in full and immediately, any sums advanced to me if the information given is subsequently shown to be incorrect.
- I agree to notify Student Services if I subsequently withdraw from my course and to repay the Bursary Fund the appropriate proportion of any award received.
- I agree to SMB Group processing personal data contained in this form or other data which the College may obtain from me or other people.

Learner Signature:		Date:	
Parent/Guardian Signature: (If student aged under 19)		Date:	

APPEALS - If you are dissatisfied with the decision regarding your application, please appeal in writing stating clear reasons for your appeal and produce supporting evidence if needed. The letter of appeal should be sent to the Student Services Manager who will investigate and respond to you within ten working days on receipt of the appeal letter.