

Date application received:	
Applicant has supplied sufficient evidence to demonstrate hardship: <input type="checkbox"/> Yes <input type="checkbox"/> No	Evidence checked: Checked by:

INFORMATION FOR LEARNERS

If you would like any part of this document explained, translated or provided in another format such as large print, audio or Braille, please contact the Advice and Admissions team. Please note: our website has accessibility functions, allowing you to adjust the size of the text and colour of the background.

Bursary fund application 2019-20

For students aged 16-18 (including LLDD learners aged 19-23)

This application form will only be processed if it has been completed and submitted with the required evidence.

As funds are limited and cannot be guaranteed, applications will be processed on a first-come, first-served basis. We strongly recommend that you submit your application before Monday 2 September 2019, as applications received after this date may not be processed within our standard timescales. Bursary payments will not be backdated for applications made after the start of your course.

For available bursaries and eligibility, please see the Financial support guidance for students aged 16-18 (19-23 LLDD) 2019-20, available on our website www.activatelearning.ac.uk/support/funding-support/bursaries

If there is any information on this form which you are not sure about, or if you would like some help completing the form, please contact the Advice and Admissions team or visit the advice centre at any campus.

Eligibility

Please use this form to apply for support if you are aged 16-18 or aged 19-23 LLDD. You must be aged 16-18 on 31 August 2019, a 'home' student and enrolled at an Activate Learning college on a funded further education course.

Section 1: About you

COLLEGE: BANBURY AND BICESTER COLLEGE BRACKNELL & WOKINGHAM COLLEGE CITY OF OXFORD COLLEGE, CITY CENTRE CAMPUS
 CITY OF OXFORD COLLEGE, TECHNOLOGY CAMPUS FARNHAM COLLEGE GUILDFORD COLLEGE
 MERRIST WOOD COLLEGE READING COLLEGE VLUK

First names:	Family name:	
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx	Age:	Date of birth: DD / MM / YYYY
Address:		
County:	Postcode:	
Nationality:	Primary phone number:	
Email:		

Who are you financially dependent on? Parent(s) or carer(s) Partner/Spouse
 Other (please give details) No-one (I am independent)

Please provide the names of ALL the adults you live with and their relationship to you.

1. Name:	Relationship:
2. Name:	Relationship:
3. Name:	Relationship:

Section 2: Evidence

1. Evidence:

Standard evidence requirements for all applicants except those in care or care leavers.

A Council Tax Bill or tenancy agreement and **one** of the following:

- Three most recent Universal Credit statements each showing the net monthly earnings/ take home pay
- An income assessed benefit letter dated within the past three months.
N.B Personal Independence payment (PIP) and Disability Living Allowance (DLA) are not income assessed benefits.
- If the household does not receive income assessed benefits all pages of your households Tax Credit Award Notice (TC602) showing income for 2019/20.

If the household does not receive income assessed benefits, or Tax Credits, three consecutive months' wage slips for each adult in the household or income from self-employment, to include all pages of HMRC tax bill for the previous year.

N.B.Child Benefit, PIP and DLA are not taken into account when assessing bursary applications.

2. If there is any information that you would like to include in support of your application for example, total number of dependent children living in the household, please submit this with your application.

3. Applicants are required to apply for all statutory benefits before applying for a bursary. For further information on government benefits you are eligible for, please visit:www.gov.uk/benefits-calculators

Section 3: Which bursaries you like to apply for?

Please see the financial support guidance for students aged 16-18 (19-23 LLDD) 2019-20 for eligibility, evidence required and support

a. Travel bursary:

If you do not wish to apply for travel move to next bursary **section b**

Travel details: You must live 2.5 miles or more from college (using Google maps **walking** distance tool). **MILES:**

First journey:

Name of travel company:

- Arriva Chiltern Railways Courtney Buses GWR Oxford Buses Reading Buses South Western Railways
 Stagecoach Thames Travel Other (please state)

Name of bus stop or train station To which campus?

Second journey:

Name of travel company:

- Arriva Chiltern Railways Courtney Buses GWR Oxford Buses Reading Buses South Western Railways
 Stagecoach Thames Travel Other (please state)

Name of bus stop or train station To which campus?

We will award travel expenses if public transport is not available where you live or if you only attend college for two days or less.

b. Study start-up costs, trips and work placement bursary

Yes No

You will receive a Study Start-up costs, trips and work placement the form, please complete and return with receipts for reimbursement.

c. Food credits

Did you receive free meals last academic year? Yes No

If you are eligible for food credits would you like to apply for them? Yes No

See Financial Support guidance for eligibility.

If you ticked yes to food credits, does your course require you to attend a work placement? Yes No

d. Vulnerable student bursary:

You could get up to £1200 if at least one of the following applies:

- I am in local authority care or a care leaver I receive Income Support or Universal Credit because I am financially supporting myself and anyone who is dependent on me and living with me, such as a child or a partner.
 I receive Disability Living Allowance or Personal Independence Payments **in my own right**, as well as Employment and Support Allowance or Universal Credit **in my own right**

If you have ticked one of these boxes, you may be eligible for the vulnerable student bursary. Please provide evidence to support the category you have ticked, either in the form of a letter or email from your support worker, to studentfinance@activatelearning.ac.uk, or proof of your benefits.

e. Young carers bursary

Do you receive Carer's Allowance? Yes No

Would you like to apply for a young carers bursary? Yes No (Move to next bursary section)

If yes, please provide evidence from a support agency or medical professional confirming your caring responsibilities.

f. Residential Support Scheme

Only available for learners studying Furniture programmes at City of Oxford College, or a land based programme or specialist sports course at a Guildford College. Would you like to apply for the Residential Support Scheme Bursary? Yes No

If you ticked yes, you need to provide evidence of eligibility as detailed on the back page.

Section 4: Student's bank account details

If we need to make a payment to you we will use a direct payment system. ESFA (European Skills Funding Agency) does not expect bursary payments to be paid into another person's account, except in exceptional circumstances where a student is unable to administer their own account.

Please provide details of the bank account which you would like us to pay funding into. Please note: we are unable to make payments into Post Office accounts.

Account holder's name:		Bank name:	
Sort code (6 digits long):		-	-
Account number (8 digits long):			

Section 5: Declaration

The student and parent must sign the form, unless the student is living independently. Any form without a signature will be returned.

Activate Learning may approve this application before you start your course but funding will only be allocated once your enrolment is completed, you have started your course and paid your travel contribution if applicable. Your attendance will be monitored and if your attendance falls below 92%, or you fail to adhere to the college Code of Conduct, financial support will be withdrawn, unless you can evidence illness, caring responsibilities or exceptional circumstances.

It is your responsibility to inform the college about any of the following:

- Change of circumstances which might affect your eligibility for financial support
- Change of address
- Any exceptional circumstances that cause you to be absent from college, e.g. illness, caring responsibilities, etc
- Change of bank account details
- Changes to your course of study
- Withdrawal from your course

Any award made will be for the 2019-20 academic year only. Financial support in future years may change.

You agree to pay the required contribution if you have been awarded a travel bursary. You will also be confirming the information you have provided is accurate to the best of your knowledge and belief. Any awards made as a result of giving false or incorrect information may result in the stoppage of future payments and the recovery of funds that have already been paid. It may also result in a referral to the police, with the possibility of the student and/or their family facing prosecution.

By signing this form you will be giving explicit consent to Activate Learning to collect 'personal data' and 'sensitive personal data' on you and your household to assess and record your application for financial support. You will also be giving your explicit consent to Activate Learning to disclose your 'personal data' and your 'sensitive personal data' to other agencies that require it for the sole purpose of assessing, recording or providing support.

Activate Learning will store your 'personal data' and 'sensitive personal data' securely.

Student's name and signature:	Date:
Parent/carer's name and signature:	Date:

You will be informed about the outcome of your application within four weeks of receipt.

If you require support completing this form, or would like to receive information in an alternative format, please contact an adviser at the Advice Centre.

Please print and complete the form, attach the required evidence and return it by:

Handing it in to an adviser at the Advice Centre, emailing it to studentfinance@activatelearning.ac.uk, along with the evidence, **(Before submitting your application, please check that you have attached scanned copies of any evidence and that all evidence is readable)**, or by post to Activate Learning, Banbury Campus, Broughton Road, Banbury, Oxfordshire OX16 9QA - 0800 612 600. We advise that you send postal applications by Recorded or Special Delivery and only include photocopies, not original documents.

If you are not satisfied with how your bursary application has been handled or you want to appeal a decision please write to the Group Advice and Admissions Manager using the address above.

Financial support guidance for students aged 16-18 (19-23 LLDD) 2019-20

Activate Learning has six bursaries for students aged 16-19 that might help you. This guide explains the schemes available, who can get them and how to apply.

Bursary	To be eligible you must....	You could get....								
Travel bursary	Be attending the nearest college offering the course to meet your learning aim and live more than 2.5 miles walking distance from college (using Google maps), have a gross household income of £32,000 a year or below or be in receipt of an income-based benefit. Apply by 10 August 2019 to ensure your pass is available at the start of term. You could get full or subsidised travel as follows:	Help with the cost of travel to and from college, normally up to a maximum of £2,000. The travel bursary will be made by the most cost efficient method. A travel pass subject to availability or monthly expenses paid in arrears by BACS. 15p per mile will be paid for fuel in exceptional circumstances. Monthly travel expenses are expected in your bank account at the beginning of each month.								
	Full travel bursary	Household income less than £16,190 a year or on an income-based benefit.								
	Subsidised travel bursary 1	Household income of £16,191 to £25,000 a year.								
	Subsidised travel bursary 2	Household income of £25,001 - £32,000 a year.								
Study start-up costs, trips and work placement bursary	Have a household income of less than £32,000 a year or be on an income-based benefit	A contribution towards study start-up costs. These include: <ul style="list-style-type: none"> materials and stationery, equipment, uniform, course fees, books including revision books, expenses to attend university open days and interviews, fees for short courses that enhance your learning e.g lash tinting, confectionery, trips including trips abroad, work placement costs e.g travel, uniform, food credits N.B bursary funds do not support laptops or any other IT equipment. We ask that students purchase items and attach receipts for a refund. Any equipment or materials that are essential for the course may be borrowed from college, therefore the bursary cannot support towards these costs.								
Food credits	Be in receipt of or have parents who are in receipt of one or more of the following benefits: <ul style="list-style-type: none"> Income Support income-based Jobseekers Allowance income-related Employment and Support Allowance (ESA) support under part VI of the Immigration and Asylum Act 1999 the guarantee element of State Pension Credit Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC)) Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit Universal Credit with net earnings not exceeding the equivalent of £7,400 pa If you receive Income Support or Universal Credit, please provide a copy of your DWP award notice that confirms which Employment and Support Allowance group you have been placed in. The evidence must confirm that you can be in further education and training. If you were a student in receipt of free meals before 1 April 2019 you will continue to receive free meals	Provision of a free breakfast or lunch for the days you are in college or when studying off-site e.g. on work experience/ placement. If your course is not based at a campus with a refectory, you will be awarded food credit expenses and receive a monthly BACS payment of £4.50/ day to buy meals. Payments arrive in your bank account at the beginning of each month. If you are not eligible for food credits under the standard criteria you may be able to access these through Student Support. Please speak to a member of the Student Support Team								
Vulnerable student bursary	<ul style="list-style-type: none"> be in local authority care or a care leaver receive Income Support or Universal Credit because you are financially supporting yourself and anyone who is dependent on you and living with you, such as a child or a partner. (You must receive these benefits in your own right, and evidence you can be in further education or training. You also need to provide a tenancy agreement in your own name or utility bills and if you have a child a child benefit letter or their birth certificate.) receiving Disability Living Allowance or Personal Independence Payments plus Employment and Support Allowance or Universal Credit in your own right If you are in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance or Universal Credit, your parents can no longer receive certain household/family benefits, such as Child Benefit.	You may receive a bursary up to a maximum £1,200 depending on your financial need. The bursary is paid pro-rotta for courses that are less than 30 weeks long or are part time. Payments will be made weekly unless your attendance is less than 92% during the previous week or if you fail to adhere to the code of conduct. You may receive a reduced bursary or no bursary if you do not have a financial need.								
Young carers bursary	<ul style="list-style-type: none"> Have a household income of less than £32,000 Be a young carer and provide evidence from a support agency or medical professional confirming your caring responsibilities. 	See vulnerable bursary.								
Residential Support Scheme	<ul style="list-style-type: none"> Be enrolled on a full time course, have a household income of less than £32,000 and be studying your first level 2 or level 3 qualification. The course must be either more than 20 miles or a two hour round trip from your home and not available any closer. 	Support with accommodation for the academic year as follows: <table border="1"> <thead> <tr> <th>Gross household income £</th> <th>£ per year</th> </tr> </thead> <tbody> <tr> <td>Up to £21,000</td> <td>Up to £3458 for five days' / week residence Up to £4,100 for seven days' residence / week (for students aged over 18 years)</td> </tr> <tr> <td>£21,000 - £25,000</td> <td>Up to £2,305</td> </tr> <tr> <td>25,001 - £32,000</td> <td>Up to £1,152</td> </tr> </tbody> </table>	Gross household income £	£ per year	Up to £21,000	Up to £3458 for five days' / week residence Up to £4,100 for seven days' residence / week (for students aged over 18 years)	£21,000 - £25,000	Up to £2,305	25,001 - £32,000	Up to £1,152
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25,001 - £32,000	Up to £1,152									
Care to Learn - a government scheme	Care to Learn eligibility <ul style="list-style-type: none"> you're a parent under 20 at the start of your course you're the main carer for your child you live in England your childcare provider qualifies Apply online at https://www.gov.uk/care-to-learn	You can get up to: <ul style="list-style-type: none"> £160 per child per week if you live outside London £175 per child per week if you live in London Care to Learn can help with the cost of: <ul style="list-style-type: none"> your childcare, including deposit and registration fees a childcare taster session for up to 5 days keeping your childcare place over the summer holidays taking your child to their childcare provider 								
How to apply	Complete the bursary fund application form and submit it with all the required evidence. Students may find it useful to get help completing the form from an adviser at the Advice Centre. Students will be notified of the outcome within four weeks of receipt of a fully completed application form with all the required evidence, by email where an email address has been provided. Application forms will only be processed if it has been completed and submitted with the required evidence.									

If you want to appeal a decision, you may appeal in writing with a supporting statement to Group Head of Advice and Admissions by email to studentfinance@activatelearning.ac.uk, or by post.