

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.

# Student Financial Support application 2020-21 for students aged 16-18

## This form is for:

- **Students aged 16-18 on 31st August 2020**
- **LLDD students aged 19+ who have an Education, Health, Care Plan**
- **Students aged 19 continuing on the 2nd year of a programme they began when aged 18**

This application form will only be processed if it has been completed and submitted with the required evidence. Your application will remain confidential, please refer to our privacy policy on our website. <https://www.activatelearning.ac.uk/about-us/policies-and-procedures/privacy-and-data-protection>

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 24 August 2020, 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 the back of this form for eligibility and guidance.

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 0800 612 6008

## Eligibility

You must be a 'home' student and enrolled at an Activate Learning College on a funded further education course.  
For 2019-20 bursary eligibility please see our website

## 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: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx	Family name:	Age:	Date of birth: DD / MM / YYYY
Address:			
County:		Postcode:	
Nationality:		Primary phone number:	
Email:			
<input type="checkbox"/> I have an Education, Health, Care Plan		<input type="checkbox"/> I am aged 19 and continuing on the 2nd year of my course that I began aged 18	

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

Other (please give details) .....

**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

### Evidence:

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

### 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, DLA and Carers Allowance are not taken into account when assessing bursary applications.

### AND a Council Tax Bill or tenancy agreement (only if you are a single adult household).

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.

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](http://www.gov.uk/benefits-calculators)**

## Section 3: Which bursaries would you like to apply for?

Please see the back of this form for eligibility guidance

### a. Travel bursary:

please see the back of this form for eligibility and guidance

If you are starting a new course you must live 3 miles from college.

If you are continuing on the 2<sup>nd</sup> year of a programme you began when aged 16-18 and in receipt of a bursary award in 2019/20, you must live 2.5 miles from college.

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

### Travel details: Walking distance using Google maps **MILES:**

#### First journey

##### Name of travel company: (only select one travel company)

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

Name of bus stop or train station ..... To which campus? .....

#### Second journey

##### Name of travel company: (only select one 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 attend college for two days or less.**

**Please tick this box to confirm that you agree to pay the required contribution if you are awarded a travel bursary.**

### b. Course costs bursary:

please see the back of this form for eligibility and guidance

Yes  No  You will need to complete a course costs form and return it with receipts for items you have purchased.

### c. Meal Credits:

please see the back of this form for eligibility and guidance

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

If you received ESFA free meals last year, would you like them again this year? Yes  No

(for students that received ESFA free meals from last year, you may be asked to provide last years entitlement letter)

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

### d. Bursaries for Vulnerable Groups: ONLY for students aged 16-18 on 31st August 2020

please see the back of this form for eligibility and guidance

I am in local authority care or a care leaver  I receive Income Support or Universal Credit in my own right.

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**

**You will need to provide evidence to support the category you have ticked. Your financial needs to participate in your course will be assessed by a member of Group Student Support.**

### e. Accommodation Bursary:

Please see the back of this form for eligibility and guidance

If you select yes to either of the following questions you need to provide evidence.

Only available for learners studying furniture programmes at City of Oxford College, or a land based programme or specialist sports course at Merrist Wood.

Would you like to apply for an Accommodation Bursary? Yes  No

Do you need support with your travel to and from your accommodation? Yes  No

### f. Hardship Bursary:

please see the back of this form for eligibility and guidance. Students needing this bursary should speak with a member of the Student Support team.

Do you need a hardship bursary? Yes  No

## Section 4: Student's bank account details to be completed by all students

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 2020-21 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 from you receiving acknowledgement of your application.

If you require support completing this form, or would like to receive information in an alternative format, please contact 0800 612 6008.

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](mailto: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 6008. 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 Head of Advice and Admissions using the address above.

# Student Financial Support guidance 2020-21 for students aged 16-18

This guidance is for:

- Students aged 16-18 on 31st August 2020
- LLDD students aged 19+ who have an Education, Health, Care Plan
- Students aged 19 continuing on the 2nd year of a programme they began when aged 18

Activate Learning has six bursaries for students aged 16-18 that might help you. This guide explains the schemes available, who can get them and how to apply.

Students continuing on the 2nd year of a programme they began when aged 16-18 and in receipt of a bursary award in 2019/20 will be assessed on 2019/20 bursary guidance. See our website for details.

Bursary	To be eligible you must....	You could get....				
<b>Travel bursary</b>	<ul style="list-style-type: none"> <li>• Be attending the nearest college offering the course to meet your learning aim.</li> <li>• Live more than 3 miles walking distance from college (using Google maps).</li> <li>• Receive an income based benefit or have a gross household income of £25,000 or less.</li> <li>• Apply by 7 August 2020 to ensure your pass is available at the start of term.</li> </ul> <p>N.B. Bursary funds support travel to the nearest campus offering the course and does not support journeys over 38 miles.</p>	<ul style="list-style-type: none"> <li>• Help with the cost of travel to and from the nearest Activate Learning campus offering the course. The travel bursary will be made by the most cost efficient method.</li> <li>• A travel pass subject to availability or monthly expenses paid in arrears by BACS.</li> <li>• A travel pass if you are timetabled to attend three or more days per week.</li> <li>• Travel expenses if you attend college less than three days per week, if we do not have a purchasing arrangement with your travel company or if the award is towards SEN transport provided by the Council.</li> <li>• 15p per mile will be paid for fuel in exceptional circumstances.</li> <li>• Monthly travel expenses are expected in your bank account at the beginning of each month.</li> <li>• If you apply for support for SEN transport you will need to provide the Council invoice.</li> </ul>				
	<table border="1"> <tr> <td>Full travel bursary</td> <td>Household income of £16,190 or less a year or on a income-based benefit.</td> </tr> <tr> <td>Subsidised travel bursary</td> <td>Household income of £16,191 or more a year.</td> </tr> </table>	Full travel bursary	Household income of £16,190 or less a year or on a income-based benefit.	Subsidised travel bursary	Household income of £16,191 or more a year.	<p>Bursary funds do not support the cost of taxis. You need to pay £10 per year non- refundable contribution before collecting your pass.</p> <p>You need to pay 30% of the cost of the pass, non- refundable contribution. You may be eligible to set up a payment plan.</p>
	Full travel bursary	Household income of £16,190 or less a year or on a income-based benefit.				
Subsidised travel bursary	Household income of £16,191 or more a year.					
<p>Students will be awarded funds dependant on their household income, please see below:</p> <ul style="list-style-type: none"> <li>• £16,190 or less – 100%</li> <li>• £16,191 to £25,000 – a 30% contribution towards the cost</li> </ul> <p>You may submit additional course costs forms throughout the year without completing another bursary form.</p> <p>N.B funds are limited and cannot be guaranteed</p>	<p>A contribution towards course costs. These include:</p> <ul style="list-style-type: none"> <li>• Books, equipment, specialist clothing and field trips that are essential for the course, university interviews/ open events,</li> <li>• Work / industry placement costs i.e. travel costs, ESFA free meals</li> </ul> <p>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.</p>					
<b>Meal credits</b>	<p>Be aged 16-18 on 31 August 2020 or continuing on a study programme you began aged 16-18 or have an EHCP plan:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• income-based Jobseekers Allowance</li> <li>• income-related Employment and Support Allowance (ESA)</li> <li>• support under part VI of the Immigration and Asylum Act 1999</li> <li>• the guarantee element of State Pension Credit</li> <li>• Child Tax Credit (provided you 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))</li> <li>• Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit</li> <li>• Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)</li> </ul> <p>If you received free meals last year and we can confirm the award you will continue to be eligible for free meals if you let us know you want them. We may ask you to provide your free meal entitlement letter.</p> <p>Parents who are self-employed and in receipt of Universal Credit will need to provide:</p> <ul style="list-style-type: none"> <li>• Three months Universal Credit award letters and a copy of their tax return bill</li> <li>• a completed self-declaration form</li> </ul> <p>N.B. Working Tax Credit is not a qualifying benefit for free meals</p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Students based at a campus take up their meal credits through college outlets, payment is made for their meal by presenting their ID card at the checkout.</li> <li>• If your course is not based at a campus with a refectory, you will be awarded meal credit expenses and receive a monthly BACS payment of £4.50/ day to buy meals.</li> <li>• Payments arrive in your bank account at the beginning of each month.</li> <li>• If you are not eligible for meal 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</li> <li>• If you are eligible for Meal Credits and attend a placement you will need to complete a work / industry placement form</li> </ul>				

<p><b>Bursaries for vulnerable groups (ONLY for students aged 16 to 18)</b></p>	<ul style="list-style-type: none"> <li>• be in local authority care or a care leaver</li> <li>• 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 <b>in your own right</b>, and evidence you can be in further education or training. You also need to provide a tenancy agreement <b>in your own name</b> or utility bills and if you have a child a child benefit letter or their birth certificate.)</li> <li>• receiving Disability Living Allowance or Personal Independence Payments <b>plus</b> Employment and Support Allowance or Universal Credit <b>in your own right</b></li> </ul> <p>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.</p>	<ul style="list-style-type: none"> <li>• Students who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources.</li> <li>• Bursary fund payments are not made as regular payments for living costs</li> <li>• You will be assessed by the Student Support team to determine whether you have a financial need and if so, how much vulnerable bursary you need to participate in your course.</li> <li>• If you do not have an actual financial need because your costs have been met or because you have no relevant costs you may not be awarded a bursary for vulnerable groups.</li> <li>• The bursary provides support up to £1,200 which includes support in kind e.g. a travel pass, meal credits, essential books, equipment and specialist clothing.</li> <li>• If the study programme lasts for less than 30 weeks or if you are on a part-time programme you will be awarded a pro-rata amount</li> <li>• Payments are paid pro-rata from the date the fully completed bursary application was received</li> <li>• If you are awarded payments, they 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.</li> </ul>								
<p><b>Accommodation bursary</b></p>	<p>Have a household income less than £32,000 and be enrolled on a specialist subject that is not available where you live e.g. land based and furniture course.</p> <p>N.B. The bursary does not support a student to participate in general FE provision that is widely available or to enable them to participate in additional activity, for example, to take part in a specific sport</p>	<p>A contribution paid directly to the landlord towards the costs of accommodation. Awards are based on individual circumstances and the type of accommodation and length of stay required.</p> <p><b>Students may be awarded support upto £400 towards your travel costs from home to your term time accommodation.</b></p> <p><b>Support with accommodation for the academic year as follows:</b></p> <table border="1" data-bbox="839 763 1536 965"> <thead> <tr> <th>Gross household income £</th> <th>£ per year</th> </tr> </thead> <tbody> <tr> <td>Up to £21,000</td> <td>Up to £3,458 for five days' residence / week 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> <p><b>N.B. Where students leave part way through the year or are excluded from their accommodation, their accommodation bursary payments will stop on the date they left their course or were excluded.</b></p>	Gross household income £	£ per year	Up to £21,000	Up to £3,458 for five days' residence / week 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									
<p><b>Hardship Bursary</b></p>	<ul style="list-style-type: none"> <li>• Discretionary hardship bursaries are awarded to students identified by Student Support as having extenuating circumstances that mean they need emergency funds or support accessing the discretionary bursary for support with costs connected to their study programme.</li> <li>• Bursaries are not awarded to support day to day living costs.</li> <li>• Students needing this bursary should speak with a member of the Student Support Team.</li> </ul>	<ul style="list-style-type: none"> <li>• Students needing a hardship bursary should contact a member of the Group Student Support team to be assessed.</li> </ul>								
<p><b>Care to Learn - a government scheme</b></p>	<p>Care to Learn eligibility</p> <ul style="list-style-type: none"> <li>• you are a parent under 20 at the start of your course</li> <li>• you're the main carer for your child</li> <li>• you live in England</li> <li>• your childcare provider qualifies</li> </ul> <p>Apply online at <a href="https://www.gov.uk/care-to-learn">https://www.gov.uk/care-to-learn</a></p>	<p>You can get up to:</p> <ul style="list-style-type: none"> <li>• £160 per child per week if you live outside London</li> <li>• £175 per child per week if you live in London</li> </ul> <p>Care to Learn can help with the cost of:</p> <ul style="list-style-type: none"> <li>• your childcare, including deposit and registration fees</li> <li>• a childcare taster session for up to 5 days</li> <li>• keeping your childcare place over the summer holidays</li> <li>• taking your child to their childcare provider</li> </ul>								
<p><b>How to apply</b></p>	<p>Complete the Student Financial Support 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 by email (if an email address has been provided), of the outcome within four weeks of receipt of a fully completed application form that includes all the required evidence.</p> <p>Application forms will only be processed if it has been completed and submitted with the required evidence.</p>									

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](mailto:studentfinance@activatelearning.ac.uk), or by post.