

# John Ruskin College Bursary Discretionary Learner Support Fund 2017/18 16-18 Application Form and Guidance Notes



**Deadline date** to submit the application form for the **AUTUMN TERM** is **Friday 6<sup>th</sup> October 2017** and **SPRING TERM** is **Friday 26<sup>th</sup> January 2018**.

## Guidelines for Completing the Application Form

### PART A Student Details

This is about the student, where they live, what course they are studying, and their residency status. Please complete all sections and provide residency evidence, if required. We will need a copy of your bank statement and the accompanying BAC form needs to be completed and submitted

### PART B Bursary Awards and Supporting Evidence

This is about the types of bursaries available and what evidence you need to submit.

### PART C Additional information and Declaration

If you would like to provide additional information in support of your application or indicate additional financial requirements. We will include this as part of the assessment of your application

All students must read and sign the declaration before submitting the application form to the Student Services team

**Please Remember:** This is a cash-limited fund and funds are issued based on a first come, first served basis (subject to priority groups).

### PART A: Student Details - to be completed by the applicant

<b>S00 number</b>			
<b>Date of Birth</b>		<b>Age on the 31st August 2017</b>	
<b>First name(s)</b>			
<b>Surname</b>			
<b>E-mail address</b>			
<b>Home phone</b>			
<b>Mobile phone</b>			
<b>Course Name</b>			
<b>Tutor's Name</b>			
<b>Social Worker or Key Worker</b>			
<b>Do you have a current bank account?</b>	<b>Yes/ No (please circle)</b> If No - you will need to open a bank account to receive any direct payments	<i>Please submit a copy of your bank statement with contains the name of your account the account number and sort code with your application form and signed Direct Debit mandate form.</i>	

### A2 – Residency - please tick one box only. You must complete this section.

<b>A</b>	I am a British Citizen and have lived in the UK for at least three years prior to the start of my learning programme	
<b>B</b>	I have 'settled status and have been granted Indefinite leave to remain or enter the UK or have the right to abode in the UK and have been ordinarily resident for at least three years prior to the start of my learning programme	
<b>C</b>	I am an EU/EEA national (including Gibraltar) or the spouse or civil partner or child of an EU/EEA national and have been ordinarily resident in the EU/EEA for at least three years prior to the start of my learning programme.	
<b>D</b>	I have been granted Refugee Status, Humanitarian Protection or Discretionary Leave to Remain in the UK or my parents, spouse or civil partner have been granted, or have been granted EU Temporary Protection and have the right to reside in the UK	
<b>E</b>	I am unaccompanied asylum seeking child and I am looked after by the local authority	

Please provide Passport, Visa or Home Office documents. If you tick E a letter from your social worker or local authority is required.

**B1 Vulnerable Group Status:** 16 - 18 Guaranteed Bursary are awarded to a learner in specific vulnerable groups defined by the Education Funding Agency.

Please tick relevant boxes that applies to you		Please provide the corresponding evidence	
Are you a <i>Child Looked After</i> (CLA) by the Local Authority?	<input type="checkbox"/>	Letter from Social Worker	<input type="checkbox"/>
Are you a <i>Care Leaver</i> or subjected to a Special Guardianship Order?	<input type="checkbox"/>	Letter from Social Worker or Social Services	<input type="checkbox"/>
Do you have a <i>Disability</i> and are in receipt of Employment Support Allowance and Disability Living Allowance or Personal Independence Payment in your own right?	<input type="checkbox"/>	Disability Living Allowance Letter, Employment Support Allowance Letter or Personal Independence Payment letter	<input type="checkbox"/>
Do you <i>live independently</i> and are in receipt of income support or Universal Credit	<input type="checkbox"/>	Income Support or Universal Credit Letter	<input type="checkbox"/>
Are you a <i>Young Parent</i> and in receipt of income support or Universal Credit	<input type="checkbox"/>	Income Support or Universal Credit Letter	<input type="checkbox"/>

**B2 Discretionary Bursary** are awarded to learners in specific circumstances or if the household income is below £21,000.00

**C1 Additional Information**

Please tick relevant boxes that applies to you		Please provide the corresponding evidence or the evidence that applies your circumstances	Possible type of Award
I live with my parent/s and my household income is below £21,000?	<input type="checkbox"/>	<input type="checkbox"/> Child Tax Credit/Working Tax Credit 2016/17 <input type="checkbox"/> Income Support letter <input type="checkbox"/> Job Seeker Allowance letter <input type="checkbox"/> Universal Credit Letter <input type="checkbox"/> 3 current wage slips or P60 (2016 2017) for all parents or guardians <input type="checkbox"/> Self-Assessment Tax Calculation for 2016/17 <input type="checkbox"/> Guaranteed Element of State Pension Credit	Equipment and Resources costs associated with course Café card
I received free school meals in year 11	<input type="checkbox"/>	<input type="checkbox"/> Letter from previous school or local authority	Free Lunch provision
I am on a non-waged Traineeship Programme	<input type="checkbox"/>	<input type="checkbox"/> Letter from Learning Provider	Equipment and Resources associated with course Café card
I am serving a non-custodial sentence or early release from custodial sentence but not on a temporary licence	<input type="checkbox"/>	<input type="checkbox"/> Letter from Probation Officer or Social Worker	Equipment and Resources associated with course. Café card
I am young carer and the sole carer for an adult dependent or sibling	<input type="checkbox"/>	<input type="checkbox"/> Letter from social worker <input type="checkbox"/> Local Authority letter <input type="checkbox"/> Young Carers Project Letter, <input type="checkbox"/> Carer Allowance letter <input type="checkbox"/> DWP benefit letters showing household occupation and disability ( <i>please discuss with Student Services if this applies to you</i> )	Financial Award of £1200.00, free lunch provision and equipment and resources Café card

Please use this space below to give us any additional information about yourself which might be used to support your application

**C2 Declaration**

- ✓ I declare that the particulars given in this application are a full and correct statement to the best of my knowledge and belief. All taxable income sources are shown and documents requested are enclosed. I understand that giving false information may lead to legal action being taken against me to recover monies paid and that it may jeopardise any continuing payments from this and any subsequent application I make.
- ✓ I will inform you immediately if the details I have given on this form change.
- ✓ If my bank account details change I will take responsibility to inform the Chief Operating Officer in charge of Finance and provide any evidence required.
- ✓ I agree I understand that the Bursary Award is for education purposes and I must achieve 100% attendance and punctuality and receive no behaviour *Causes for Concern*. **I understand that if I fail to do this my award maybe be withheld.**
- ✓ I agree to repay any over payment as decided by the College
- ✓ I agree that course resource fees can be taken directly from any award granted.
- ✓ If I wish to alter my course in any way, I will notify the Student Services team.
- ✓ I understand that if I do not keep to my Learning Agreement or if I leave my course early I will notify the Student Services team and that any payments made to which I am not entitled should be repaid.
- ✓ I agree to provide additional information, if requested, to substantiate my application.
- ✓ John Ruskin College uses the above information in order to assess your eligibility for funding and for the purpose of administration of your course. Information may also be shared with other bodies who administer public funds and in compliance with legal/statutory obligations.
- ✓ John Ruskin College has a duty to protect the public funds it administers and as such may use the information you have provided upon this form for the detection and prevention of fraud. By signing this declaration you consent to your information being processed for these purposes.

<b>Student's Signature:</b>		Date:	
<b>Parent's Signature:</b>		Date:	

# 16-18 Discretionary Learner Support Fund Guidance Notes 2017/18

## What is the Discretionary Learner Support Fund?

The fund is used to assist students who may be experiencing financial hardship to complete their course, and it is only able to make contributions towards costs incurred for attending College and where there is no other financial support available.

It is cash-limited and priority will be given to certain groups (e.g. students who are economically or socially disadvantaged). Payments are not released until a student is enrolled for 42 days and has very good attendance (above College benchmark 90%).

## Am I eligible for the 16-18 Discretionary Learner Support Fund?

To be eligible you must:

- ✓ be an enrolled student on a full-time or part-time government-funded course or traineeship (not a full-cost course)
- ✓ be aged 16 -18 on 31<sup>st</sup> August 2017
- ✓ have 'home' student status or have been granted 'refugee' status, Humanitarian Protection or Discretionary Leave
- ✓ have been 'ordinarily resident' in the UK, EU or EEA continuously for the last three years before the start of the learning programme, with 'settled status' - which means having indefinite leave to enter or remain (ILE/ILR)
- ✓ show evidence of income below £21,000
- ✓ maintain very good attendance and behaviour

This fund is discretionary and not all applications will be successful.

## Who is not eligible to apply?

- ✓ International (overseas) students.
- ✓ Asylum Seeking child accompanied by a family, a relative or partner
- ✓ Students on Higher Education courses i.e. BA/BSc/HND/HNC
- ✓ Students on Work Based Learning/Modern Apprenticeships
- ✓ Students aged 19 on 31<sup>st</sup> August 2017. These students need to apply on a 19+ Discretionary Learner Bursary Fund application form.

## How do I apply?

If you wish to apply for the Discretionary Learner Support Fund you should: check that you meet the financial eligibility of income below £21,000 or meet a personal circumstance that meets our eligibility criteria complete the application form, answering all questions in full attach any evidence as indicated to the application form (original evidence will be photocopied and returned if requested) hand your application form and evidence to Student Services

## What happens next?

Fully completed forms, with all the supporting evidence attached, will normally be processed after the deadline dates stated. Once your application has been assessed, you will receive an award notification email which will indicate **how and when** your award will be paid. If your application is not successful, you will be notified via email. You have the right to appeal

## Can I appeal against the College's decision?

Yes you do have the right to appeal. If you do wish to appeal please contact the Tutorial and Student Services Manager in writing stating your reasons for appeal. When preparing your appeal you should include letters of support from people who understand your situation e.g. course tutor, support worker or GP. Applicants with exceptional circumstances will be viewed sympathetically where financial need can be evidenced.

## FOR OFFICE USE ONLY - DATE APPLICATION RECEIVED:

Checklist	Yes/No	Action Required
Fully completed application form		
Bank statement received		
Direct debit mandate form completed		
Residency evidence provided		
Evidence accepted and correct		
Bursary approved		
Amount of award		
Decision appealed		
Date received and handed over to manager		Appeal Outcome: