

# John Ruskin College Bursary Discretionary Learner Support Fund 2017/18 19+ Application Form and Guidance Notes



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

## Guidelines for Completing the Discretionary Learner Support Fund Application Form

If you do not complete your application form or supply the relevant documentation, we cannot carry out a full assessment and your application will be delayed.

### PART A Student Details

This is about the student, where they live, what course they are studying, and their residency status, whether they are eligible for other funding - all sections to be completed and residency evidence provided if required.

### PART B Income Details

This is about whether the student is single, living with a spouse/partner or with parents. Please indicate which income category applies and provide the evidence requested.

### PART C Funding Requirements

This is where the student indicates what financial assistance they need during the academic year. If **Childcare** is ticked then a completed C2L or 20+ Childcare Application Form will be required

### PART D Declaration

This is where the student can put any additional information which may be used as part of the assessment. 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). Please note that applicants over 24 on a level 2 course or below will be capped at 50% of tuition fees. Over 24 learners on level 3 courses will need to find other sources of funding and are not eligible for this award.

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

### **A1 – Applicant's Name and Details**

S00 number			
Date of Birth		Age on the 31 <sup>st</sup> August 2017	
First name(s)			
Surname			
E-mail address			
Home phone			
Mobile phone			
Course Name			
Tutor's Name			

**C1 Bursary Award**

<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	<input type="checkbox"/>
<b>B</b>	I have 'settled status*' in the UK and have been ordinarily resident for at least three years prior to the start of my learning programme.	<input type="checkbox"/>
<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.	<input type="checkbox"/>
<b>D</b>	I have been granted 'refugee status' by the UK government, or I am the spouse, civil partner or child of someone with 'refugee status', or have been granted Humanitarian Protection, or have EU Temporary Protection and live in England.	<input type="checkbox"/>

If you have ticked B, C or D you must provide Home Office letter or passport to prove your residency status.

Have you been resident in the UK or EU/EEA for the last 3 years? Yes  No

**PART B – income details – Household income must be less than £21,000**

We need the income and personal details for you and your partner or spouse (if you have one) for the tax year 5 April 2016 to 4 April 2017.

**B1 - Are you married, in a civil partnership or living with someone as if you are married?**

<b>YES</b>	We need to know about your spouse or partner's income as well as your own
<b>NO</b>	We need your income (not your parents' if you are still living with them). If you live alone then we need a Council Tax letter to prove single occupancy or a tenancy agreement if you are in shared accommodation

**B2 – Income Evidence (Please tick the section that applies to your household and submit the evidence listed)**

Name of Income / Out of Work Benefit	Yes / No	Evidence Needed
Child Tax Credit/Working Tax Credit		Pages 1 - 4 of 2016/17 Tax Credit Award (TC602)
Income Support / Employment Support Allowance		Letter confirming benefit no more than six months old
Job Seekers Allowance		Letter confirming benefit no more than six months old
Housing Benefit/Council Tax Benefit		Letter confirming benefit from April 2017 onwards
Universal Credit		Letter confirming benefit from April 2017 onwards
Employment		P60 for 2015/16 or three recent pay slips
Self-employed		Self-Assessment Tax Calculation for 2016/17
Other e.g. Guaranteed Element of State Pension Credit or Universal Credit		Please confirm evidence required with Student Services Team

## C1 Bursary Award

Awards are available for different courses and vary depending on the cost associated to the course you are studying. Please indicate what you intend to use your grant for (tick any you need):

Books/equipment/uniform  Tuition Fees  Visits

Travel  Do you have an 18+ Oyster Card Yes/No  
Do you have a Job Centre Oyster Card? Yes/No  
Do you have an Adult Oyster Card? Yes/No

Childcare  Please note you must complete the 20+ Child Care application form for each child

## D1 Additional Information and Declaration

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

### 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 Chef 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.

Student Signature:

Date:

# 19+ 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 your costs incurred for attending College. It can also help fund childcare costs - please see separate guidance notes on the 20+ Childcare Application Form. This fund is cash-limited and priority will be given to certain groups (e.g. students who are economically or socially disadvantaged).

Payment is not released until a student is enrolled for 42 days and has very good attendance (above College benchmark 95%). It is normally a one-off payment for the general award.

## Am I eligible for the 19+ 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 19 or over on 31<sup>st</sup> August 2017
- ✓ have 'home' student status or have been granted refugee status
- ✓ 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 good attendance (above College benchmark).

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

## Who is not eligible to apply?

- ✓ International (overseas) students.
- ✓ Asylum Seekers.
- ✓ Student aged over 24 on 31<sup>st</sup> August 2017
- ✓ Students on Higher Education courses i.e. BA/BSc/HND/HNC
- ✓ Students on Work Based Learning/Modern Apprenticeships
- ✓ Students aged 16-18 on 31<sup>st</sup> August 2017. These students need to apply on a 16-18 Discretionary Learner Bursary Fund application form.

## How do I apply?

If you wish to apply for the 19+ Discretionary Learner Support Fund you should: Check that you meet the financial eligibility of income below £21,000 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			
Bank statement Received			
Residency evidence provided			
Evidence accepted and correct			
Bursary approved			
Amount of award			
Decision appealed			
Date received and handed over to manager		Appeal Outcome:	