



FE Bursary Application Form 2021-2022

(Including Free Meal Scheme)

For office use only
Date received
Student ID No
Funding code

Schools, Colleges and Training Providers receive funding from the Government to assist students with course related costs such as equipment, clothing and transport. There are some conditions that you, or your parent(s)/ guardian(s) must meet to be eligible for financial support.

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
- Funding is for students who face genuine financial difficulties.

- The fund is means tested; your household income including benefits needs to be under £26,000 gross per year to receive 100% allocation, under £28,000 gross for 80% allocation and under £30,000 gross to receive 60% allocation
- Receipt of a bursary does not affect receipt of other means-tested benefits
- Please ensure that you have read the Terms and Conditions/Guidance document available on college website
- **You MUST complete the application as FULLY as possible and submit together with ALL evidence**
- Failure to complete **applicable** sections and submit **ALL** evidence will result in a delay in your application being processed
- Support is not immediate, please make provision to cover your costs until your application has been assessed.

1. PERSONAL DETAILS (Student)

Title	Forename(s)	Surname
Date of birth dd / mm / yyyy	Age (on 31st August 2021)	Nationality
Home address	Home Telephone	
Post code	Mobile	
	Email	
Tick appropriate boxes: I live with my Parent(s)/Guardian(s) <input type="checkbox"/>	I live with my partner/spouse <input type="checkbox"/>	
I receive parental contributions <input type="checkbox"/>	I have a child/children <input type="checkbox"/>	
I Live alone <input type="checkbox"/>	I support myself financially <input type="checkbox"/>	
(please provide evidence of single occupancy i.e. Council Tax Rebate or Housing Benefit or Tenancy Agreement)		

Household details: Please state who lives with you and their relationship to you.

Name	Relationship to you (Mother, father, sister, brother, partner)

Have you lived in this country for the whole of the last three years? Yes No

2. COURSE DETAILS / EDUCATIONAL NEEDS

Course applied for (FULL TITLE)

Year of course: 1st or 2nd

Is the course full time or part time?

Level 3 students - is this your **FIRST** level 3 course? Yes No **IF 'NO' HAVE YOU APPLIED FOR AN ADVANCED LEARNER LOAN? (19+ STUDENTS ONLY)** Yes No

Please **NOTE** your Advanced Learner Loan will need approval by Student Finance before a bursary will be released.

Do you have a current **EHCP** (Educational Health Care Plan)? Yes No

3. PERSONAL CIRCUMSTANCES OF STUDENT (16 — 18 age group ONLY as at 31st August 2021)

The college prioritises applications for some groups of people. Please tick YES or NO to the following statements:

	Yes	No
A) I am in Care - classed as a 'Looked after Child' by the Local Authority	<input type="checkbox"/>	<input type="checkbox"/>
B) I have been in Care and am now classed as a 'Care Leaver'	<input type="checkbox"/>	<input type="checkbox"/>
C) I am in receipt of Income Support or Universal Credit in my own right as I financially support myself and a dependent, eg. child or partner	<input type="checkbox"/>	<input type="checkbox"/>
D) I am a teenage parent, my child lives with me and I am in receipt of Income Support or Universal Credit in my own right	<input type="checkbox"/>	<input type="checkbox"/>
E) I am formally estranged from my parents and receive Income Support / Universal Credit for this reason	<input type="checkbox"/>	<input type="checkbox"/>
F) I am a disabled young person in receipt of both Employment Support Allowance / Universal Credit AND Disability Living Allowance/Personal Independent Payment.	<input type="checkbox"/>	<input type="checkbox"/>

You are a young person in 'Care' or a 'Care Leaver'	Written confirmation of your current or previous looked-after status from the local authority which looks after you or provides your leaving care services.
You are a disabled young person in receipt of ESA/UC and DLA/PIP	2021/22 Award letters for each benefit (all pages required) OR outdated letter plus 3 months most recent consecutive bank statements crediting your account.
You are a young person in receipt of Income Support / Universal Credit.	2021/22 Award letter (all pages required) OR outdated letter plus 3 months most recent consecutive bank statements crediting your account.

4. Financial Assistance Required

How are you planning to travel to/from college?

Walk Bus Car Train Cycle Motorbike Other

Transport costs for? Bus pass Fuel Other (I live 3 miles or more from College)

4. Financial assistance required contd.,

BUS (STEPHENSON CAMPUS STUDENTS) Please tick: I am in receipt of, or have applied for, a Leicestershire County Council bus pass a Disabled Person's bus pass a commercial bus pass coach from Stephenson to Brooksby campus

Stephenson College students - if you are to travel by commercial bus you will need to enclose one sample bus ticket showing the cost. Your attendance will be monitored and you will be paid monthly in arrears by BACs.

BUS (BROOKSBY / MELTON CAMPUS STUDENTS) Please tick: I am in receipt of, or have applied for a Leicestershire County Council bus pass a Disabled Person's bus pass Rutland County Council bus pass ARRIVA or other Commercial bus pass or a BMC bus pass (If you have applied for a BMC bus pass please confirm which route number you have applied for)

Please note: If you are to travel by an ARRIVA or other commercial bus, evidence of purchase will be required i.e. copy of receipt / copy of bus pass / copy of bank statement showing payment.

EQUIPMENT AND CLOTHING (an allowance for essential items may be available) Yes No

CHILDCARE (aged 20 and over) Support for a maximum of 2 children is available with a maximum cost of both children totalling £200 per week. Yes
(if YES a separate childcare form must be requested and completed)

CHILDCARE (aged under 20) - apply to 'Care to Learn' online at www.gov.uk/care-to-learn

MEALS - (aged 16 -18 or aged up to 24 if you have an EHCP) Yes No If you fit the eligibility criteria a 'Meal Deal' will be available. At school were you eligible for free school meals? Yes No

5. ADDITIONAL INFORMATION - Please use this space to provide any additional information you feel we should be aware of to support your application.

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6. Financial Details -To be completed by parent(s) /guardian(s) or student who supports themselves financially.

Types of Income	£ Monthly Amount	Evidence required
Parent(s)/Guardian(s) EARNED income.		3 months consecutive most recent payslips OR if Self-Employed a copy of the latest official tax return.
Partner/Spouse's earned income.		3 months consecutive most recent payslips OR if Self-Employed a copy of the latest official tax return.
Students who support themselves financially.		If claiming bursary in your own right, please contact a member of the bursary team to discuss this further.
Universal Credit (UC)		3 months FULL consecutive AND most recent UC statements (all pages of each statement required).
Working Tax Credit and/or Child Tax Credit Award Notice NOT a Provisional Tax Credit Award Letter		2021/22 Annual Tax Credits Award Notice letter, not provisional letter (all pages required).
Income Support (IS)		2021/22 Award letter (all pages required) OR outdated letter plus recent bank statement (dated within the last 3 months) showing amount crediting the account.
Job Seekers Allowance (JSA) Employment Support Allowance (ESA)		2021/22 Award letter (all pages required) OR outdated letter plus recent bank statement (dated within the last 3 months) showing amount crediting the account.
Carers Allowance		2021/22 Award letter (all pages required) OR outdated letter plus recent bank statement (dated within the last 3 months) showing amount crediting the account.
Disability Living Allowance (DLA) / Personal Independent Payment (PIP) Students aged 16—18 who are claiming the Enhanced Bursary see section 3.		2021/22 Award letter (all pages required) OR outdated letter plus recent bank statement (dated within the last 3 months) showing amount crediting the account.
Housing Benefit Council Tax Benefit		2021/22 Award letter (all pages required) OR outdated letter plus recent bank statement (dated within the last 3 months) showing amount crediting the account.
State Pension / Pension Tax Credit		2021/22 Award letter (all pages required) OR outdated letter plus recent bank statement (dated within the last 3 months) showing amount crediting the account.
Other income, e.g. CSA, Child Maintenance, income from property, DO NOT include Child Benefit.		Latest award letter (all pages required) OR outdated letter plus recent bank statement (dated within the last 3 months) showing amount crediting the account.

7. DECLARATION

By signing in the box below:

YOU CONFIRM THAT:

- The information you have given on this form is to the best of your knowledge correct and true
- You are NOT on a salaried Work-Based Learning scheme or Apprenticeship.
- You have NOT applied for help towards any general living costs
- You will inform the Bursary Fund Administrator(s) in writing, of any change to your personal, family or financial circumstances
- You have not applied to any other organisation (eg charitable trust) for any financial help that may have already been awarded to you from the College Bursary fund eg towards transport or equipment.

YOU AGREE THAT:

Departments within the SMB Group can process your personal data contained in this form and on your Student Learner Agreement.

YOU UNDERSTAND THAT:

- You may be committing a criminal offence if you omit to disclose any information that may affect your application.
- Awards from the Bursary Fund are made on a **LOAN BASIS**. If you successfully complete your course, the loan may be converted to a non-repayable grant.
- If you leave your course early, the College will ask you to return any money, equipment or travel pass that has been given to you from the Bursary Fund.

Signature of Student		Date	
Name (Print) of Student			

Signature of Parent/Guardian (ONLY required if student under 19)		Date	
Name (Print) of Parent/Guardian			

WHEN YOU HAVE COMPLETED THIS FORM AND ABLE TO ENCLOSE ALL SUPPORTING EVIDENCE (PHOTOCOPIES RECOMMENDED) YOU SHOULD RETURN IT TO:

Student Services, SMB Group, Melton Campus, Asfordby Road, Melton Mowbray LE13 0HJ
Student Services, SMB Group, Brooksby Campus, Brooksby, Melton Mowbray LE14 2LJ
Student Services, SMB Group, Stephenson Campus, Thornborough Road, Coalville, LE67 3TN

If you need any further information or help with making an application please contact Student Services on:
Tel: 01664 855279 (Melton), 01664 855296 (Brooksby), 01530 836136 Ext 219 (Stephenson)

Please remember:

- Please do **NOT** apply until you can provide **all** supporting evidence
- Evidence to support your application must be correct and in date, ideally dated within the last 6 weeks
- Each page should be marked with the name and date of birth of the applicant
- Good quality photocopies **ORIGINALS NOT RECOMMENDED as EVIDENCE**. (We MAY be able to accept other formats, e.g. email attachments - please contact Student Services)
- Further information may be requested to support your application.

Privacy Statement:

The information that you provide on this form will only be used for the purpose of determining your eligibility for the bursary. All personal data is collected, processed and stored in compliance with the General Data Protection Regulations (GDPR) and Data Protection Act 2018. The data you provide will not be passed to any third parties without your consent. Full details of SMB Group's privacy policy can be found on the college website or made available on request.

**SMB Group Bursary Funds are limited and can only be allocated whilst funding is available.
Funding cannot be guaranteed in cases of over-demand.**

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 of receipt of the appeal letter.

