



Bursary Funds Application Guidance Notes (2011-12)

Dear Student

The notes below are designed to help you complete the form. Please contact Nick Herbert (Student Services Manager) or Lauren Shukru (Welfare Co-ordinator) in the Student Services Centre if you need further assistance.

Important information:

- **Your financial support allocations will be based upon which priority group you/your family is within.**
 - **The closing date for applications is FRIDAY 17 DECEMBER 2011. After this date applications will be considered on a first come first served basis.**
 - **Please be aware that we may NOT be able to meet all of your requested funding requirements in 2011-12.**
 - **Awards of bursaries will be dependent upon students maintaining attendance above 90% and displaying satisfactory behaviour at College.**
 - **The College will use its discretion when awarding Bursary funding.**
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Section 1 - Personal Details

Please complete all sections.

4. Date of Birth – To be eligible to receive a bursary you must be aged under 19 on 31 August in the academic year in which you start your programme of study. Students over 19 are eligible to apply for support from the Adult Discretionary Learner Support Funds. Please go to the Student Services Centre for more information on these.

9. Residency Criteria - Resident in the UK/EU for 3 years; Refugees are not required to meet the 3 year residency rule, if refugee status was confirmed in the 3 years prior to starting the course.

Section 2 – Course Details

Please complete all sections.

Section 3 – Priority Groups

Please specify which priority group you are in by fully completing the section that is relevant to you/your family. Please be aware of the following key points:

- **Priority Groups have been determined by the YPLA (Young People's Learning Agency). More details can be found at www.ypla.gov.uk**
- **We require students to provide a photocopy of any evidence at the time of submitting an application form. Failure to do so may well delay the processing of the application.**

Evidence Required:

- In Care/Care leaver – **Letter from Social Worker**
- In receipt of Free School meals in Year 11 in 2010-11 – **Photocopy of Free School Meals Statement/Letter**
- **Currently** In receipt of a Means Tested benefit (**Income Support, Income Based Job Seekers Allowance, Child Tax Credit (where the household income is £16,190 or less), Employment and Support Allowance or Guarantee element of State Pension Credit** – **Photocopy of Benefits Statement**
- If your family has experienced a **recent redundancy, change in financial circumstances or change in personal circumstances** (in the past 12 months) you need to outline the circumstances fully in the Additional Information (Section 6).
- If you are a Young Parent or Young Carer - **Letter from relevant authority or local carers organisation or GP**

Section 4 – Funding Requirements

Please enter the amounts you feel you will need for your course. If you are unsure of the exact requirements at this stage, please ask the Student Services Manager or Welfare Co-ordinator for advice. Please be aware of the following key points:

- **We will NOT fund travel for students who live within a 2 mile radius of the College unless there are exceptional or medical circumstances which will be considered on a case by case basis.**

Section 5 – Income Details

All questions within the income section **must** be completed. All applicants must provide details of their own income. Any income you receive from part-time employment or from EMA (Educational Maintenance Allowance) will be disregarded unless you are supporting yourself/living independently.

Section 6 – Additional Information

Please use this section to provide any additional information that you feel supports your application.

Section 7 – Students & Parents/Guardian Declaration

You and your parents/guardian/ must sign and date your application. Please read the declaration as your signature means that you agree to it. **Please note that if you leave your course of study before completion, the college will attempt to reclaim any monies allocated.**