



Discretionary Bursary/Free School Meals Application 2018/19

You can complete this form if you live with your parents/guardians and their total gross income (including tax) for the tax year ending 5/4/2018 was less than £19,000 **and** they are in receipt of means tested benefits. Or you the student is a Young Carer.

For Finance use only		<u>Award</u>
Student Number	Date on system.....	DCB
		FSM
		Declined
Documents collected by.....		Date.....

Please note that all sections of this form must be completed. Incomplete forms will be returned to you and your application will be delayed.

SECTION 1: Student Details (to be completed by the student)

First Name:	Last Name:
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Address:
Postcode:

Home Telephone No:	Mobile No:
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Date of Birth:	Your age in years on 31/8/2018:	MALE / FEMALE (Please circle)
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Have you been a UK resident for the last 3 years (Please circle)	YES / NO
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SECTION 2: Student Declaration (to be signed by the student)

I understand that if my attendance, punctuality or behaviour in College falls below acceptable standards, my Bursary support can be withdrawn.	
I confirm that my details are correct.	
I confirm that the bank account details are for an account in my name.	
Signed:	Date:

SECTION 3: Family Circumstances (to be completed by parents/guardians)

To be eligible for a Bursary your household gross income (including tax) must be less than £19,000 for the tax year ended 5/4/2018 and the household must be receiving mean tested benefits.

Please list the adults in your household:

First name	Surname	Relationship to student

SECTION 4: Household Income (To be completed by parents/guardians)

Please indicate which benefits are received into the household. You need to include all benefits received and may therefore need to tick multiple boxes. **Please note** that the evidence required **must** be submitted with this application form and will be returned to you once your application has been assessed. Photocopied evidence will be accepted however we are unable to photocopy these for you.

You **must** include Working Tax Credits OR Child Tax Credits:

TICK	TYPE OF BENEFIT	EVIDENCE REQUIRED
	Working Tax Credits OR Child Tax Credits	TC602 Award notice for 6/4/2018-5/4/2019 or TC603 Tax credits- Annual Review for year ended 05/04/2018 if it includes your income. All Pages of the document please.

Then tick & include any of these if relevant:

TICK	TYPE OF BENEFIT	EVIDENCE REQUIRED
	Income Support	Award letter dated within the last 6 months
	Income-based Jobseekers Allowance	
	Income-related Employment and Support Allowance (ESA)	
	Support under part VI of the Immigration and Asylum Act 1999	
	The guarantee element of State Pension Credit	
	Universal Credit with net earnings not exceeding £7,400 pa	

Incomplete application forms and lack of evidence will delay your application being assessed.

Section 5: Parent /Guardian Declaration

I confirm that the information and evidence given by me in this application is true and correct and understand that giving false information may lead to support for the student being withdrawn.

I understand that the information I have provided the College may be shared with relevant Government agencies and that the College may take steps to verify the information given.

Adult 1 Signature:	Date:
Adult 2 Signature:	Date:

SECTION 6: Student Bank Account Mandate (to be completed by the student)

Payments made to you the student are made via BACS into your bank account. You will therefore need to have a bank account of your **own**. Please note that we are unable to make payments into the bank accounts of your parents/guardians or any other third parties.

It is your responsibility to inform Finance Services immediately of any changes to the bank account details. Failure in doing so will result in payment being delayed.

PLEASE COMPLETE IN BLOCK CAPITALS

Student First Name:	Student Last Name:
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Student Date of Birth: ____/____/____
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Student Postcode:

Bank Account Name as shown on the bank card.	
Bank/Building Society Name:	
Bank Sort Code:	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Bank Account No:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
I confirm that these details are correct & I will inform Finance Services immediately of any changes.	
Signed:	Date:

Please note that bank account details are used only for the purpose of paying you. We are not able to take any payments from your bank account with these details. The bank account details are kept securely and are not shared with any third party.

For Finance Use Only	
Student No:	Category: H

What are the Bursary and Free School Meals Funds?

The 16 to 19 Bursary and Free School Meals Fund aims to provide financial support for economically or socially disadvantaged young people so that they may overcome financial barriers that threaten their participation in education. There are two types of 16 to 19 Bursaries: Vulnerable Bursary & Discretionary Bursary/Free School Meals.

To be eligible for a Bursary & Free School Meals students must:

- Be under 19 years old on 31st August 2018
(Students aged 19 or over are only eligible to receive a **Discretionary Bursary** if they are continuing on a study programme they began aged 16 to 18 or have an Education, Health and Care Plan (EHCP). Students aged 19 or over are **not** eligible for a **Vulnerable Bursary**).
- Meet the residency criteria

Successful applicants will receive:

- Financial support paid directly into the **student's own bank account**
- The college deposit & compulsory course costs will be paid for
- Free School Meals provided
- Students enrolled on the following courses can get a subsidy towards the cost of: Maths – a calculator & Photography – a camera

Which type of Bursary should I apply for?

Discretionary Bursary/Free School Meals, students can apply if:

- You live with Parents/Guardians whose annual earnings are less than £19,000 and they are in receipt of means tested benefits.

You should apply using form DCB/FSM

Vulnerable Bursary, students can apply if they are:

- In Care or a Care Leaver
- In receipt of Income Support/ Universal Credit & financially supporting themselves
- In receipt of Employment Support Allowance or Universal Credit **and** Disability Living Allowance or Personal Independence Payments in their own right

You should apply using form G12

How do I apply? Complete and sign the relevant application form and return with the supporting documentation as requested to Finance Services. Supporting documentation will be returned.

How long will the assessment take? We aim to deal with applications as fast as possible but due to the high volumes of applications received at the beginning of the College year it can take up to 14 days. Please be patient.

How will I know if my application is successful? You will be contacted via your College e-mail account and advised of the outcome of your application. You will be asked to collect your supporting documents. Vulnerable Bursary applicants may also be invited to have a chat with the College Safe Guarding Officer to discuss their situation to ensure they receive the correct support.

If my application is successful when will I receive support? Details of the support you will receive and how you will receive it will be communicated to you by College email. The first payment is usually in October & further payments are usually received at the beginning of each half term.

If my application is unsuccessful is there an appeals procedure? Unsuccessful applicants will be advised by College email and given details of the appeals procedure.

Will my supporting documents be returned to me? All supporting documents can be collected from Finance Services once your application has been assessed.

If you have any queries about the Bursary, please speak to one of the Finance Team in Finance Services or on 01708 514424 or bursary@haverling-sfc.ac.uk