



## Bursary Fund Application Form

This completed Application Form and relevant evidence must be handed in to the **Finance Office** within 4 weeks of your start date.

If the Application Form and evidence is presented later than that date, payments can only be backdated up to 4 weeks.

**Please complete the form and bring it together with your supporting evidence on your first day.**

Title	<input type="text"/>	Surname	<input type="text"/>	First Name	<input type="text"/>
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Address	<input type="text"/>
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<input type="text"/>	Postcode	<input type="text"/>
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Phone/Mobile	<input type="text"/>	Email	<input type="text"/>
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Date of Birth (DD/MM/YY)	<input type="text"/>	Your Age	<input type="text"/>	You must be 16, 17 or 18 (i.e. under 19) on 31 <sup>st</sup> August of the claim year to apply.
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Have you the right of abode and been resident in the UK for the last 3 years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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### Bursary Criteria

To qualify you must be aged 16 or over and under 19 on 31 August in the year to which your application relates and meet the EFA's residency criteria. The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard.

### Vulnerable Bursary Criteria

To qualify you must fall into one of the categories below and produce the required evidence as stated.

Are you in receipt of Income Support or Universal Credit? (evidence required - Income Support or Universal Credit Statement letter)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Care Leaver or currently looked after in care? (evidence required - letter from Local Authority)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Disabled student in receipt of <u>both</u> Employment Support Allowance and Disability Living Allowance/Personal Independence Payments (evidence required - financial statement showing <b>both</b> ESA and DLA/PIP)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

### Discretionary Bursary Criteria

Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £30,000 per annum, you will not be eligible for a bursary payment. If you are in receipt of free school meals, no further evidence is required.

I am in receipt of free school meals                      YES/NO                      (please delete as applicable)

Please tick one of the following to show what type of evidence you have provided. If you cannot provide evidence then we cannot process your application for bursary payments.

P60	<input type="checkbox"/>	Income Support / Universal Credit (award letter)	<input type="checkbox"/>	Full TCAN notice	<input type="checkbox"/>
Self employed earnings (official tax return)	<input type="checkbox"/>	Other benefits/pension (award letter)	<input type="checkbox"/>	Wage slips (most recent wage slip)	<input type="checkbox"/>
Number of dependent children in the household					

**Please provide your bank details below, as printed on your bank card or statement. Bursary payments will be paid directly into learners' bank accounts only (by BACS). Please be aware that providers can choose to pay Bursary awards 'in kind', e.g. by purchasing any equipment required or providing learners with a travel pass.**

Account Name .....

Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
  - I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
  - I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour, as explained in the Bursary Policy.
- HOLIDAYS WILL BE UNPAID.**
- I will attend regularly and complete the course for which my bursary is supporting me.
  - When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify my provider immediately.
  - I will notify my provider immediately with any changes to my Bank/Building Society details.
  - I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will stop.
  - I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
  - I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs, ie trips, miscellaneous course costs.
  - I understand I have the right to appeal if I disagree with the outcome of my Bursary Application.

**Applicant Signature & Form**

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**Date**

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## FOR OFFICE USE ONLY

**Eligibility – please tick appropriate box**

<b>Vulnerable Bursary</b>	<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Those young people who receive income support/universal credit</li><li>• Care Leavers or young people who are looked after children</li><li>• Disabled young people in receipt of both Employment Support Allowance and Disability Living Allowance/PIP</li></ul>
<b>Discretionary Bursary</b>	<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met.</li></ul>
<b>Both</b>	<input type="checkbox"/>	<ul style="list-style-type: none"><li>• Young people who qualify for the Vulnerable Bursary but who require extra assistance with the costs of participating in learning.</li></ul>

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_