

**16-18 Bursary Application 2019/20**

Date Received: .....

The college holds funds to provide discretionary support for students from low income households. To apply for this support the **gross** household income must be less than £25,000 before tax deductions\*

If your **gross** household income is less than **£25,000\***, please complete this application and return it to the Student Advice Centre, address can be found on back page.

**PLEASE NOTE: Entitlement to financial support is NOT carried over from year to year. It is the student's responsibility to re-apply each year. All awards are a contribution and funds are limited so will be allocated on a first come first served basis.**

**Student Details**

Name:	
Date of Birth:	Age on 31 <sup>st</sup> August 2019:
Address:	
Email:	
Home telephone:	Mobile:
Nationality:	Is this student an asylum seeker? YES/NO
Have you the right of abode and been resident in the UK for the last 3 years? YES/NO	
Do you have an Education, Health and Care Plan (EHCP) or Learning Disability Assessment? YES/NO	

**Course Details**

Course title:	Start date:
Is your course full or part time?	Full time/ part time
Is your course a traineeship?	Yes/No

\* We will deduct £1,000 from annual household income for each child in education in the household excluding the student.

**Household Circumstances**

We will assess your application and make awards based on the information you give us in the following section. **Please send copies of financial evidence as we cannot return originals.**

Student Status	Please tick one	Financial Evidence required
Student is in the care of Social Services		Recent letter from Social Services confirming this
Student is a care leaver		
<b>Student</b> receives income support <b>OR</b> universal credit To replace Income support, in their own name.		Benefits letter for the current tax year (April 2019)
<b>Student</b> receives <b>BOTH</b> ESA/Universal Credit and DLA/PIP to replace these two benefits, In their own name.		
Student lives with parent/guardian(s)		See table below
Student lives independently (alone or with a partner)		See table below

**If you are living with your parent/guardian(s) this includes stepparents please answer the following questions**

How many parent/Guardian(s) are in the household? Please tick: 1  2

How many children in full time education (including children at University under the age of 19) are there in the household?  **Please do not include the student.**

**Household Income- Please complete for ALL adults in the household**

Income/Benefits	Student Please tick	Parent/Guardian 1 Please tick	Parent/Guardian 2 Please tick	Financial evidence required Please provide copies as we cannot return originals
In Employment				Tax Credits Award Notice 19/20 <b>in full</b> or last 2 months/8 weeks wages slips
Self-employed				Audited accounts or most recent tax return or tax credits Award Notice 19/20 <b>in full</b>
Tax Credits				Tax Credits Award Notice 19/20 <b>in full</b>
Income Support				Tax Credits Award Notice 19/20 <b>in full</b> OR Benefit letter for current tax year (2018) <b>AND</b> last two months bank statements
ESA				
JSA				

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Income/Benefits	Student Please tick	Parent/Guardian 1 Please tick	Parent/Guardian 2 Please tick	Financial evidence required Please provide copies as we cannot return originals
Universal Credit				3 months Universal Credit statements <b>IN FULL</b>
Guaranteed element of the state pension				Please discuss with Funding and Finance advisor
No source of income				Please discuss with Funding and Finance advisor

**Free School Meals**

Did you receive free school meals in academic year <b>2018/2019</b> either at School or college?	<b>YES/NO</b>
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**Materials, Kit/Uniform, Course Fees/Trips**

Do you require help with any of the above for your course? If so, <b>please provide us with a breakdown of costs</b> – we cannot guarantee you will receive the full amount. All students are required to pay the first £40 of any course/trip fees. <b>We will be unable to make any awards if costs are not included</b>	
Costs:	<b>YES/NO</b>

**Travel**

Are you going to be using College transport? <b>If yes please complete 19/20 bus application form</b>	<b>YES/NO</b>
I plan to travel by Bus/Car/Train (please circle which) and my daily fares will be..... <b>(Maximum allocation will be £650 per academic year)</b>	

**Declaration**

I can confirm that all information supplied on this application form is correct and I understand that the college has the right to reclaim my funding if I am found to have provided incorrect information or if I do not complete my course. I understand that the information from this form may be recorded electronically in accordance with GDPR and authorise the college to seek independent confirmation of my personal circumstances. To be signed by the student AND also by parent/guardian or partner.

Signature of Student:	Date:
Parent/Guardian/Partner signature:	

I give my consent for Bath College to discuss my Bursary application with my parent/guardian **Yes/No**

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## Student Bank Details

Awards will be paid directly into the student's bank account. We will not make payments to anyone other than the student. **Please enclose a copy of an account statement or letter from your Bank or building society showing your name, sort code, account number, roll number (if applicable) and home address.** This information is used to verify your details are correct as funds paid by BACS to **an incorrect account cannot be refunded.**

Name of student account holder:									
Bank name:	Bank branch:								
Account number: <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>									
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Building society roll number (if applicable)									

**PLEASE NOTE IT CAN TAKE UP TO 4 WEEKS TO PROCESS YOUR APPLICATION**

Please return to:

Student Funding	OR	Student Funding
Bath College		Bath College, Somer Valley Campus
Avon Street		Wells Road
Bath		RADSTOCK
BA1 1UP		BA3 3RW

Email: [studentfunding@bathcollege.ac.uk](mailto:studentfunding@bathcollege.ac.uk)

Tel: 01761 438526 or 01225 312191 Ext 720

**CHECK LIST – PLEASE USE THE LIST BELOW TO ENSURE YOU HAVE EVERYTHING WE NEED TO PROCESS YOUR APPLICATION**

- All sections of the form have been completed, **failure to do so will result in your application being returned to you.**
- Full** evidence of household income is included – please use the financial evidence requested section as a guide (**Please send photocopies as we CANNOT return any originals**).
- Both student and parent/guardian have signed the form
- You have completed the consent to share with parent/guardian section
- Student** bank statement included

**PLEASE NOTE ANY APPLICATIONS RECEIVED INCOMPLETE, WITHOUT FULL EVIDENCE OF HOUSEHOLD INCOME OR MISSING A STUDENT BANK STATEMENT WILL NOT RECEIVE ANY PAYMENTS UNTIL THE END OF OCTOBER AS PRIORITY WILL BE GIVEN TO THOSE APPLICANTS WITH COMPLETED FORMS.**