



16 to 19 Bursary Fund Application Form: 2022-23

Prior to completing this form please read the accompanying letter in order to establish whether or not you are eligible to apply. Proof of entitlement will be required to allow the processing of this form. Please see <https://www.gov.uk/1619-bursary-fund> for further information.

Please hand this form, along with supporting documentation, to the College Office **by 25th November 2022**

There are two types of bursary:

- a bursary for a defined vulnerable group
- a discretionary bursary

Bursary for a Defined Vulnerable Group

The defined vulnerable groups are students who are:

- in care (as defined by social services)
- care leavers
- receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner
- receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right

Evidence of eligibility for a bursary for a defined vulnerable group

We must obtain proof that students are eligible for a bursary for vulnerable groups so will ask for evidence from each student and retain copies for audit purposes. For example:

- for students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
- for students in receipt of Income Support or Universal Credit, a copy of their Income Support or Universal Credit award notice. **This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right.** The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of Universal Credit, institutions must also see a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc
- for students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (UC claimants should be able to print off details of their award from their online account). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided

Discretionary Bursary

Acceptable conditions to be awarded the discretionary bursary:

- Gross annual household income of below £27,000
- Evidence of other exceptional circumstances – please attach an explanatory letter with this form

Evidence of eligibility for a discretionary bursary

Please supply proof of your family's income including details of any benefits received by your parents, in the form of:

- 3 months' worth bank account statements
- Universal Credit monthly award notices x 3

Student application information



Section 1

First Name:	Surname:
Date of Birth:	Home telephone number:
Email:	Mobile number:

Section 2

Please tick	Please indicate which bursary you believe you are eligible for and what evidence you are providing
	DEFINED VULNERABLE GROUP
	I am applying for a bursary for a defined vulnerable group and have enclosed the following <i>(please tick <u>one</u> of the following)</i>
	<ul style="list-style-type: none">• Written confirmation of current or previous looked-after status from the relevant local authority
	<ul style="list-style-type: none">• Income Support award notice
	<ul style="list-style-type: none">• Universal Credit award notice plus supporting documents
	<ul style="list-style-type: none">• Evidence of Disability Living Allowance
	<ul style="list-style-type: none">• Evidence of Personal Independence Payment
	DISCRETIONARY BURSARY
	I am applying for a discretionary bursary and have enclosed the following <i>(please tick all that are relevant)</i>
	<ul style="list-style-type: none">• 3 month's worth bank statements showing household income
	<ul style="list-style-type: none">• Universal Credit monthly award notices x 3
	<ul style="list-style-type: none">• Letter enclosed outlining exceptional circumstances

Section 3

Declaration

Please read the declaration below carefully before signing:

- I/we have read and understood the guidance notes supplied with this application form, and the information I have provided is a true reflection of my financial status
- I/we take full responsibility of informing Woolston 6th Form College immediately should my/our financial status change
- I/we understand that should the student leave their learning programme they will not be eligible to receive further payments and overpayments may have to be repaid
- I/we understand the information may be shared with other agencies or organisations, as allowed by law for the purposes of checking this application and/or the prevention of fraud
- I/we acknowledge that the young person is eligible on residency grounds and can provide suitable evidence of proof if required
- I/we understand that the student must maintain an attendance pattern that is no less than 95% for all learning sessions over a given period
- I/we will ensure that the student will comply with any conditions set out in a behaviour contract in line with Woolston 6th Form College disciplinary/monitoring procedures where applicable
- I/we will ensure that the student will make good progress against given targets that may include the completion of coursework/we will ensure that the student will complete all assessments/examinations as required

If any learner, parent or carer is found to have made a false statement in relation to claims for support from the Bursary Fund payments will cease with immediate effect and disciplinary/legal action may be taken to recoup any funds that are deemed to have been inappropriately allocated. All cases of fraud will be reported to the appropriate authorities

Signed (Student):	Date:
Signed (Parent or Guardian):	Date:

Please return this form to: Maree Smith

Woolston 6th Form College 16-19 Bursary, Holes Lane, Warrington, WA1 4LS