

Application for 16-19 Bursary & Free College Meals 2020-21



EMPOWERING
CREATIVE THINKERS

Please note the following:

- You should read the 16-19 Bursary and Free College Meals Guidance to make sure you are eligible.
- Please ensure you complete all the sections on this form and that you have provided copies of any evidence required. Your application will not be assessed without the correct evidence.
- The budget we have for bursaries is limited so we cannot guarantee that we will be able to provide you with the full financial amount requested.
- All bursary allocations are made based on the individual students' circumstances; we do not provide flat rates of bursary for students.
- Payment of bursaries is dependent on your attendance and behaviour in college.

Section 1 Personal Details

Students full name:

Date of Birth:

Current Address:

Parent/ Carer name and address (if different from above):

Email address:

Phone number:

Course:

Centre:

Please now complete either Section 2 or 3, not both.

If you are unsure what you are eligible for please talk to the Centre Coordinator in your campus.

Section 2 Vulnerable Groups Bursary

Are you? (the student): Please tick the box that is applicable to you

In care

A care leaver

In receipt of 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

In receipt of 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 required: Letter from the Local Authority stating you are in care or a care leaver.

If you have ticked either of the above, please provide the name of your key worker/ social worker and contact number:

Evidence required: Letter from DWP, dated within the past 3 months showing your entitlement all of the relevant benefits.

If you have ticked any of the boxes above, please go straight to Section 6. If the above does not apply to you, please continue to section 3.

Section 3 Discretionary Bursary

You are required to produce evidence for one of the criteria groups (A, B or C). Your application will be delayed if you do not provide this.

Group A

Are you, or your parent(s)/ carer(s), in receipt of one or more of the following benefits (please tick all that apply):

Income Support

Income Based Job Seekers Allowance

Child Tax Credits (whilst not receiving Working Tax Credits) & a gross annual income of £16,190 or less

Universal Credit (with net earnings not exceeding the equivalent of £7,400 per annum)

Support under Part VI of the Immigration and Asylum Act 1999

Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for Working Tax Credit)

Guaranteed Element of State Pension Credit

Evidence required: Letter from DWP, dated within the past 3 months showing your entitlement to the above ticked benefits.

Group B

Are you, or your parent(s)/ carer(s), in receipt of one or more of the following benefits (please tick all that apply):

- Working Tax Credit with a gross household income of under £34,080 per annum
- Housing Benefit or Local Housing Allowance
- Council Tax Reduction Scheme
- Carer's Allowance

Evidence required: Letter from DWP, dated within the past 3 months showing your entitlement to the above ticked benefits.

Group C

Are you, or your parent(s)/ carer(s) not in receipt of one or more of the following benefits listed in criteria groups A or B but are employed or self-employed with a gross household income of less than £34,080 per annum?

- Yes No

Evidence required: Recent P60/ P45, 3 months recent pay slips or evidence of self-employed income, e.g., tax return or accountants' letter

Group D

Are you a young parent?

- Yes No

Evidence required: Birth Certificate of child, Child Benefit award notice, or Tax Credit award with Child Tax Credit element.

Group E

Are you a young adult carer? (This means that you provide unpaid support for someone who is physically or mentally ill, frail, elderly, disabled or misuses alcohol or substances)

- Yes No

Evidence required: Letter from relevant Local Authority, local carers' organisation or GP.

Group F

Are you currently of no fixed abode? (For example, students who are Travellers, living in emergency accommodation, homeless or insecurely housed)

- Yes No

Evidence required: Please provide further details in section 5.

Please continue to section 4

Section 4 What do you need help with?

Travel

I live more than 3 miles from college and would like help with my travel costs

How will you get to college?

- Bus What is your nearest bus route/ number?
- Train What is your nearest train station?
- Other Please provide more information

Food

I would like to apply for Free College Meals. I have included evidence that I fall into Group A

I am not eligible for Free College Meals but would like to apply for support with lunch

Please note: All support with lunches come in the form of a lunch voucher.
If you are awarded support with lunch, you will be given a Dietary Requirement Form from the Centre Team.

Equipment

I would like help with purchasing equipment for my course which I have specified below.

Please tick applicable items.

- Headphones USB flash stick SD card Stationery (pens, pencils, paper etc)

Please note: High value pieces of equipment, such as digital cameras, music equipment and laptops, can be accessed through the bursary but will need to be applied for separately. Please see the 16-19 bursary guidance for more information on this.

Other

There may be other costs which occur throughout the year e.g. college trips, exam re-sits or travel to educational/ employment interviews. We understand that you may not know these costs right now so at present we will only be considering support for the categories above. If you have college related costs in the future, please contact the Centre Management teams by visiting the Centre Offices or emailing:

kerri.jones@dv8sussex.com – for Brighton students

shani.rogers@dv8sussex.com – for Bexhill students

Section 5 Additional Information

Please use the space below to provide us with any additional information to support your application (for example, household circumstances or benefits that are not described in section 3).

Section 6 Bank Details

Please fill this section in carefully and make sure the information you provide to us is accurate. The details given below must be your own bank account (the student's) and not a third party (a parent/ carer). Your application will be delayed if the details provided are incorrect.

Name of account holder (This must be the students account):

Sort code:

 - -

Account number:

Type of account (current or savings):

Section 7 Student & Parent/ Guardian Declaration

This declaration must be signed by all students. If the income evidence belongs to the parent/ carer, then we must also have a parent/ carer signature.

I/ we certify that the information provided is, to the best of my knowledge and belief, correct.

I/ we understand that payments may be reduced based on my attendance and behaviour in all timetabled sessions.

I/ we agree to inform the college immediately if I, the applicant, decide to leave my course.

I/ we understand that should I leave my course my bursary will end.

I, the applicant, understand that information may be shared with the parent/ carer named on the front page of the application.

I/ we understand that information provided on this application may be shared with other departments in the college.

Student signature:

Date:

Parent/ carer signature:

Date:

Please send/ hand in this form and all accompanying evidence to the below contacts;

For Brighton Students

Dv8 Sussex, 12 Queens Square, Brighton, BN1 3FD
Kerri.Jones@dv8sussex.com

For Bexhill Students

Dv8 Sussex, St Leonards Road, Bexhill, TN40 1HS
Shani.Rogers@dv8sussex.com

Office Use Only

Student ref number: [redacted]

Date application received: [redacted]

Date application processed: [redacted]

Application Status: Complete

Incomplete

If incomplete please give more information here e.g., information or evidence required/ actions taken. Please include staff initials next to any actions taken.

[redacted]

Vulnerable Bursary

Discretionary Bursary

Free College Meals

Equipment requested

Relevant information shared with SS (anything from Groups D-F)

Allocation of funds

Travel: [redacted]

Weekly amount: [redacted]

Food: [redacted]

Weekly amount: [redacted] (As a voucher)

Date bank details on system: [redacted]

Date of first payment: [redacted]

Date decision letter sent: [redacted]

Completed by: [redacted]

Further requests

Please note any further requests or changes below.

Date	Description	Awarded Y/N	Staff member
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	[redacted]