

Application for the 16-19 Bursary & Free College Meals 23/24



Office use only	
Course and Site	
ULN	
Student Ref Number	

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.

Section 1 – Personal Details			
Forename(s)		Surname	
Date of birth			
Address			
Town		Postcode	
Email		Mobile number	
Parent/ carer name			
Phone		Email	

Please now complete either section 2 OR 3, not both.

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

Section 2 – Vulnerable Groups Bursary

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

	<p>In care</p> <p>A care leaver</p>	<p>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</p> <p>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</p>
<p>Evidence required: Letter from the Local Authority stating you are in care or a care leaver.</p>		<p>Evidence required: Letter from DWP, dated within the past 3 months showing your entitlement all of the relevant benefits.</p>
<p>If you have ticked any of the boxes above, please go straight to Section 6</p>		
<p>If the above does not apply to you, please continue to section 3.</p>		

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 Credit (whilst not receiving Working Tax Credit) & 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
	Income-related Employment and Support Allowance (ESA)

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.	

Section 4 – What do you need help with?							
Travel							
<input type="checkbox"/>	I live more than 3 miles from college and would like help with my travel costs						
How will you get to college?							
<input type="checkbox"/>	Bus What is your nearest bus route/ number?						
<input type="checkbox"/>	Train What is your nearest train station?						
<input type="checkbox"/>	Other Please provide more information						
Food							
<input type="checkbox"/>	I would like to apply for Free College Meals. I have included evidence that I fall into Group A						
<input type="checkbox"/>	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							
<input type="checkbox"/>	I would like help with purchasing equipment for my course which I have specified below.						
<input type="checkbox"/>	Headphones	<input type="checkbox"/>	USB Storage stick	<input type="checkbox"/>	SD card	<input type="checkbox"/>	Stationery
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:	
C.Horne@londonlc.org.uk – for Brighton students	N.Keene@londonlc.org.uk – 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).

Bank details
You must provide us with your bank details so we are able to make payment. These must be the students details, we cannot pay into a third parties account. Please double check these are correct before handing the form in.
Sort code: _____ Account number: _____

Section 6 – 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 email/ hand this form and all accompanying evidence to the below contacts;
Dv8 Admissions Dv8Admissions@londonlc.org.uk

Office use only

Application status

Complete

Incomplete

If incomplete, please provide more details to what is required

When complete please send award letter to student.

Assessed by