# 16-19 Bursary Fund 2018/19

*For Sixth Form students only*

This form should be returned – with supporting evidence – to the Director of Sixth Form no later than September 14, 2018

Please refer to the attached guidance notes before completing this form

## Student’s Personal Details

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Middle Name(s)</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Mobile Tel No:</th>
<th>Home Tel No:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Post Code</th>
<th>Female</th>
<th>Male</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Date of Birth:</th>
<th>Age at 1 Sept 2018:</th>
<th>Year Group:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

## Nationality

If you are **not** a UK citizen, what is your immigration status?

## Do you live with a parent?**

Yes/No (please circle)

If **yes**, is that parent:

- [ ] Married
- [ ] Single
- [ ] Living with a partner

If **no**, who do you live with?

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## Course Details

**Qualifications being studied for at UTCN:**

I will be in my first/second year of study at UTCN

<table>
<thead>
<tr>
<th>Course Start Date</th>
<th>Course End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Please return completed form and photocopies of supporting evidence no later than September 14, 2018
General 16-19 Bursary Fund - Income/Benefits

If you and your family have a total household income of **£21,000 or less per year** you will be considered for a contribution towards your study costs.

Unfortunately the 16-19 Bursary Fund is limited so we cannot cover all your costs. When assessing you for a bursary we will take into consideration costs such as equipment, travel costs to and from UTCN or compulsory study trips. Successful applicants will only receive a contribution towards costs.

We will try and help as many students facing financial hardship as possible; however we cannot guarantee to provide assistance to everyone who applies.

**Income**

The total annual income of my parent(s)/guardian(s) is **£___________**

I enclose one of the following as proof of income (please tick):

- [ ] Photocopies of two most recent payslips
- [ ] 2016/17 tax credit award letter (please copy all pages including the one showing your income)
- [ ] Income support/Income based Jobseekers allowance award letter
- [ ] Income related Employment and Support Allowance (ESA) award letter
- [ ] Evidence of your income from self-employment

Vulnerable Young Person Bursary

If you (the student) are able to answer yes to any of the following questions, a special bursary of up to **£1,200** will be available to you:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes/No</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you in Local Authority care?</td>
<td>Yes/No</td>
<td>If <strong>yes</strong>, please provide a letter from the Local Authority confirming this.</td>
</tr>
<tr>
<td>Are you a Care Leaver?</td>
<td>Yes/No</td>
<td>If <strong>yes</strong>, please provide a letter from the Local Authority confirming this.</td>
</tr>
<tr>
<td>Please see Section 4 of the notes for the definitions of in care and care leavers. Please note: section 17 is not a qualifying category.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you receive Income/Support in your own name?</td>
<td>Yes/No</td>
<td>If <strong>yes</strong>, please provide a copy of your benefit entitlement letter.</td>
</tr>
<tr>
<td>Do you receive Disability Living Allowance or Personal Independence Payment together with Employment Support Allowance?</td>
<td>Yes/No</td>
<td>If <strong>yes</strong>, please provide a copy of each of your benefit entitlement letters.</td>
</tr>
</tbody>
</table>

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Further Information
Please state what you intend to use the bursary for if your application is successful:

Contribution towards the cost of travel to/from UTCN
Contribution towards the cost of smart business wear
Contribution towards the cost of learning resources (e.g. course books)
Contribution towards the cost of educational visits including visits to universities

Declaration
I declare that all the information I have given is correct. If my/parent’s financial circumstances change, I undertake to notify the UTCN.

If I withdraw from my course, I undertake to repay all or part of the monies that I have received including the return of any equipment.

I understand that if I submit false or incomplete information or do not declare income that is relevant, you may refer me to the Department for Education and/or the Police.

I have read the information in the 16-19 Bursary Fund application procedure notes and I accept and understand the conditions and that my Bursary payments will be cancelled if my attendance level falls below 90% or my behaviour at UTCN is unacceptable.

Signed ..........................................................  Dated ..............................................

Please ensure that you enclose all necessary details including photocopies of proof of income/benefits. If forms are submitted without proof of income/benefits the processing of your application will be delayed. If your course lasts more than one year, and you require continued support, you will need to re-apply prior to the start of each academic year.

Please return completed form and photocopies of supporting evidence no later than September 14, 2018
### Bank Details

<table>
<thead>
<tr>
<th>Name of Student</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Address of Student</td>
<td></td>
</tr>
<tr>
<td>Name on account</td>
<td></td>
</tr>
<tr>
<td>Bank Name</td>
<td></td>
</tr>
<tr>
<td>Sort code</td>
<td></td>
</tr>
<tr>
<td>Account Number</td>
<td></td>
</tr>
<tr>
<td>Student Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>
**16-19 BURSARY FUND 2018/19**

*For Sixth Form students only*

**Guidance Notes**

The purpose of 16-19 Bursary funding is to provide support to students aged 16 to 18 (and students who turn 19 after they have started their course) who are experiencing financial difficulties associated with learning and to help remove the financial barriers to further education.

The general fund is allocated on a first-come, first-served basis so no guarantee of assistance can be given. It is limited and not large enough to help all those in need. Normally the Bursary Fund Committee can only offer a contribution towards your request. Awards from the Vulnerable Young Person Bursary are, however, guaranteed provided you meet the criteria.

If your course lasts longer than a year, you will need to re-apply prior to the start of each academic year.

**Attendance and Behaviour Requirements**

| All awards are conditional upon an attendance level of 90% or more. If attendance falls below 90% payments will be cancelled. All awards are also conditional upon a satisfactory level of behaviour. |

**Eligibility**
You will be eligible to apply to the 16-19 Bursary Fund if you comply with the following requirements:

- **Age**
  You must be 16 or over on 31 August 2018. You must also be under 19 on 31 August 2018. If you turn 19 during your programme of study you can continue to receive 16-19 Bursary funding to the end of the academic year.

- **Residence Requirement**
  You are studying on an Education Funding Agency funded programme and you qualify for home fees. This includes refugees, those with Indefinite Leave to Remain and asylum seekers aged under 19.

- **Receive a means-tested benefit or are on a low income.**
  Your parents (if you are living in the family home), or you and your partner are in receipt of certain means-tested benefits or have a **gross family income of less than £21,000 per annum**. See section 3 for further details.

**Section 1 Personal Details**
Please complete your personal details including a description of your disability if you have one.

**Section 2 Course Details**
You should be studying a full-time further education course eg:

- GCSE resits
- GCE AS/A Level
- BTEC

**Section 3 General Bursary Fund/Income /Benefits**
You will be eligible to apply for assistance if you, or your family, are in receipt of the following means-tested benefits, or are on a low income of £21,000 or less per year. You will be considered for a contribution towards your costs.

Unfortunately, the 16-19 Bursary Fund is cash limited so we cannot cover your full costs. When assessing you for a contribution we will take into consideration any specific equipment costs that you require, your travelling costs to and from UTCN, your equipment costs and any other considerations such as DBS checks or compulsory study trips.

We will try and help as many students facing financial hardship as possible; however, we cannot guarantee to provide assistance to everyone who applies.

Please return completed form and photocopies of supporting evidence no later than September 14, 2018
'A'  Means-tested Benefit
- Income Support
- Job Seeker’s Allowance (income-based)
- Housing Benefit
- Council Tax Benefit
- Working Tax Credit with a gross family income of £21,000 or less
- Income Related Employment & Support Allowance (ESA)

'B'  Low Income
If your gross family income is £21,000 or less per annum.

You/your partner, or your parents, will need to provide full documentary proof (photocopies of documents are acceptable) of benefit, pay slips etc. Please attach copies to your application form.

If you/your partner, or your parents, are in receipt of Working Tax Credit and have a gross family income of £21,000 or less we will need to see a copy of all pages of your 2017/18 Working Tax Credit award letter.

If you/your partner, or your parents, are self-employed you will need to provide authorised evidence of income.

Section 4   Vulnerable Young Person Bursary £1200
You may be eligible for a special 16-19 Bursary of £1200 if you are in one of the following categories:

- Disabled and in receipt of both Employment Support Allowance and Disability Living Allowance/Personal Independence Payment

- A care leaver or are in care – for the purposes of the 16-19 Bursary Fund, the definitions of a care leaver or in care are:
  - ‘children in care’ means children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term ‘looked after child’.
  - ‘care leavers’ means:
    - a) young people aged 16-19 who were previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16. In legal terms these children are called relevant children or former relevant children.
    - or
    - b) a young person who is aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16.

Your Social Worker needs to provide a letter confirming which section of the Children’s Act 1989 is applicable.

- Estranged from your parents and in receipt of Income Support or Universal Credit in your own name

Other Conditions of Support

By signing the 16-19 Bursary Fund application form you are agreeing that you understand that 16-19 Bursary payments are dependent on a satisfactory level of behaviour and an attendance rate of 90% or above. Bursary payments will be cancelled if your attendance rate falls below 90% or your behaviour in UTCN is unacceptable.

You must agree to notify UTCN of any change in your/your family's financial circumstances.

You may be required to pay back all, or some, of the award in the event of early withdrawal from the course, including the return of any equipment given/purchased.

Application Procedure

Completed forms and accompanying photocopies of evidence should be handed in to Reception for the attention of the Director of Sixth Form

Please note that you will need to re-apply for the 16 - 19 Bursary Fund prior to the start of each academic year.

Please return completed form and photocopies of supporting evidence no later than September 14, 2018