Application Form
Coulsdon Sixth Form College 16-19 Bursary

If you require help in completing this form please phone the College: **01737 558072** and ask for **Wendy Cook** or go to Student Reception.

SECTION 1 – Student Details (please print details and complete in black)

Surname:	First Names:
Date of Birth:	Home telephone No:
Email:	Mobile No:
College ID Number:	

SECTION 2 – Are you applying for (please tick appropriate box):

☐ Guaranteed Bursary – Please complete section **3, 5, 6 and 7**

☐ Discretionary Bursary – Please complete section **4, 5, 6 and 7**

SECTION 3 – Guaranteed 16 -19 Bursary (up to £1,200 pa)
The student who is applying for the award should tick the box that applies to them (please attach proof - see section 5):

☐ I am living in care

☐ I am a care leaver

☐ I am in receipt of income support (Universal Credit)

☐ I am in receipt of Employment Support Allowance and also in receipt of Disability Living Allowance (or PIP) **(Now go to Section 5)**

SECTION 4 – Discretionary 16 -19 Bursary (up to £300 pa)
I am a student who permanently lives in a household whose parents/guardians receive one of the following (please tick appropriate box)

Name of person receiving benefit:	**Income Support or Universal Credit**	**Job Seekers Allowance**	**Employment Support Allowance**	**Support under Part VI of the Immigration and Asylum Act**
1.				
2.				

If you are not in one of the above categories you must provide proof of family income;

Financial Assessment – Income
To be completed by the person(s) responsible for the household bills

Name of Person receiving income	**Are you employed?**	
1.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate – or other Inland Revenue acceptable proof
2.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate –or other Inland Revenue acceptable proof

SECTION 5 - Proof of Income/Benefit Submitted

Whatever you have declared in 3 or 4 above must be backed up by evidence.

ORIGINAL COPIES (COMPLETE DOCUMENT) for copying must be provided in order for an assessment to be made.

The tables below show the evidence you will need to provide with your application form.
Once you have declared and identified your benefits/income on the application find the type of Income that applies to you in the first column and the evidence required column will tell you what you need to provide.

Please tick all the categories that you have submitted as evidence.

Type of Income	Evidence Required	Tick if enclosed
Annual Salary	P60 for tax year 2015-16 Self-Assessment Tax Calculation Form (SA302)	
Income Support	Entitlement / Award letter – dated within the last 3 months	
Job Seekers Allowance	Entitlement / Award letter – dated within the last 3 months	
Employment Support Allowance	Entitlement / Award letter – dated within the last 3 months	
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 month	
Carer's Allowance	Entitlement / Award letter – dated within the last 3 months	
Any other benefit	Entitlement / Award letter – dated within the last 3 months	
Working Tax Credit	Working Tax Credit Award Notice marked "2016-17". Must be for full year and not partial awards (AUTO RENEW)	
Child Tax Credit	Child Tax Credit Award Notice marked "2016-17". Must be for full year and not partial awards (AUTO RENEW)	
Grants or bursaries etc.	Relevant paperwork detailing entitlement and amount paid	
Universal Credit	Relevant paperwork detailing entitlement and amount paid	
Any other income	Relevant paperwork	

SECTION 6 – STUDENT Bank Account Details (you will need to open a Current account if you currently do not have one as payments must be made directly to the student).
You should check that your account can accept BACS Direct Credits.

- Bank Name (e.g. Nat West)
- Branch Location (e.g. Reigate High St.)
- Name of Account Holder
- Sort Code
- Account Number
- This is the student account Yes/No

SECTION 7 - Declaration

Please read the declaration below carefully before signing:

1. **I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the College of any alteration to any of the particulars in writing. I agree to repay the College in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.**

2. **I am aware that the funding covers only this College year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.**

3. **I understand that if my application for a bursary is accepted then my College Fund contribution of £25 will be met from the bursary and my deposit will be waived.**

4. **I am aware that I must check my college email regarding acceptance onto the fund and payment information.**

Signed (Student): **Date:**

Signed (Parent or Guardian named above): **Date:**

Please return this form with original evidence for copying to:

Wendy Cook Coulsdon Sixth Form College 16-19 Bursary Fund, Placehouse Lane, Old Coulsdon, Surrey CR5 1YA

or

Return it to Student Reception in an envelope clearly marked: Wendy Cook **Coulsdon Sixth Form College 16-19 Bursary Fund**

For College Use Only:

Date Received:

Bursary Approved: Yes or No *Guaranteed Bursary or Discretionary Bursary*

Authorised By: *Date:*

Additional Notes:

Applications received by the last day before the October half term break will be backdated to the start of the academic year.

Guaranteed Bursary applications that are submitted after the October half term will be backdated to the start of the half term in which the application was received.

Applications for Discretionary Bursary funding received after the October half term will be considered subject to availability of funds.

16 to 19 Bursary Fund
2016 – 2017

The Coulsdon Sixth Form College 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as costs of transport, food or equipment. The scheme is divided into two parts:

1 16-19 Guaranteed Bursary

You could get up to £1,200 a year if at least one of the following applies:

- You're in or recently left local authority care
- You get Income Support (or Universal Credit in place of Income Support) in your name
- You're disabled and get both Employment and Support Allowance (ESA) (or Universal Credit in place of ESA), and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your name
- You may get the full amount if you have expenses and study full-time on a course of at least 30 weeks. You'll usually get less, or no bursary, if your course is shorter, you study part time or have few expenses. You'll be told what evidence you need, e.g. benefit letters.

2 Discretionary Bursary

A bursary worth up to £300 pa, amount dependent upon individual circumstances, is available to Coulsdon Sixth Form College students not eligible for the full Guaranteed Bursary who meet ONE of the following criteria

(i) The student lives with parents/guardians who are in receipt of any of the following benefits:

- Income Support (Universal Credit)
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

(ii) The student lives in a household which has a taxable income of **less than £22,000 for the tax year 2015-16** (evidenced through production of P60, Working Tax Credit Award Certificate, Self-Assessment Tax Calculation Form (SA302) or Universal Credit)

(iii) The student is experiencing severe financial hardship due to sudden change in circumstances.

Additional Help

Under exceptional circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds. Please contact the Colleges Student Support Office for more details.

Conditions

- All bursary payments will be directly linked to attendance and punctuality
- All bursaries will be paid directly into a student's bank account
- The Discretionary Bursary may be used in any of the following ways, depending upon needs, circumstances and funds available:
  - Regular payments
  - A daily meal allowance at College (this includes any FE Free Meals Allowance that may be payable)
  - Help with transport costs
  - Kit and equipment
  - Help with the cost of College trips
  - Help with other essential College costs
- Eligible students must be under 19 on 31 August 2016 and enrolled on a non-fee paying full time course at the College.