

APPLICATION FOR Student Funding

16-19 Bursary Fund



Chelmsford College

2021/2022

Please tick which applies:

- Student aged 16-18 (under 19 years old on 31st August 2021)
 Student aged 19 and on the second year of a 2 year course
 Student aged 19 and over who has an Education Health and Care Plan

N.B. Please read the 16-19 Bursary Fund Policy & Guidance BEFORE completing this form.

Learner Personal Details To Be Completed By Student (if appropriate)

Student Reference Number

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Surname: _____

First Name: _____

Address: _____

Post Code: _____

Date of Birth: _____

Age on Sept 1st 2021: _____

Home Tel No: _____

Mobile No: _____

IMPORTANT

Please note all correspondence relating to Bursary will be sent to your College email address.

Your College Email:

2 0 _____ @student.chelmsford.ac.uk

Study Programme Details (Course name and level)

Duration:

Full-Time Part-Time Short Course

If you were a full time learner at Chelmsford College during 2020/2021, please tick here

Household Details

Please state who you live with and their relationship to you

Name	Relationship to you, e.g. mother/father	Are they employed?

Name of Parent/Guardian and Contact Details:

Work No: _____

Mobile No: _____

Financial Assessment and Qualifying Benefits

To Be Completed By Parent(s)/Guardian(s) or if appropriate, the Student

Please tick ALL that apply to you and provide SUPPORTING EVIDENCE. Evidence should be dated no more than 3 months old unless otherwise stated. It is YOUR responsibility to provide copies of the relevant evidence (see Notes).

DISCRETIONARY BURSARY

Learner is a dependant on someone e.g. parent(s)/ guardian(s) on a low income or in receipt of a qualifying benefit Tick

Tax Credit Award (**Evidence: Full copy of 2021/2022 Award Notice**)
Assessment will be made based on a combined total household income including earned income and any Tax Credit/Working Tax Credit Payments. **Total household income must be below £25,000**

Universal Credit Award (**Evidence: last three Universal Credit Award statements**)
Assessment will be made based on a combined total household income including take home pay and Universal Credit payments. **Total household income must be below £25,000**

FREE MEALS IN FURTHER EDUCATION

Tick

Income Support
(**Evidence: Letter dated within three months of the application**)

Jobseeker's Allowance (income based)
(**Evidence: Letter from DWP dated within three months of the application**)

Employment & Support Allowance (income related)
(**Evidence: Letters dated within three months of the application**)

Child Tax Credit **ONLY, with no amount of Working Tax Credits**
(**Evidence: Full copy of 2021/2022 Award Notice showing household income of £16,190 or below**)

Universal Credit with net earnings not exceeding the equivalent of £7,400 p.a./ £616.67 p.m.
(**Evidence: last three Universal Credit Award Statements**)

Guaranteed element of State Pension Credit
(**Evidence: Letters dated within three months of the application**)

Learner was in receipt of free school meals
(**Evidence: Letter dated within three months of the application from Essex County Council or school**)

Support under part VI of the Immigration and Asylum Act 1999
(**Evidence: Supporting documentation**)

VULNERABLE LEARNER BURSARY

Learner who is in receipt of a qualifying benefit

Tick

Learner receives Disability Living Allowance in their name and Employment & Support Allowance
OR Universal Credit (**Evidence: Letters dated within three months of the application**)

Learner receives Personal Independence Payment in their name and Employment & Support Allowance
OR Universal Credit (**Evidence: Letters dated within three months of the application**)

Learner receives Income Support **OR** Universal Credit due to financially supporting themselves
(**Evidence: last three Universal Credit Award Statements**)

Learner is in the care of the Local Authority **OR** is a care leaver
(**Evidence: Letter from Social Worker confirming current or previous looked after status**)

Additional Assessment Information

Tick

Learner is a young adult carer
(e.g. aged 16-24 & provides unpaid care for a someone who may be chronically ill or disabled)

Learner lives independently and away from Parent(s)/Guardian(s)

Applications from households with an income exceeding £25,000 are not normally considered. However, if you feel that you have extenuating circumstances, please submit an application and provide a covering letter to explain your situation. Supporting evidence should also be provided.

Please tick which costs you require financial assistance for:

Travel - please read the Travel Scheme information at www.chelmsford.ac.uk/support/travel-schemes.asp
N.B. Financial support for travel can only be provided where criteria has been met. You will be required to complete a separate form.

I confirm I have applied to Essex County Council (ECC) Post 16 Transport (*Closing Date 30 September 2021*)

- My application to ECC has been accepted for the reduced termly rate and I wish to apply for £150 reimbursement.
- My application to ECC has been declined and I wish to apply to the College Bursary Fund for alternative travel assistance.

A letter from ECC confirming the outcome of your application will be required. Assistance is subject to the availability of funds.

Course Costs

- Essential Equipment / Uniform** - if required, please obtain the relevant forms from your department and return them to the Student Support Office for ordering as soon as possible to avoid delays.
 - Essential Books** - receipt of purchase required, please see our policy notes on reimbursements.
 - Trips** - only trips defined as essential to your course are covered.
 - DBS Check** - where this is essential for your course. Check with your Curriculum Team.
 - UCAS Fees** - this is available as part of your progression and funds can be made available up to a maximum of £26. Verification of your application to UCAS will be required.
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Declaration

I am a UK citizen / EU citizen (or spouse, civil partner or child of UK/EU citizen) and have been in the UK / EEA or Switzerland for the past 3 years. Yes / No

OR

I have settled status and have been in the UK for the past 3 years. Yes / No

OR

I am an officially recognised refugee (or spouse, civil partner or child of refugee). Yes / No

I have read and understand the 16-19 Bursary Fund Policy & Guidance.
I have provided relevant income/benefit evidence.
I agree that, to the best of my knowledge, the information I have given is correct.
I agree to provide the College with details of any changes in personal circumstances as they occur.
I understand the continuation of any award is conditional on achieving an attendance of 90% or above across my study programme and meeting College expectations for coursework and behaviour.
I understand that all funds are discretionary subject to availability of funds and if demand exceeds the College allocation, reduced awards may be given.

In processing this application, we will store the data you have supplied both as part of this form and within our electronic systems and databases. It will be necessary for the College to contact you by either letter, email or phone. You are asked to consent to this processing below. Should you refuse to consent, we will be unable to progress your application further.

I confirm that I have read the notes on how my data will be stored and used and how I may be contacted, I give my consent for it to be processed in this way.

Signed _____ **Date** _____

Your application will not be processed if you have not provided supporting evidence.

This document can be found on the Chelmsford College website www.chelmsford.ac.uk and may be converted to other formats if appropriate (Braille, Large Print, Other Languages etc).

**Forms to be returned as soon as possible with supporting evidence to:
Student Support, Chelmsford College, Moulsham Street, Chelmsford Essex, CM2 0JQ**

For STAFF use only

Date Received: _____

Staff Initials: _____

Assessed Category		Rejected <input type="checkbox"/>	Referred to panel <input type="checkbox"/>
	Note		

Support Agreed

TRAVEL	ECC <input type="checkbox"/>	College <input type="checkbox"/>	Course Costs <input type="checkbox"/>	BACS <input type="checkbox"/>
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Additional Support Agreed

Date & Staff Initials	Notes