

Bursary Fund Application Form for 2021/2022 Academic Year

This completed Application Form and evidence must be handed in within 4 weeks of your start date. Bursary funding should only be claimed to support costs associated with your learning, such as books, training materials or travel and must be claimed week by week.

The Skills Services reserves the right to make backdated payments up to a maximum of 6 weeks – bursary claims received outside of this period will not be paid. This form should be completed and returned to your training provider along with evidence of household income.

1. Student Details

Title		First name		Surname	
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2. Bursary Criteria

The bursary is paid to enable you to attend training with us. It will only be paid if your attendance and behaviour meet the required standard. Timesheets must be completed to enable you to receive bursary payments. You can apply for a bursary by completing:

- Section 2.1 – Vulnerable Bursary Application **OR**
- Section 2.2 – Discretionary Bursary Application

Read the criteria carefully before completing either of these sections. If you are not sure which type of bursary to apply for please contact your training provider. If you complete both sections the Skills Service reserves the right to reject your application and you will have to apply again.

2.1 Vulnerable Bursary Application

To qualify for a vulnerable bursary you must meet the following 3 criteria:

1. You have the right of abode and been resident in the UK for the last 3 years.	Yes ☐
2. You were aged 16 – 19 on 31 August 2021.	Yes ☐
3. Fall into ONE of the below categories and produce the required evidence as stated. You must only tick Yes in ONE of the below categories:	
A.) Receiving Income Support or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner (evidence required - Income Support or Universal Credit Statement Letter and evidence of independence i.e tenancy agreement, utility bill, child benefit award letter, child's birth certificate).	Yes ☐
B.) Care Leaver or currently looked after in care or an unaccompanied asylum seeker (please provide a letter from the Local Authority)	Yes ☐
C.) In receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP) AND either Employment Support Allowance (ESA) or Universal Credit (UC) in your own name (evidence required, financial statement showing BOTH DLA/PIP and ESA/UC)	Yes ☐

Gather your evidence ready to give to your training provider. Go to section 2.3.



2.2 Discretionary Bursary Application

To qualify for a discretionary bursary you must meet the following three criteria:

1. You have the right of abode and been resident in the UK for the last 3 years.	Yes ☐
2. You were aged 16 – 19 on 31 August 2021 OR 19 – 24 on 31 August 2021 AND have an Education Health and Care Plan with a Section 41 approved training provider.	Yes ☐

3. The **TOTAL** household income for **ALL MEMBERS** of your household must not exceed £26,500 per annum. You need to provide evidence of **ALL** of the different sources of income that make up the total household income. Please tick to indicate the types of evidence you have provided. **More than one type may be required.**

P60	☐	Income Support/Universal Credit (award letter)	☐	Full Tax Credit Award (TCAN) Notice	☐
Self employed earnings (official tax return)	☐	Other benefits e.g. Child Benefit, Housing Benefit, Pension etc	☐	Wage slips for household	☐

If your **TOTAL** household does not exceed £26,500 per annum **AND** you live more than 2 miles from your training centre you will qualify for travel support. Write the distance from your home address to your training centre in the box:

Miles

Complete the section below with the details of the other members of your household

Name	Relationship to you	Age (if under 16)

Gather your evidence ready to give to your training provider. Go to section 2.3.

2.3 Free Meals

To qualify for a free meal you or your parents receive of one or more of the following benefits:

- Income support
- Income based Jobseekers Allowance (JSA)
- Income-related Employment and Support Allowance (ESA)
- Support under part V1 of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) & have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue & Customs
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with net earnings **NOT** exceeding the equivalent of £7,400 pa

Please note that you will need to submit further if you have applied for a Vulnerable Bursary in category B. Please note that you will need to submit further evidence if you have applied for a Vulnerable Bursary in category B

If one of your parents is self employed you may also qualify. If this applies to you ask your training provider for the "Free meals in further education (FMFE) – self-employment eligibility declaration".

Do you qualify for a free meal? Yes ☐ No ☐

Gather your evidence ready to give to your training provider. Go to section 2.4.

2.4 Student Bank Details

Please provide **YOUR** bank details below, as printed on your bank card or statement. Bursary payments will normally only be paid into **YOUR** bank account and **ONLY** by BACS. If you do not have your own bank account contact your training provider before submitting your application.

Account Name			
Account Number		Sort Code	
Go to section 2.5			

2.5 Applicant Declaration

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and knowingly making a false claim could result in prosecution.
- I understand that if I refuse to provide information relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the bursary scheme will be paid on condition of standards of attendance and behaviour, as explained in the 16-19 Bursary Fund Guide 2021/22.
- I understand that bursary claims should be made on a weekly basis and can not be backdated for a period of more than 6 weeks.
- I am aware that holidays will be unpaid.
- I will attend regularly and complete the course for which my bursary is supporting me.
- If changes to my household financial circumstances occur which may result in changes to my claim, I confirm I will notify my training provider immediately.
- I will notify my training provider immediately with any changes to my bank/building society details.
- I understand that monies I receive under the bursary scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to bursary payments, and all payments are based on the information I have provided.
- I am clear that the bursary payments I receive are to provide me with means to remain in education and are to be used for items such as: books, equipment, travel costs, meals, trips or miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to my training provider.
- I confirm I have read the Bursary Fund Information that is available at:
<https://www.gov.uk/1619-bursary-fund>

Student Signature		Date	
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Submit your application form and your evidence to your training provider for review.

**3. FOR TRAINING PROVIDER USE ONLY**

For Vulnerable Bursary applications start from section 3.1. Otherwise start from section 3.2

3.1 Vulnerable Bursary Criteria Check

State the student's course start date (ensure this matches the ILR):

State the student's course expected end date (ensure this matches the ILR):

State the number of weeks the student's course will **NOT** be running (e.g. to accommodate half terms / Christmas etc)

I confirm that the student has submitted the appropriate evidence to meet the criteria indicated in section 2.1 part 3. (For category C applications 2 types of evidence are required).

Yes ☐

Go to section 3.3

3.2 Discretionary Bursary Criteria Check

I confirm that the student has indicated all of the sources of income that make up the **TOTAL** household income **AND** provided evidence of them.

Yes ☐

Use the section below to work out the **TOTAL** household income based on the evidence provided.

Income Source	Amount	How often are payment made?	Number of payments / year	Sub Total (Amount x number of payments / year)
Total (add up the sub totals)				

Tick Yes if the **TOTAL** household income is less than £26,500 per annum.

Yes ☐

If the **TOTAL** household income is more than £26,500 per annum please inform the learner that they do not qualify for a bursary and do not submit the application. Otherwise go to section 3.3

3.3 Free Meals Criteria Check

If the student has applied for a free meal, I confirm that appropriate evidence has been submitted.

Yes ☐

Go to section 3.4

3.4 Student Bank Details and Applicant Declaration

I confirm that the student has provided accurate bank details. If the student does not have their own bank account please contact the Skills Service to discuss.

Yes ☐

I confirm that the student has signed and dated the application declaration

Yes ☐

Go to section 3.5

3.5 Declaration – I certify that the application is complete and all evidence has been provided.

Name

Signature

Date

The application and all supporting evidence should be scanned & e-mailed to:

skills.timesheets@southtyneside.gov.uk

Applications **MUST NOT** be submitted hard copy or sent to your ESO.