



## BURSARY FUND APPLICATION FORM 2018-19

Financial support through various bursary funds can offer financial support to learners who are in full or part-time further education and are encountering financial barriers to learning. The bursaries are funded by the Education and Skills Funding Agency and through Grimsby Institute Group funds.

Funding is limited and will be allocated on a first come first served basis.

A number of courses are not eligible for additional financial help through the Bursary Fund. This includes "full cost" courses, apprenticeships and higher education courses. Please check with Learner Services if you are unsure about your course or need advice about alternative funding.

If you are applying for childcare funding, you should return this form to Learner Services by Friday 24<sup>th</sup> August 2018. Childcare applications received before this date will be considered equally, subject to funding availability. Applications received after this date will be allocated funding on a first-come first-served basis once all other applications have been assessed and only if funds remain. All Childcare applications are prioritised in accordance with GIG policy.

**Funding is not guaranteed.**

Make sure that you answer **all of the questions relevant to you** and **sign the declaration on page 3 of the application form**. If your form is incomplete, it will be returned to you. If you need help in completing this form, or require the form in an alternative format, please contact Learner Services at your campus.

**Please enclose evidence as required. Failure to provide this will delay your application.**

### **DEADLINE FOR DISCRETIONARY BURSARY APPLICATIONS: 30<sup>th</sup> September 2018.**

**Applications received after this date will be retained on file but may not be awarded. Exceptions will be made for courses starting during the academic year.**

**THERE IS NO DEADLINE IMPOSED FOR GUARANTEED BURSARY APPLICATIONS.**

### **Evidence we need to see**

The bursary/learner support funds are mainly provided to us by the government, so we require evidence that you meet all the necessary eligibility criteria before we can make an award. All evidence provided will be treated in the strictest confidence. **Please provide the relevant evidence as your application cannot be processed without it.** If you have difficulty providing any evidence please contact Learner Services for advice. The evidence we can accept is as follows:

**Guaranteed Bursary (For Section 3.4-3.6)** If you are eligible for a guaranteed bursary please provide one of the following forms of evidence:

- Photocopy of Income Support letter or the Income Support element of Universal Credits or
- Letter from your social worker or other support worker or
- Photocopy of your Employment Support Allowance and Disability Living Allowance/Personal Independence Payment letters

### **Required Financial Evidence**

**Evidence should be dated within 3 months of the application. For over 25's household income will relate to the learner and their spouse/partner. For under 25's household income will relate to the learner and their family members and spouse/partner with whom they reside.**

- Form TC602 for Tax Credit awards or an appropriate Universal Credit Award Notification covering the April 2018 – April 2019 tax year or**
- Evidence of household income showing who lives in the house and their related incomes. This may be Council Tax or Housing Benefit evidence showing who lives in the household, along with proof of low income such as:
- Photocopies of income based (e.g. income support, JSA-IB, ESA-IB) benefit award letter no more than 3 months old or
- Bank statement no more than 3 months old showing income based benefits or
- 3 months recent wage slips and P60 for all householders with working tax credit evidence

NB. In exceptional circumstances, if none of these sources of financial evidence are available an affidavit or a written letter from an approved support professional may be accepted (e.g. Care Worker) as evidence in emergency short-term situations, until the required evidence listed above can be provided. Further advice should be sought from Learner Services.

## Who can receive a Bursary?

Support Fund	Eligibility criteria	Examples of support available
<b>Guaranteed 16-19 Bursary</b>	Young people (aged 16-18) who are: <ul style="list-style-type: none"> <li>• in care</li> <li>• care leavers</li> <li>• receiving 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</li> <li>• receiving 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</li> </ul>	A study allowance up to the value of £1,200 (pro rata for short courses) Support with travel Study trips/visit costs Kit and equipment Books
<b>Discretionary 16-19 Bursary</b>	Young people (aged 16-18) from households where income is below £21,000 and who are not on the Guaranteed 16-19 Bursary	Possible support with travel, University applications, hardship, childcare
<b>College Meal Allowance</b>	Learners aged between 19 and 25 who are subject to a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHC Plan) and ESF learners aged between 16 and 18 on 31 <sup>st</sup> August 2018 are also entitled to a free meal while attending their provision if in receipt of, or living with parents who are in receipt of one or more of the following benefits: <ul style="list-style-type: none"> <li>• Income Support</li> <li>• income-based Jobseekers Allowance</li> <li>• income-related Employment and Support Allowance (ESA)</li> <li>• support under part VI of the Immigration and Asylum Act 1999</li> <li>• the guarantee element of State Pension Credit</li> <li>• Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))</li> <li>• Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit</li> <li>• Universal Credit with net earnings not exceeding the equivalent of £7,400 pa</li> </ul>	Up to £3/day for timetabled periods of over 4 hours per day.
<b>19+ Learner Support Fund</b>	Adults aged 19+ on courses up to Level 2 and for adults aged 19-23 on first full Level 3 qualifications, from households where income is below £25,000  NB. Learners who are 'Fully Funded' will not be required to pay for course materials / equipment /visits and trips which are considered an essential part the learning aim. Materials will be provided for use within the learning environment only.	Possible support with travel, meals, University applications, hardship, childcare
<b>Adult Loans Bursary</b>	Adults (aged 19-23) and studying towards a second level 3 qualification and adults aged 24+ studying towards a level 3 qualification or above, who are in receipt of the full Advanced Learning Loan and who: <ul style="list-style-type: none"> <li>• Have Learning Support requirements and/or</li> <li>• Are from households where income is below £25,000</li> </ul>	Possible support with travel, meals, University applications, hardship, childcare, learning support costs

### Payment Details

If we need to pay support directly to you, we will normally pay you by BACS directly into your bank account. For that reason you must have a bank account in your own name. If you do not have a bank account and would like information about opening a bank account, visit Learner Services for further advice.

### Applications and decisions

If you have provided the required evidence, your application will be examined and processed according to the criteria. You will normally be informed of the result of your application within 15 working days. Claims will be assessed from the date of receipt of application *and* required evidence and will not be back-dated. Applicants are given one month to supply missing evidence or bank details, and if this is not provided a new application will be required. Applications are assessed according to the 16-19 Bursary Fund/DLSF Policies, which are available from Learner Services on request. The criteria are intended solely as guidelines to the decision making process. Every effort is made by Grimsby Institute Group to look at each application on its own merits. The Grimsby Institute Group reserves the right to make awards to individual learners who do not necessarily meet all of the listed criteria. Funding is limited, and with the exception of guaranteed bursaries, awards will not be guaranteed and will always be subject to funding availability. If your application is successful you will be sent written confirmation of your award showing the amount you have been allocated and how your payment will be made.

### **Unsuccessful Applicants**

We cannot guarantee funding to any learner. If your application is unsuccessful you will be notified in writing. This will mean that you are responsible for all course related costs. You will then have to decide how you are to proceed with your course without financial help.

### **Attendance**

You are required to have 100% attendance and this will be regularly monitored. Future payments depend on prior attendance and deductions will be made from your award if your attendance is unsatisfactory.

### **Responsibility for payments**

Payments made are the responsibility of the learner. Payments in any form will not normally be replaced if lost, stolen, forgotten, destroyed or misused.

### **Responsibility relating to benefits**

It is the responsibility of the learner to inform the Department of Work and Pensions about any Discretionary Learner Support payments they are awarded. Discretionary Learner Support may affect eligibility to some benefits.

### **Responsibility relating to childcare providers**

It is the responsibility of the learner to inform the childcare provider if they are not attending their programme of study or if they withdraw from their course. **The learner is responsible for all childcare costs incurred when they are not at on their programme of study.**

### **If you withdraw from your course**

If you withdraw from your course you will not receive further financial assistance. You will have to pay any outstanding fees and may also have to repay any financial assistance you have been awarded.

### **If you are not happy with our decision or your award is stopped or withdrawn**

All applicants have the right of an appeal. If you believe your application has not been assessed correctly, you do not receive an award, you are not happy with the level of support allocated or your bursary was stopped or withdrawn for reason other than poor attendance then you have the right to appeal. You should make your appeal in writing to the Learner Advice Manager within 10 working days of being notified of our decision, stating clearly the reasons for appeal and giving any additional details you think should be taken into consideration. Notification of the outcome of the appeal will be within 10 working days. If you are unhappy with the appeal decision you can make use of the formal complaints procedure – contact Learner Services or Reception for more information.

**Grimsby Institute Group** is committed to equality of opportunity. The aim is to create an environment in which people treat each other with mutual respect, regardless of: age; disability; family responsibility; marital status; race; colour; ethnicity; nationality; religion or belief; gender; gender identity; transgender; sexual orientation; trade union activity; unrelated criminal convictions.

**Grimsby Institute Group** is committed to equality for all and widening participation for disabled learners and ensuring that all learners have access to a high quality learning experience.

To help us achieve this please make sure that you let us know what you need so we can make reasonable adjustments to help you succeed.

Please return this application form fully completed and evidence to Learner Services at the campus you are studying or post it to:

Bursary Fund  
Learner Services  
Grimsby Institute  
Nuns Corner, Grimsby  
NE Lincolnshire  
DN34 5BQ

Bursary Fund  
Skegness TEC  
Heath Road  
Skegness  
Lincolnshire  
PE25 3SY



**Section 6: Payment Details**

If we need to pay support directly to you, we will normally pay you by BACS directly into your bank account. If you do not have a bank account and would like information about opening a bank account, visit [www.moneyadvice.service.org.uk](http://www.moneyadvice.service.org.uk) for details about the different products available, or Learner Services for more advice.

Do you have a Bank or Building Society account which will accept BACS payments?

Yes No 

Name of bank/building society:

Branch:

Account holder's name:

Account Number:

Sort Code:

**Section 7: Additional Information** - Please give any other information to support your application in the box below.**Privacy Notice – How we use your personal information****Why do we collect personal information?**

The Grimsby Institute Group (The Institute) collects and processes personal data relating to its learners to effectively manage learning and to meet its statutory obligations as an FE College. The Group is committed to being transparent about how and why it collects and uses that data and to meeting its General Data Protection Regulation (GDPR) obligations.

*The Grimsby Institute Group consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, Career 6, The Academy Grimsby, Learning Centres and Modal Training.*

**What personal information does the organisation collect?**

The Institute collects personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet its legal obligations with the Education and Skills Funding Agency (ESFA). All data collected and processed on behalf of ESFA will be held for as long as we are legally required to do so, currently until at least 2025.

**How is this collected and stored?**

Data is stored in a range of secure places, including the student information management systems, paper records stored in secure places and on electronic documents within a secure network.

**Who has access to data?**

Information will be shared internally, with any Institute staff who need access to the data to provide services to learners.

Where the Group engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with GDPR legislation. For full information regarding the Group GDPR policies please visit

<http://www.grimsbyinstitutegroup.co.uk/grimsby-institute-group-policies.php>

**What rights do you have?**

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. Further information can be found at

<http://www.grimsbyinstitutegroup.co.uk/grimsby-institute-group-policies.php>

**Section 8:**

- I certify that the above information and financial details are correct and complete and show my/our income from all sources.
- I understand that with the exception of guaranteed bursaries, funding is limited and not guaranteed
- I understand that I am responsible for all childcare costs incurred if I do not attend or if I withdraw from my course.
- I confirm that I am not on a New Deal scheme (except New Deal for Lone Parents).
- I agree to notify The Institute of any change in my circumstances which may affect my eligibility for funding as soon as this occurs; I understand that failure to do this may mean that The Institute will request repayment of my award.
- I understand that The Institute will claim back all or some of the award made to me if I have given misleading or inaccurate information intentionally. I recognise that false statements can leave me open to prosecution.
- I understand that financial assistance is dependent upon academic achievement, behaviour, and full attendance, which will be monitored. Should this be unsatisfactory or I withdraw from my course early, any future payments may be reduced and I may be asked to pay back some or all of my award.
- I understand that payments in any form are my responsibility and will not normally be replaced if lost, stolen, forgotten, damaged, destroyed or misused.
- I understand that any funding I am allocated is for my current course only and that a new application will be required for progression/additional courses.
- I am not undertaking a higher education course in this academic year.
- I understand that funding is for 2018/19 only and is not guaranteed for future years.
- I understand that The Institute reserves the right to review and adjust my award and entitlement through-out the year and can make in-year changes to awards.
- I understand that it is my responsibility to tell the Department for Work and Pensions about any bursary support that I receive, as bursary payments may affect eligibility to some benefits.
- I have read and understood this declaration.

Signed:

Date:

For office use only

Date assessed:

Assessed by:

Rejected 

Reason

Awarded  Type:16-18 VYP 16-18 VYP + FCM 16-19 DLSF FCM 19+ Bursary Adult Loans Bursary 2104 

Type of award	Details	Weekly/Monthly amount	Annual award amount
Travel			
Meals			
Kit and equipment			
Study trips			
Childcare (separate form)			
Learning Support			
Hardship			

Date of input

Input by name

Signature

Comments/Notes