



## BURSARY FUND APPLICATION FORM 2017-18

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 Funding Agency (EFA), the Skills Funding Agency (SFA) 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 25<sup>th</sup> August 2017. 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: 20<sup>th</sup> October 2017.**

**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:

### **Nationality and Residency Evidence (For Section 4)**

- If you are a British Citizen, we do not need to see any more information
- If you are an EU or EEA national, we need a copy of your passport (the page with your picture on). **Do not send in your original documents.**
- If you are not a UK, EU or EEA national, we need a copy of your passport (the page with your picture on) and/or a copy of your Home Office documentation granting you leave to enter or remain in the UK. **Do not send in your original documents.**

**Guaranteed Bursary (For Section 3.4)** 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 2017 – April 2018 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.

## Dependent Children Evidence (For Section 5)

- Tax Credit Award Notice (Form TC602) from Inland Revenue for tax credit awards or an appropriate Universal Credit Award Notification covering the April 2017 – April 2018 tax year

### 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 (i.e. under the care of a Local Authority) or care leavers</li> <li>• in receipt of Income Support or in receipt of a Universal Credit payment in their own name</li> <li>• Disabled and receiving both Employment Support Allowance (ESA) and Disability Living Allowance (DLA)/Personal Independence Payments (PIP) or the equivalent elements of Universal Credits</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 August 2017 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</li> <li>• Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit during the initial roll out of the benefit, Universal Credit</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  
Scarborough TEC  
Lady Edith's Drive  
Scarborough  
North Yorkshire,  
YO12 5RN



**Section 5: Childcare** - Childcare costs are only available to learners aged 20 and over for timetabled hours. Learners aged under 20 can apply for a Care to Learn grant to cover childcare costs during the programme of study.

5.1 Please give details of all dependent children who live with you:

Name of child	Date of birth	Age	Relationship to you	Are you applying for childcare for this child?
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

You will need to complete a Childcare Provider Details Form (Form B) for each child and for each childcare provider you use. Funding for childcare is paid direct to the childcare provider. You **must** include a copy of your tax credit award notice and Childs Birth Certificates to be assessed for childcare funding. Please also attach a copy of your timetable.

**Section 6: Travel** – Please tell us how you intend to travel to/from your place of study. Tick all that apply:

Walk:  Cycle:  Car:  Service Bus:  Institute Bus:  Train:  Other

**Section 7: 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 8: Additional Information** - Please give any other information to support your application in the box below.

**Data Protection Act 1998**

Grimsby Institute Group (GIG) is a data controller in terms of the 1998 legislation. The Learner Services Department follows Grimsby Institute Group policy in matters of data protection. The data requested in this form is covered by the notification provided by the Grimsby Institute Group under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic records keeping. The data will not be passed to any other third party without your consent, except when the Grimsby Institute Group is required to do so by law.

**Confidentiality**

This form will only be seen by those members of staff administering the Bursary Fund. It may be necessary to request additional information from other Grimsby Institute staff before a decision can be made. The Finance Department, your tutor and your childcare provider may be provided with details of any award made.

If you are happy for us to talk about your award with somebody else (e.g. a family member, friend or support worker), please provide their information below:

Name:

Relationship to you:

**Section 9: Declaration**

- 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 Grimsby Institute Group (GIG) 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 GIG will request repayment of my award.
- I understand that the Grimsby Institute Group 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 2017/18 only and is not guaranteed for future years.
- I consent to the release of confidential information as stated previously.
- I agree to the Grimsby Institute Group transferring all or part of my claim for assistance to the relevant department, childcare provider or other third party where appropriate.
- I understand that the information contained in this form may be shared with other departments in the Grimsby Institute Group and that information of a personal or sensitive nature will be recorded and held securely.
- I understand that Grimsby Institute Group 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 <input type="checkbox"/>	16-18 VYP + FCM <input type="checkbox"/>	16-19 DLSF <input type="checkbox"/>	FCM <input type="checkbox"/>
19+ Bursary <input type="checkbox"/>	Adult Loans Bursary <input type="checkbox"/>	2104 <input type="checkbox"/>	

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**