

Student Bursary for 16-18 year olds 2019/20



TRAFFORD
COLLEGE

1. Will you be under 19 on 31st August 2019 or aged 19-24 on 31 August 2019 AND have an EHC plan?

- Yes ▶ **Go to question 1**
 No Do not fill in this form. Ask for a 19 plus Learner Support Form – available from Student Services

Section 1: Student's Personal Details

Surname:	First names:
Address:	
	Date of Birth:
Postcode:	Email:
Telephone (Landline):	Mobile:

Section 2: Course Details

What is the **FULL TITLE** of the course you have applied for starting in September 2019?

<p>-----</p> <p>Please note it is important that you write the correct full name of the course you will be studying. e.g. BTEC Level 3 Extended Diploma in Travel and Tourism not just Travel and Tourism. If you have received an offer letter it will be on this.</p>

At which College Site will you be studying?

<input type="checkbox"/> Altrincham Campus	<input type="checkbox"/> Stretford Campus	<input type="checkbox"/> Other
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Section 3: Travelling to and from Trafford College

⚠ Please make sure you have filled in your postcode in Section 1.

Do you intend to use an 'Our Pass' for journeys to and from college? (see bursary guidelines)

<input type="checkbox"/> Yes	<input type="checkbox"/> No	'Our Pass' Number: _____
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If you will not be using an 'Our Pass' for journeys to and from college, please select one option below that covers your main transport method:

<input type="checkbox"/> Bus (outside of 'Our Pass' Area)	<input type="checkbox"/> Walk	<input type="checkbox"/> Bicycle	<input type="checkbox"/> Metro	<input type="checkbox"/> Train
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Section 4: Free School Meals Entitlement

Were you entitled to receive Free School Meals on 1 April 2018?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Section 5: Student's Personal Details

Are you (the student) a parent yourself who is mainly responsible for a least one child for whom you claim child benefit?
 Yes No **⚠** Please provide evidence of your receipt of child benefit

Do you (the student) consider yourself to be a Young Carer?
 Yes No **⚠** A young carer is a young person who looks after a family member because they have an illness or disability, or has a drug/alcohol addiction

Please read through the statements below and tick the one which applies to you (please tick one box only)

A I claim Income Support or Universal Credit in my own right because I live independently or financially support someone living with me such as a child or partner
▶ Please go to Section 6

B I am in the care of the Local Authority, a care leaver or living with foster parents
 Name of social worker _____ Contact Number _____
⚠ ▶ Please go to Section 6
 If this is a private foster care arrangement please tick box E

C I claim Employment and Support Allowance **or** Universal Credit **as well as** Personal Independence Payment or Disability Living Allowance
▶ Please go to Section 6

D I live independently
⚠ My circumstances are not any of those described above.
 If you have ticked this box – We will require additional evidence that you live independently. Please contact Student Services **0161 886 7148/0161 952 4694** before continuing with this application form.

E I live with at least one of my parent(s)/ carer(s) or guardian(s) who is mainly financially responsible for me
▶ Please ask your parent(s), carer(s)/guardian(s) to fill in Section 7 and 8

F I live with my spouse or partner
▶ Please fill in Section 7 and 8 with your spouse or partner

Section 6: Evidence Required if you have ticked Boxes **A**, **B**, or **C**

If you have ticked boxes **A**, **B** or **C** please fill in this section.

Personal Circumstances	Evidence Required	Please tick to confirm evidence enclosed
In receipt of Income Support or Universal Credit and live independently or financially support someone living with you - e.g. child or partner.	Up to date award letter which states entitlement to Income Support. or Up to date Universal Credit Statement which shows your current monthly income. We may also ask for evidence of living independently – e.g. a tenancy agreement in your name.	<input type="checkbox"/>
In care of Local Authority, Care Leaver, Living with foster parents (not a private foster care arrangement).	A letter from your Local Authority which confirms this.	<input type="checkbox"/>
In receipt of Employment and Support Allowance or Universal Credit as well as Personal Independence Payment or Disability Living Allowance.	Up to date award letter which states entitlement to Employment and Support Allowance or Up to date Universal Credit statement which shows your current monthly income and letter showing receipt of Personal Independence Payment or Disability Living Allowance	<input type="checkbox"/>

▶ IF YOU HAVE FILLED IN THE ABOVE BOX GO STRAIGHT TO Section 9 - THE DECLARATION AT THE END OF FORM

Section 7: Household Details

Please enter details of Student's Parent(s)/Carer(s)/Guardian(s) or Spouse/Partner as applicable in table below. If you live with both parents/carers/responsible adults, please enter both their details.

Adult A	Surname	First name
	Relationship to Student	

Adult B (If applicable)	Surname	First name
	Relationship to Student	

Section 8: Household Income Details

Please tick all boxes which apply to your household and show your current financial circumstances.

Do not include any money the student may be earning from part time employment

⚠ Do not hand this form in without the correct evidence

Income/Benefit	Evidence Required	Tick to confirm evidence enclosed with application
Working Tax Credit and/ or Child Tax Credit	Final 2019/2020 tax credit award notice which correctly states your income for 2019/2020 or your Annual Review For Year Ended 05/04/2019.	<input type="checkbox"/>
Universal Credit	Most recent Universal Credit statement which states your current monthly income.	<input type="checkbox"/>
Earnings from Employment	We need one current wage slip from each person who is working.	<input type="checkbox"/>
Earnings from Self Employment	Self - Assessment Tax Calculation for 2018 - 2019 (Form SA302) for each person who is self employed.	<input type="checkbox"/>
Council Tax	Council Tax bill showing 25% single person discount (if you are the only adult in the household) and you are not providing Tax Credit Award or Universal Credit Award.	<input type="checkbox"/>
Income Support	Recent award letter dated within 3 months which states entitlement to Income Support.	<input type="checkbox"/>
Job Seeker's Allowance	Recent award letter dated within 3 months which states entitlement to Income based or Contribution based Job Seekers Allowance.	<input type="checkbox"/>
Employment and Support Allowance	Recent award letter dated within 3 months which states entitlement to Income Related or Contribution based Employment Support Allowance.	<input type="checkbox"/>
Guarantee Element of Pension Credit	Recent letter from the pension service dated within 3 months which states entitlement to Pension (guarantee) Credit.	<input type="checkbox"/>
Support Under Part VI of the Immigration and Asylum Act 1999	Arc Card and Asylum Support letter or Section 4 - Support Grant letter.	<input type="checkbox"/>
Carer's Allowance	Recent award letter dated within 3 months which states entitlement to Carers Allowance.	<input type="checkbox"/>
Incapacity Benefit	Recent award letter dated within 3 months which states entitlement to Incapacity Benefit.	<input type="checkbox"/>
Bereavement Allowance	Recent award letter dated within 3 months which states entitlement to Bereavement Benefit.	<input type="checkbox"/>
State, Occupational or Personal Pension	Recent award letter from DWP or letter from relevant organisation dated within 3 months which shows the amount of payment received.	<input type="checkbox"/>
Any income (Do not include Child Benefit, DLA, PIP or Attendance Allowance)	We need to know if you have any income other than those listed above. If you have, please provide relevant evidence.	<input type="checkbox"/>

► **NOW GO TO Section 9 - THE DECLARATION AT THE END OF THE FORM**

Section 9: Declaration

**DECLARATION BY: Parent(s)/ Carer(s)/Guardian(s) Responsible for Student
Student's Spouse or Partner
Student**

Please make sure you have read the declaration below as by filling in and handing in this application form to the college you are agreeing to the following conditions:

You confirm that:

You have read and understood the guidelines which accompany this application form.
You have filled in all applicable sections and enclosed all necessary evidence.
The information that you have given on this form is – to the best of your knowledge – correct and true.
You will inform the College in writing of any change to your circumstances.

You agree that:

Trafford College can process your personal data contained in this form along with supporting evidence provided and on your Student Learning Agreement in order to assess your eligibility for a Student Bursary. If you have given personal information relating to anyone else on this form you have obtained their permission to do so.

You understand that:

You are applying for Public Funds and that you may be committing a criminal offence if you omit to disclose any information that may affect your application.

You undertake to:

Repay any award that the student is not entitled to or any amount of money/equipment or travel pass which has been issued if the student withdraws from their course.

You understand and accept the following conditions regarding payment of bursary funds

16-18 Bursary Fund payments to eligible students will only be made if the student has good attendance and behaviour and is making satisfactory academic progress (for example handing in work set on time). If the above conditions are not met payment will **not** be made.

Please tick **one** of the following options:

I agree to the holding of my data in relation to this application and sharing it for funding purposes

I don't agree to the holding of my data in relation to this application and sharing it for funding purposes

Parent/Carer/Guardian Name (please print)	Date
Signature	

Student Name (please print)	Date
Signature	

Please go to part 2 of the application form: Your Bank Details

Alternative formats of this application form are available on request

Is there anyone I can talk to if I need help with any aspect of my application?

Yes, you can contact the College's Financial Support Officer on

0161 886 7148 or 0161 952 4694

All application forms can be returned to our Altrincham Campus which will be open Monday to Friday 9.00 a.m. – 4.00 p.m. Supporting evidence can then be photocopied and returned.

We would prefer you to hand deliver your application to the College to ensure that your form is securely received. If delivering your form in person:

Please report to the College's Main Reception on arrival.

If you would prefer to return by post, please send to:

Student Services, Trafford College, Manchester Road, West Timperley, WA14 5PQ.