

STUDENT ID NUMBER	
DATE RECEIVED	

**APPLICATION FOR FINANCIAL ASSISTANCE**



**APPLICATION DEADLINE: 16TH SEPTEMBER 2016**

- The 16-18 Student Bursary Fund is available to students aged 16-18 at the start of their Learning Aim (course) who meet the eligibility criteria.
- Students must apply by the deadline of **16th September 2016**
- Support is not immediate; applications can take 20 working days to process and sometimes longer in busy periods
- The fund is means tested; your household income needs to be £30,000 or less to qualify for all areas of financial support or £45,000 or less for support with travel only.
- The 16-18 Bursary Fund is available to support additional costs associated with coming to college such as travel (for those living outside LE11), stationery, books, equipment. We encourage early applications as travel costs cannot normally be backdated
- **All sections of the form MUST be completed in full and ALL income evidence submitted**
- **Forms will be returned to students if not completed fully which will result in a delay to your application being processed**
- We advise you to provide photocopies of income evidence as we cannot be liable for loss of original copies

**1. PERSONAL DETAILS**

Title  Age at  31/08/2016  Date of Birth

Male  Female Forename/s  Surname

Home Address   
Telephone   
Mobile   
Postcode  Email

Nationality

Tick appropriate boxes:

I live with my Parents/Guardians  I live on my own / in shared house  I am married  I live in halls of residence

I live with my partner  I support myself financially  I receive parental contributions  I have a child

**Household Details:** Please state who lives with you and their relationship to you

Name	Relationship to you (Mother, Father, Sister, Brother, Partner, etc.)	Age if 18 or under
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 2. GROUPS FOR PRIORITY HELP

The College prioritises applications for some groups of people. Please tick Yes or No to the following statements:

	Yes	No
a) I am in Care / classed as a 'Looked After Child' by the Local Authority	<input type="checkbox"/>	<input type="checkbox"/>
b) I have been in Care and am now classed as a 'Care Leaver'	<input type="checkbox"/>	<input type="checkbox"/>
c) I am in receipt of Income Support or Universal Credit in my own right	<input type="checkbox"/>	<input type="checkbox"/>
d) I am a teenage parent, my child lives with me and I am in receipt of Income Support or Universal Credit in my own right	<input type="checkbox"/>	<input type="checkbox"/>
e) I am formally estranged from my parents and receive Income Support or Universal Credit for this reason	<input type="checkbox"/>	<input type="checkbox"/>
f) I am a disabled young person in receipt of both Employment Support Allowance / Universal Credit AND Disability Living Allowance/ Personal Independence Payments	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked 'YES' to any of the above, you must provide evidence as proof as follows:

<b>You are a young person in Care or a Care Leaver</b>	Written confirmation of your current or previous looked-after status from the local authority which looks after you or provides your leaving care services
<b>You are a disabled young person in receipt of ESA/UC and DLA/PIP</b>	Award letters for each benefit (all pages required) dated within the last 3 months showing your name, address and title of benefit received OR an outdated letter plus a recent bank statement (dated within the last 3 months) showing amount credited to your account.
<b>You are a young person in receipt of Income Support/Universal Credit</b>	Award letter (all pages required) dated within the last 3 months showing your name, address and title of benefit received OR an outdated letter plus a recent bank statement (dated within the last 3 months) showing amount credited to your account.

## 3. COURSE DETAILS

Full Course Title	Year of Course: 1st or 2nd	Full-Time / Part-Time?
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 4. HOW ARE YOU PLANNING TO TRAVEL TO / FROM COLLEGE

(Please tick as appropriate)

Bus  Car  Train  Walk  Motorcycle / Motorbike  Other (Please specify) .....

### If you are travelling by bus

Please specify the service providers you intend to use (i.e. Arriva, Kinch, Centrebus, etc)

**You MUST enclose evidence of your bus pass purchase to include the cost i.e. copy of the receipt / a copy of your bus pass / copy of the standing order mandate / etc.**

## 5. FREE SCHOOL MEALS

Whilst at school were you eligible for Free School Meals?  Yes  No

## 6. PAYMENT METHOD

Any payment that can be made direct to you will be paid into the **Learner's account only**. Please note we are unable to may payments into Parent / carer's accounts. For your convenience and a more secure and effective payment method, the college make financial awards by Bank Transfer (BACS).

Please provide your Bank Details as follows:

Bank Name: (e.g. Barclays, HSBC, etc):

Sort Code

Account Number

Building Society Roll/ Reference Number (if applicable)

Name of Account Holder (e.g. Mr J Bloggs):

**You MUST enclose an account statement or letter from your bank or building society that show your name, sort code, account number and home address to ensure correct details are submitted.**

## 7. FINANCIAL DETAILS

To be completed by parent(s) / guardian(s)

TYPES OF INCOME	YES / NO	EVIDENCE REQUIRED
Working Tax Credit and/or Child Tax Credit		<b>All pages</b> of the HM Revenue & Customs Tax Credit award notice dated April 2016 – April 2017
Income Support (IS) / Universal Credit (UC)		Award letter ( <b>all pages required</b> ) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
Job Seekers Allowance (JSA)		Award letter ( <b>all pages required</b> ) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
Employment Support Allowance (ESA)		Award letter ( <b>all pages required</b> ) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
Housing Benefit		Award letter ( <b>all pages required</b> ) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account OR latest remittance advice.
Council Tax Benefit		Award letter ( <b>all pages required</b> ) dated within the last 3 months showing name, address and benefit received OR copy of the 2016/17 Council Tax Bill.
State Pension / Pension Tax Credit		Award letter ( <b>all pages required</b> ) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
Parent(s) / Guardian(s) Income		Latest three payslips OR if Self-Employed a copy of the latest official tax return
Partner / Spouse's Income		Latest three payslips OR if Self-Employed a copy of the latest official tax return
Parent / Guardian Bank Statement		Copy of the up-to-date bank statements (dated within the last three months) showing at least 1 month of credit and debit transactions
Other – Please Specify (do not include Child Benefit, Maintenance or CSA payments)		Award letter ( <b>all pages required</b> ) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.

### IMPORTANT NOTE:

You must include ALL income evidence with the application. If you do not have the specified evidence, please contact the Student Finance Officer to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case. We advise you to provide photocopies of income evidence as Loughborough College cannot be liable for the loss of original copies

## 8. DECLARATION

By signing in the box below

### YOU CONFIRM THAT:

- The information you have given on this form is—to the best of your knowledge—correct and true
- You are NOT on New Deal or a Work-Based Learning Scheme (waged apprenticeship)
- You have NOT applied for help towards any general living costs
- You will inform the Bursary Fund, in writing, of any change to your personal, family or financial circumstances
- You have NOT applied to any other organisation (e.g. a charitable trust) for any help that the College might give you from any Bursary.

### YOU AGREE THAT:

- Loughborough College can process your personal data contained in this form and on your Student Learning Agreement in order to assess your eligibility for support through the Bursary Fund. If you have given personal information relating to anyone else on this form you have obtained their permission to disclose it.
- Loughborough College are able to speak to your parent(s)/guardian(s) about your bursary application where they have supplied their income as evidence.

### YOU UNDERSTAND THAT:

- You may be committing a criminal offence if you omit to disclose any information that may affect your application
- Awards from the Bursary Fund are made on a LOAN BASIS. If you successfully complete your course, the loan may be converted to a non-repayable grant.
- If you leave your course early, the College will ask you to return any money, equipment or travel pass that has been given to you from the Bursary Fund.

Sign your name in this box

Write (print) your name in this box

Write today's date in this box

## WHEN YOU HAVE COMPLETED THIS FORM YOU SHOULD SEND IT (WITH THE EVIDENCE REQUIRED) TO:

Loughborough College 16-18 Bursary Fund Applications,  
Loughborough College, Radmoor Road,  
Loughborough, Leicestershire LE11 3BT

**BY THE DEADLINE OF: 16<sup>th</sup> SEPTEMBER 2016**

If you need any further information or help with making an application please contact us:

**Tel: 01509 215831 E-Mail: [studentfinance@loucoll.ac.uk](mailto:studentfinance@loucoll.ac.uk)**

## WHAT INFORMATION DO I NEED TO SUPPLY WITH THIS FORM?

You must supply additional evidence with your application where requested.

### Please remember:

- Evidence to support your application must be correct and in date as per Section 2, 4, 6 and 7.
- Each page should be marked with the name and date of birth of the applicant
- Send the originals or good quality photocopies.
- Any original documents will be returned although at busy times we cannot guarantee to return originals to you quickly.

**Confidentiality:** applications are only seen by staff involved in the delivery of the Bursary. From time to time it may be necessary for additional supporting information to be sought from other College staff in order for a decision to be made.

**Data Protection Act 1998:** Loughborough College is a data controller in terms of the 1998 legislation. Learner Financial Support staff follow College Policy in matters of Data Protection. The data requested on this form and any other supporting information is covered under the notification provided by the College under the Data Protection Act. Personal Data will be used solely for the purposes related to your application for financial support.

The data you provide will not be passed to any other third party without your prior consent, except where the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Data Protection Officer.

**The Loughborough College 16-18 Bursary Fund is cash limited and can only be allocated whilst funding lasts. Funding cannot be guaranteed in cases of over-demand.**