

APPLICATION FOR AN AWARD FROM THE 16-19 BURSARY FUND 2011/2012

Please read the information on this page carefully. If you do not understand any of the points, please ask the Student Support Services Administrator, Val Jones.

- The Bursary Fund is used to help students with the direct costs of study such as field trips, equipment, books and exam costs and is available to assist students who may have difficulties in completing their course because of financial considerations or in the case of unforeseen emergencies where completion of the course could be jeopardised by financial constraints.
- As a general guide, students who have a family income of up to £18,500 per annum should apply to the Bursary Fund if they require financial assistance. If your application is successful you will receive your award for specific costs, for example travel expenses, and will be paid on receipt of proof of purchase.
- To be eligible to apply for financial assistance from the Bursary Fund you must
 1. be aged 16, and under 19, on 31 August 2011
 2. be an enrolled student as defined by the College; and
 3. not be paying tuition fees

If you fulfil these requirements then you are eligible to make an application.

- However, please remember that each application is judged on the basis of 'relative financial need' and that not all applications will be successful.
- Applicants in receipt of Benefits may be required to show proof of current benefit payments. Where possible payments will be made 'in kind' by providing vouchers, books, etc.
- **Applicants must provide evidence of income:** usually your Tax Credit Award Notice will be sufficient but evidence of receipt of benefits, your P60 or other relevant documents may be requested.
- **Payment may be withheld if the student does not comply with the College expectations regarding Behaviour, Performance and Attendance.**
- **The Guaranteed Bursary:** Students in care, care leavers, young people in receipt of income support and disabled young people in receipt of Employment Support Allowance who are also in receipt of Disability Living Allowance will be eligible to receive a bursary of £1,200 per year.

Your completed application form, together with evidence of income, should be returned to:
Mrs Val Jones, Student Support Services Administrator

Please complete all the details in full. If you do not provide the information requested your application will not be considered.

SECTION 1 – Student Details

First Names.....Surname.....

Address.....

.....Post Code.....

Home Telephone.....Mobile Phone.....

Date of Birth.....Age at 31/08/11.....

SECTION 2 – About the other people living in your home

Section 2A: Do you live with at least one of your parent(s)/guardian(s)?

Yes – please complete Section 2B below and then go to Section 3

No – please go to Section 3

Section 2B: About your parent(s)/guardians(s)

Surname

First Name

Occupation

How many brothers or sisters (under the age of 18) live with you?

SECTION 3 – What Financial Assistance do you require?

(please tick box and enter an approximate amount)

Travel Costs £..... per week

Books £.....

Equipment £.....

Field Trips £.....

Other (please give brief details below) £.....

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SECTION 4 – Student Bank Account Details

You should check that your account can accept BACS Direct Credits.

Bank Name (e.g. Barclays)

Branch Location (e.g. Godalming High St.)

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

Sort Code

Account Number

Roll Number (if you have a building society account)

SECTION 5 – Household income details

All information provided in this Section will remain confidential. Evidence of income must be sent with this application. Your Tax Credit Award Notice should be sufficient.

Please supply any other information you wish us to know. We may request further evidence of income and expenditure.

SECTION 6 – Declaration

- I/We understand that if I give false information or withhold information, my application will be cancelled and, if necessary, action will be taken to recover any money paid to me.
- I/We undertake to refund any sum arising from an overpayment for any reason.
- I/We understand that payments may be withheld if I do not comply with the College expectations regarding Behaviour, Performance and Attendance.
- I/We understand that relevant information regarding my application may be shared with other agencies.

Signed (student)..... Date.....

Signed (parent)..... Date.....