

## 16-19 Bursary Fund Application Form

Please ensure you have read the appropriate Bursary Fund Information Document, prior to completing this application form. Once complete please return to Student Services or via email to [bursary@godalming.ac.uk](mailto:bursary@godalming.ac.uk). If you have any queries please contact Emma Calderwood on 01483 423526.

### SECTION 1 - STUDENT DETAILS

First Names:	Surname:
Date of Birth:	Home Telephone Number:
Email:	Mobile Telephone number:
Address:	Who do you live with e.g mother, grandparents, foster parent, on your own etc:

### SECTION 2 – RESIDENCY

As at 1 September 2021, will you have been resident in the UK or EU/EEA for at least 3 years? Please tick the relevant box

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

### SECTION 3 – WHICH BURSARY ARE YOU APPLYING FOR? Please only tick one bursary

Discretionary Bursary (household income is below £26,000)	<input type="checkbox"/>
Guaranteed Student Bursary – only tick if you are in one of the categories listed on the Guaranteed Bursary Information Leaflet	<input type="checkbox"/>

### SECTION 4 – ADDITIONAL ASSISTANCE REQUIRED

Bring your own device assistance	<input type="checkbox"/>
Free school meals	<input type="checkbox"/>

## SECTION 5 – COURSE DETAILS

Which subjects/courses are you studying in 2021?

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## SECTION 6 – FUNDING REQUIREMENTS

Please tick the box for the financial assistance you require.

Travel – if you live more than 2 miles from the College	
College bus service – Please state whether you require a place on the Liphook or Farnham bus and the stop you would be collected from.	
Equipment relevant to your courses– include stationery, books, equipment, sports kit	
Compulsory field trips	
Other (please specify)	

## SECTION 7 – BANK DETAILS

Name of Account Holder: (as it appears on your debit card)	
Name of Bank:	
Account Number:	
Sort code:	

## SECTION 8 – FURTHER INFORMATION

Please give details of any other circumstances that you would like us to know about in support of your application, such as the number of dependent children aged 18 or under who are living at home.

## SECTION 9 – STUDENT & PARENT/GUARDIAN DECLARATION

The application form must be signed by the student and parent/guardian (if applicable)

- I/we confirm that all the information provided on this application form is correct to the best of my/our knowledge.
- I/we will provide any additional information that may be required for the application.
- I/we will inform Godalming College, in writing, of any changes to my/our circumstances or to the information provided on this form and understand this could result in a change to the bursary awarded.
- I/we agree to repay Godalming College immediately and in full, any monies paid if any of the information I/we provided is found to be false or misleading. I/we understand that no further payments would be made if this is found to be the case.
- I/we understand that any award made is conditional upon the student adhering to all aspects of their Student Contract namely attendance and approach to learning.
- I/we understand that all absences need to be reported promptly by emailing [attendance@godalming.ac.uk](mailto:attendance@godalming.ac.uk) or calling 01483 423526. Payments may be withheld if absences are failed to be reported.
- I/we understand that all payments will be paid directly to the student's bank account.
- I/we understand that all receipts must be dated and be submitted with a bursary claim form. These will be submitted at least every half term and that we cannot pay for expenses from previous terms.
- I/we understand that information given on this form will be stored electronically and processed in accordance with Data Protection Legislation.

- I/we agree that any award granted covers the academic year and that I/we must reapply for each academic year (if applicable) and there is no guarantee that funding will be made available for future years.

Signed (student):	Date:
Signed (parent/guardian 1):	Date:
Signed (parent/guardian 2):	Date:

### EVIDENCE CHECKLIST

Please tick all evidence (tax year 2020-21) you are submitting with this application

#### Discretionary Student Bursary

Current Income Support Award Letter	
Universal Credit - 3 most recent monthly award letters	
Jobseekers Allowance – current entitlement allowance	
Employment and Support Allowance – current entitlement award letter	
Disability Living Award Letter	
Last 2 months payslips	
P60 for 2020/21 tax year	
Self-employed earnings for 2020/21 – official tax return	
Tax Credit Award Notice	
Other evidence	

### Guaranteed Student Bursary

Income Support Award Notice	
Employment and Support Allowance Award Notice	
Universal Credit Award Notice	
Disability Living Allowance or other evidence of receipt	
Personal Independence Payments Letter or evidence of receipt	
Letter or email from Local Authority confirming status as in care/care leaver	

### Free School Meals

Income Support	
Income-based Jobseekers allowance	
Income-related Employment and Support Allowance (ESA)	
Support under part VI of the Immigration and Asylum Act 1999	
The guarantee element of State Pension Credit	
Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by HMRC	
Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit	
Universal credit with net earnings not exceeding the equivalent of £7,400 per annum (after tax and not including any benefits you may get)	