

**THE DEADLINE DATE FOR HANDING IN COMPLETE APPLICATIONS  
IS FRIDAY 4<sup>th</sup> SEPTEMBER 2015**

**1.1 Learner Details**

Student ID Number (if you have it)			
Surname / Family name			
First name(s)			
Sex (M / F)			
Date of Birth (dd/mm/yyyy)		Age on 31 <sup>st</sup> August 2015	
You must be aged 16, 17, or 18 on 31 <sup>st</sup> August 2015 to apply.			

**1.2 Address Details**

Home Address			
Postcode			
Home telephone number			
Mobile telephone number			

**1.3 Student Bank or Building Society account details**

Full name of Account Holder <i>(This should be the name as it appears on your debit card or statement)</i>			
Name of Bank / Building Society			
Sort Code (6 digits)			
Account Number (8 digits)			

**A bank statement or letter from the bank confirming the bank account details must be provided with the application**

**PLEASE INDICATE WHICH ELEMENT OF THE BURSARY YOU WISH TO APPLY FOR BY TICKING THE RELEVANT BOX:**

**NATIONAL BURSARY (Priority Group)** – (entitles you to up to £1,200 per year)

**You must be either:**

- 1) claiming Income Support or Universal Credit as an independent student, or
- 2) a disabled student in receipt of both Employment Support Allowance and Disability Living Allowance, or both Employment and Support Allowance and Personal Independence Payment, or
- 3) be in the care of the Local Authority or a Foster Carer, or
- 4) a care leaver aged 16, 17 or 18

**COLLEGE DISCRETIONARY BURSARY** – (please tick the box which applies to you)

Tier 1 Household income below £16,190 and **not in receipt of Working Tax Credits**  
(Free School meals, £10 per week and free bus if you live more than 3 miles from college)

Tier 2 Household income below £16,190 but not eligible for Free School Meals – **in receipt of Working Tax Credits**  
(£10 per week or a free bus pass if you live more than 3 miles from college)

Tier 3 Ad-hoc Financial Support - Household Income is between £16,190 and £21,000  
(eligible to receive no more than £200 per year)

**2.1 Household Members**

(To be completed by the person(s) responsible for the household bills i.e. Parent/s or Parent & Step Parent or Parent & Partner or Guardians)

	Person 1	Person 2
Surname		
First name(s)		
Relationship to Learner		
Telephone		
Are you Employed	Yes / No	Yes / No

**2.2 Evidence**

The following information **MUST** be provided with your application (please tick the box to indicate that the documentation has been included):

**Priority Bursary**

Eligible for minimum £30 per week (up to £1,200 per year)

ONE of the following:

- Recent Income Support letter
- Recent DLA letter
- Letter from Local Authority or support worker confirming in care

**Tier 1** Household Income Less than £16,190 and not in receipt of Working Tax Credits - eligible for Free School Meals, £10 per week and Free Bus Pass (if live more than 3 miles from College)

- Child Benefit Award Letter   
and
- Tax Credit Award Letter

**Tier 2** Household Income Less than £16,190 but in receipt of Working Tax Credits – eligible for £10 per week OR Free Bus Pass (if live more than 3 miles from College), NOT eligible for Free School Meals)

- Child Benefit Award Letter   
and
- Tax Credit Award Letter

**Tier 3** Ad-hoc Financial Support - Household Income is between £16,190 and £21,000 (eligible to receive no more than £200 per year)

- Child Benefit Award Letter   
and
- Tax Credit Award Letter

\* Please see the attached sheet for an explanation of the documents which will be accepted.

Student Bank Statement or letter  THIS MUST BE PROVIDED WITH EVERY APPLICATION

**Failure to provide the required documentation will result in the Bursary/FSM Application being delayed until the required evidence is supplied. WE WILL NOT ACCEPT ANY APPLICATIONS WHICH ARE INCOMPLETE.**

**Please note it is the responsibility of the applicant to provide all necessary documentation**

**Please read and sign the declaration below, before submitting your application**

**Declaration**

I declare that the statements made on this form are true, and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the College of any alteration to any of the particulars in writing. I agree to repay the College in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.

I am aware that the funding covers only this College year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

I have read the 'Bursary and Free School Meals Policy Statement' and understand that application for the Bursary constitutes acceptance of the terms stated therein.

Signed (Learner) ..... Date .....

Signed (Parent or Guardian *if applicable*) ..... Date .....

<b>Child Benefit</b>	You must provide a recent Child Benefit Award letter which states that you will be receiving Child Benefit for the student. If the current letter states that Child Benefit will be stopping from September 2015 you must notify the Child Benefit agency that the student will be continuing in full-time education. If you do not have a current Child Benefit Award letter you can supply a bank statement instead. The statement must be for September 2015 and must contain your name and address as well as showing a receipt of payment from CHB. The original letter or bank statement must be provided.
<b>Tax Credit</b>	You must provide your current Tax Credit Award Letter. The original letter must be provided and it must be complete (i.e. if the letter states pages 1-8, all 8 pages must be supplied).
<b>Student Bank Statement or Letter</b>	Students are required to provide a bank statement (showing their name, address and account details) or a letter from the bank (showing their name, address and account details) to certify the details provided on the Financial Assessment/Application form.

**If you are unsure about which documents to provide with your application, please telephone 01472 875000 for advice, as failure to supply all the documentation required will result in the application being delayed.**

**We will not accept applications which are incomplete.**