

Collingwood College

16-19 Bursary Fund Application 2023-2024

Application forms must be completed and returned to Mrs Boon by Friday 22 September 2023

SECTION 1: Student's Details	
Surname	D.O.B.
Forename(s)	Age at 31/08/23
Address	
Post Code	
E-mail	
Have you been resident in the UK, EU or EEA for the whole of the three-year period preceding your course?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If NO, please specify where you have been resident for the past 3 years.	

SECTION 2a: Learner Status – Do you...?	
Live in Local Authority Care (please provide proof) <input type="checkbox"/>	Receive Income Support or Universal Credit (in your own right) (please provide proof) <input type="checkbox"/>
Live independently having left Local Authority Care (please provide proof) <input type="checkbox"/>	Consider yourself to have a severe disability and receive both ESA and DLA or PIP (please provide proof) <input type="checkbox"/>

SECTION 2b: Learner Status – Do you...?	
Live with Parents who have responsibility for you <input type="checkbox"/>	Live with Carers/Guardians who have responsibility for you <input type="checkbox"/>
Live independently <input type="checkbox"/>	Consider yourself to be a carer (care for a family member) <input type="checkbox"/>
Live with a partner <input type="checkbox"/>	Have dependent children <input type="checkbox"/>
Do you receive Free School Meals? Yes <input type="checkbox"/> No <input type="checkbox"/>	

SECTION 2c: Learner Status – Do you?
I am applying to the fund and live independently or with a partner <input type="checkbox"/>
I live with parents/carers/guardians (please complete SECTION 3) <input type="checkbox"/>

SECTION 3: Parent/Carer Details		
	Adult 1	Adult 2
Title (Mr/Mrs/Ms etc.)		
Surname		
Forename(s)		

Relationship to applicant		
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SECTION 4: Confirmation of Household Income

Please **tick** if you are in receipt of any of the following and **enclose proof/documentation** of all household income:

- | | |
|---|---|
| <input type="checkbox"/> Income Support or Universal Credit | <input type="checkbox"/> Pension Guarantee Credit |
| <input type="checkbox"/> Child Tax Credit | <input type="checkbox"/> Employment Support Allowance or universal credit |
| <input type="checkbox"/> Working Tax Credit | <input type="checkbox"/> Support under Part IV of the Immigration and Asylum Act 1999 |
| <input type="checkbox"/> Job Seekers Allowance (JSA) | <input type="checkbox"/> Salary – P60 or payslips |

In which bracket does your annual household income in the last tax year (including benefits) fall?	Under £25,000	<input type="checkbox"/>
	Between £25,000- £30,000	<input type="checkbox"/>
	Over £30,000	<input type="checkbox"/>

SECTION 5: If applying for **financial assistance** under the Medium or Low Priority Group funding please describe below the items for which you are requesting support. Please be as specific as possible. **Please provide costs and internet links where possible on the back page of the application form.**

- Travel costs – *please tell us how you travel to and from college and provide an estimated monthly cost*
- Stationery and educational equipment – *please provide a list of materials you require*
- Education Books – *please provide details based on course subjects*
- College Trips – *please provide details if known in advance*

SECTION 6: Information and Conditions

- If your application for a Bursary is successful, the method of payment will be advised and discussed with you.
- In most cases, 'in kind' payments may be more suitable; for example, transport passes for school buses or books and equipment or course-based trips.
- Payment is conditional on 90% attendance, punctuality, attendance to all lessons, seminars and tutorial sessions and to meeting the standards of behaviour and effort required. An agreement to this effect will be made between the student, the parent/carer and the College once a bursary has been awarded. The College will withdraw payment if the student fails to abide by the agreement.
- Where an award is made under the Low Priority Group, for example to finance a trip, your Subject Tutor will be consulted to ensure that you are making satisfactory progress on the course and that they are happy for you to attend.
- Support is subject to funds being available at the time the application is received and assessed. This is a limited fund and once exhausted, no further funding will be available.
- All bursaries made are subject to the College receiving sufficient funds from the Government.

SECTION 7: Bank or Building Society Details - To receive payments, the student must have their own bank or building society account that will accept BACS payments.

Name of Account Holder	
Name of Bank/Building Society	
Sort Code	
Account / Roll Number	

SECTION 8: Declaration

Please read this declaration carefully before signing:

- I/we declare that the information we have given in support of this application is correct and complete to the best of my/our knowledge.
- I/we will inform the College immediately if we stop receiving one of the qualifying benefits.
- I/we understand that if I/we give information that is incorrect or incomplete or fail to report any changes which might affect our entitlement to support, I/we may be asked to pay back the costs received.
- I/we understand that I/we must provide the relevant support evidence.
- By signing this form, I/we confirm that I have read and fully understood the above declaration.

Signed:

Learner..... Date.....

Adult 1..... Date.....

Adult 2..... Date.....

Please return the completed form to the Sixth Form Office.

Office use only		
Date received		
Bursary Agreed/Declined		
Payment Details		
Form checked	Mrs Boon	Signature..... Date.....
Approved by	Mrs Boon	Signature..... Date.....
Authorised by	Mr Webster	Signature..... Date.....
Finance	Finance Form completed and copy of Application Form sent to Finance Date.....	