|  |  |  |  |
| --- | --- | --- | --- |
|  | **Student to complete details below:** | | Education and Skills Funding Agency (ESFA) |
| **Your First Name (Please Print):** | **Surname (Please Print):** |

**ASFC Bursary Application Form 2024/2025**

You are eligible to apply for an ASFC bursary if:

* You have enrolled on a full-time course at ASFC in the academic year 2024/2025
* You are aged 16 to 19 years (**under 19 on 31st August 2024**)
* You are aged 19 or over at 31 August 2024 and have an Education, Health and Care Plan (EHCP)
* You are aged 19 or over at 31 August 2024 and continuing on a study program you began aged 16 to 18 (‘19+ continuers’)
* You satisfy the residency criteria (please see Procedures and Guidelines)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **First Deadline for Applications: 13th September 2024**  Application forms received later than 13th September WILL be considered for inclusion in a later Bursary intake, (normally about a week after the first deadline). Application for the Bursary never closes, we will always look at new applications. No back payments will be made for forms submitted after this date. | Office Use  Date received:  Ref No: Cat Ad No.   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 3 | 3 | 5 | 0 | 7 |  |  |  |  |  |  |  | |

**PLEASE READ 16-19 Bursary 2024-2025 Procedures and Guidance BEFORE COMPLETING THIS FORM**

Applications for the Bursary will fall into three categories. Please indicate which category you fall into.

|  |  |  |
| --- | --- | --- |
| **Category A - Students who are:** | **Please tick** | **Documentation required** |
| * **in Care or are a care leaver** |  | Written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority |
| * **receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner.** |  | A copy of their Income Support and/or Universal credit award notice. They must be entitled to the benefit in their own right and the evidence must confirm that the young person can be in further education or training, for students in receipt of Universal Credit must also provide additional documentation to confirm their independent status. |
| * **receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right.** |  | A copy of the student’s Universal Credit or ESA award from DWP (UC claimants will be able to print off details of their award from their journal). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided |
| **Category B** | | |
| * **Students from households in receipt of Working Tax Credits or Child Tax Credits or Universal Credit Letter where the total gross annual income (including any benefits or Tax Credits) is less than £30,000. Students who fall near the threshold are advised to apply as we constantly review the bursary. They will fit into the below category.** |  | Your full up to date letter (all pages i.e. 4, 6, or 8 pages) from DWP confirming annual income and allocation of Universal credit letter and a **P60 or P45 whichever is relevant**. If the household is a single adult household, we will also need a copy of documentation to confirm this e.g. Council Tax Discount letter. For self-employed please see section 4. |
| **Category C** | | |
| * **Students who may or may not be in the above categories but who are experiencing significant financial hardship due to current/changed circumstances or with an exceptional situation.** * **NOTE: Students making a category C application must complete the ‘Additional Information’ section (section 5).** |  | Supporting letter from parent signed by both the student and the parent/carer. Further documentation may be required.  **Proof of household income (as in Cat B above).** |

**APPLICATION PROCESS**

In order to assess your application, we will need you and your parents/carers (except where you are an independent student) to provide us with evidence of your financial situation. You MUST provide **full** details of the income of any adults in your household. Failure to include this information with appropriate documentation will mean that it is not possible to process your application. We will deal with your application in the strictest confidence and any personal information provided will remain private and be stored securely. Please see the privacy notice in the guidance notes for further information.

Where evidence is requested, we require clear, high-quality copies. **Please do not send original documents**. We **do not have the facility to photocopy** these and they will be returned to you for photocopying which will delay your application and may mean you will miss the closing deadline.

**BURSARY AWARDS**

Each bursary award will be dependent on each student’s circumstances and programme of study and what cost each subject incurs. **Students will not be awarded a set amount of funding or a flat rate of payment on a weekly basis.** The bursary fund is intended to help students with the essential costs of participating in their study programme and to overcome the financial barriers to education by funding things like essential books/materials, transport costs where appropriate, activities that are essential to their study programme and university open days and trips. Initial £10 cost of Our Pass will be reimbursed.

This is in line with the 16 to 19 Bursary Fund guide 2024 to 2025 academic year by the ESFA published on 8th May 2024. Details of the full guide can be found here:

[16 to 19 Bursary Fund guide 2024 to 2025 academic year - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2024-to-2025-academic-year/16-to-19-bursary-fund-guide-2024-to-2025-academic-year)

****

**SECTION 1 - PERSONAL DETAILS (Student)**

|  |  |  |
| --- | --- | --- |
| Name of student: | **First name(s) PLEASE PRINT** | **Surname PLEASE PRINT** |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of birth (day/month/year) | D | D |  | M | M |  | Y | Y | Y | Y |

|  |  |
| --- | --- |
| Address 1 |  |
| Address 2 |  |
| Town / City |  |
| Post code |  |
| Telephone No |  |
| Mobile number |  |
| Email |  |
| Nationality |  |

**RESIDENCY**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| UK |  |  | EU/EEA/Swiss nat. | |  |  | Settled status | |  |
|  |  |  |  |  |  |  |  |  |  |
| Other |  |  | Please state .................................................... | | | | |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **What is your course of study at ASFC?** List the subjects.  (e.g. AS Psychology, AS Biology, AS Art, AS Dance or e.g. BTEC First Diploma in Business)  ............................................................................................................................................................................................................................................................................................................................................................................................................................ | | | |

**SECTION 2 - DETAILS OF ADULTS WHO ARE RESIDENT IN**

**THE STUDENT’S HOUSEHOLD**

|  |  |
| --- | --- |
| **Adult 1** | **Adult 2** |
| Name | Name |
| Address | Address |
| Postcode | Postcode |
| Relationship to applicant (student) | Relationship to applicant |
| Contact telephone number  Home:  Mobile: | Contact telephone number  Home:  Mobile: |
| Email address | Email address |
| Employment status (e.g. employed, unemployed, self-employed) Please state | Employment status (e.g. employed, unemployed, self-employed) Please state |
| Occupation | Occupation |

**SECTION 3 – HOUSEHOLD INCOME**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **To be completed by Category B & C Applicants**  **Are adults in your household in receipt of any of the following benefits:**   |  |  |  | | --- | --- | --- | |  | **ADULT 1** | **ADULT 2** | | **Income Support / Universal Credit** |  |  | | **Jobseekers Allowance** |  |  | | **Employment & Support Allowance** |  |  | | **Personal Independent Payment** |  |  | | **Disability or Carers Allowance** |  |  | | **Child Tax Credit** |  |  | | **Working Tax Credit** |  |  | | **Pensions** |  |  | |
|  |
| |  |  | | --- | --- | | What is your **gross annual income**, without Tax Credits |  | |  |  | | **Answer Yes or No to questions below, do not tick box** |  | | Do adults in your household have any savings/investments, remunerations or dividends?  If so, please provide full details. |  | | Do adults in your household have any other income / job not stated above? Please provide full details |  | | Do adults in your household have any property income? If so, please provide full account details and property value. |  | | Do adults in your household own, are directors in or have controlling interest, or any interest in any company or business or partnership? Please give full details. |  | |
| |  |  |  | | --- | --- | --- | |  | YES | NO | | Do adults in your household receive Housing Benefits? |  |  | | Do adults in your household pay Council Tax? |  |  | |

**Evidence Required**

A We will require a copy of your DWP **Final** Tax Credit Award letter (2024-25) or any for 2024-2025 that confirms your household income and that you are in receipt of Working Tax Credits or Child Tax Credits and/or a Current Universal Credit Letter along with a current copy of your **2024 P60 or current P45 if appropriate**. We also require a copy of your full current Universal Credit Statement. If your amount of UC award varies, please provide your last 3 statements so that we can work out the 12 month average.

B If you are **self-employed**, we require your SA302 documentation **from** HMRC, an up to date copy of your business accounts i.e. (current trading profit and loss accounts and balance sheets) We **may** also require a copy of the last three months’ bank statements for all parents/guardians. We also require a copy of the latest agreed tax computations for all companies owned by household members.

**Free College Meals Application Form**

**Please only complete this page if you are eligible for Free College Meals**

**Please state which of the following benefits (if any) you or your parents / guardians are claiming for. Please supply up to date documentary proof.**

**To qualify for free meals students must be in receipt of, or have parents/ guardians who are in receipt of, one or more of the following benefits. Please tick the appropriate box and attach proof:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | |  | **ADULT 1** | **ADULT 2** | **STUDENT** | | Income Support |  |  |  | | Income-based Jobseekers Allowance |  |  |  | | Income-related Employment & Support Allowance |  |  |  | | Universal credit with net earnings not exceeding the equivalent of £7,400 pa |  |  |  | | Support under part VI of the Immigration and Asylum Act 1999 |  |  |  | | The guarantee element of State Pension Credit |  |  |  | | Child Tax Credit (provided they 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 |  |  |  | | You were entitled to Free school Meals in your last year of School |  |  |  | |
|  |

# HM GovernmentSelf-employment declaration form

**Please only complete this page if you are self employed**

**Free meals in further education (FMFE) – self-employment eligibility declaration form**

This form is for completion by self-employed parents claiming FMFE eligibility for the student. Parents should provide evidence demonstrating that they are in receipt of Universal Credit (such as their Universal Credit award letter), that they are self-employed (such as their company registration form or tax return) and that their net earned income has not exceeded either £616.67 over the previous month, £1,233.34 over the previous two months, or £1,850 over the previous three months. This evidence should take the form of monthly accounts, like those provided on a monthly basis to DWP, supported by actual receipts where requested.

**Universal Credit eligibility**

I have attached evidence proving that I am in receipt of Universal Credit **Y/N**

**Self-employment status**

I have provided evidence proving that I am self-employed **Y/N**

**Earnings**

I have provided evidence that my net earnings over the period \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_ were £\_\_\_\_\_\_\_\_ **Y/N**

(If net earnings for the latest month exceed £616.67, fill out details for the latest two months. If net earnings for the latest two months exceed £1,233.34, fill out details for the latest three months)

**Declaration**

I certify that the information I have provided is complete and correct and understand that it is fraudulent to give false information. I agree that the information provided with this form can be used to check the student’s for FMFE.

**Printed Name**:

**Signature**:

**Date**:

**SECTION 4 – DECLARATIONS**

**STUDENT DECLARATION**

**To be completed by all applicants:**

* I declare that all the answers given in this form are true.
* I have read the guidance and accept the conditions of any bursary awarded to me.
* I understand that if I give false information or withhold information my application will be cancelled and action will be taken, where appropriate, to recover any money paid to me.
* I accept that I will need to refund any sum arising from an overpayment for any reason.
* I understand that, if I do not keep to the conditions of my learning agreement, payments may be withheld.
* I understand that, if I leave college, I will not be entitled to further payments.
* I understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. Cases of fraud may be prosecuted.

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

Print name ………...............................................................................

**ADULT DECLARATION**

*This section must be completed by the applicant’s parent/carer(s) as applications for the ASFC Bursary will be assessed against household income.*

* I/We declare that, to the best of my/our knowledge, all the information given in connection with the application is full and correct in every respect.
* I/we will provide any additional information which may be required by the college to verify my/our circumstances.
* I/we will inform the college of any changes in financial circumstances which may affect the award.
* I/we understand that if my/our child does not keep to the condition of their Learning Agreement, payments may be withheld.
* I/we understand that, if my/our child leaves the college, he/she will not be entitled to any further payments.
* I/we understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. Cases of fraud may be prosecuted.

**Adult 1**

Signed ..................................................... Print name ............................................Date …………

**Adult 2**

Signed ..................................................... Print name ............................................Date………….

**Please make sure all documentation and supporting evidence copies are supplied. There are no photocopying facilities available so please supply copies, if original documentary evidence is submitted they cannot be returned and may cause a delay in processing the documentation and YOU missing the deadline.**



**Completing the bank details at this point will help to speed up the process should you be eligible for bursary, however this may be completed later if preferred.**

**Please enter the students bank details below. (not parents or guardians details)**

**Student’ bank details form**

**Please return to the Bursary Office or Finance Dept.**

|  |  |
| --- | --- |
| **Student Name:** |  |
| **Account Name:**  **(Students’s name on Card)** |  |
| **Account Number:**  **This is 8 digits, not the long card number** | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | |
| **Sort Code:** | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | - |  |  |  |  |  | |
| **Bank name** |  |
| **Student Card Number:**  **(last six numbers)** |  |
| **Bursary Services signature:**  **Ashton Sixth Form Office Staff use only** |  |
| **Bursary Category**  **Ashton Sixth Form Office Staff use only** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  | - |  |  |  |  | |
| **Finance Reference:**  **Ashton Sixth Form Office Staff use only**  O |  |