

THE PARK COLLEGE
DISCRETIONARY (19 – 24) BURSARY FUND
APPLICATION FORM - 2024 TO 2025

Please complete this form and bring it to the College office with your **ORIGINAL** supporting evidence (e.g. salary slips, P60, benefit statements), not copies.

Please note that our policy is to maintain strict confidentiality in the review and storage of any information that is held.

QUALIFYING CRITERIA

Students aged 19 to 24 on 31 August 2024, can apply for a discretionary bursary if they are on a College training programme, have an Education Health and Care Plan, and meet the eligibility criteria. A bursary will only be paid if attendance and behaviour meet our required standards. A student will only be eligible if the total income of their household does not exceed **£40,000**.

EVIDENCE OF ELIGIBILITY

Please complete the application form and provide evidence of the total family household income (this means all family members living in the household and contributing to the total income). Evidence should be the latest e payslips, and or the latest three universal credit award statements.

ASSESSMENT

Following receipt of your application form the College will verify the evidence and confirm eligibility. We will then assess the actual amount of financial support the student needs to participate.

Some students may meet the eligibility criteria, but their financial needs are already being met, they have no relevant costs and do not need the award.

AWARD LETTER

The College will write to you with the outcome of your application. Where successful, the letter will set out the amount of the award and items that it will purchase

PURCHASES

Wherever possible, the College will purchase items such as books, educational equipment, laptops, tablets, protective clothing for catering or horticulture and transport, including travel passes and taxi fares in-kind.

- **books and equipment such as a laptop and iPad, together with protective clothing for horticulture or catering, will remain the ownership of The Park College and will be returned on leaving/completion of a study programme**

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IMPACT ON OTHER BENEFITS

Receipt of bursary funding **DOES NOT AFFECT** any other means-tested benefits paid to families, such as Income Support, Universal credit, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

Closing date for applications: Monday November 4th 2024

If you wish to discuss this form or need help with its completion, please contact the College.

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STUDENT DETAILS

First Name(s)	Surname:
Known as:	ULR: <i>(College to complete)</i>
Address:	Date of birth:
Age at 31/08/24:	Telephone:
Postcode:	Email:
DO YOU HAVE THE RIGHT OF ABODE AND BEEN RESIDENT IN THE UK FOR 3 YEARS? YES/NO	
Do you have an EHC Plan?	Yes/No

EVIDENCE OF HOUSEHOLD INCOME (attach the most recent document)

P60 <input style="float: right; margin-left: 20px;" type="checkbox"/>	income support/ universal credit letter ** <input style="float: right; margin-left: 20px;" type="checkbox"/>	
Wage slips for Household <input style="float: right; margin-left: 20px;" type="checkbox"/>	Self employed Earnings – tax return <input style="float: right; margin-left: 20px;" type="checkbox"/>	Other benefits/ Pension award <input style="float: right; margin-left: 20px;" type="checkbox"/>
Other <input style="float: right; margin-left: 20px;" type="checkbox"/> Please specify:		

** where supplying a universal credit award notice please provide the 3 most recent award statements

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DECLARATION BY PARENT/CARER and STUDENT

- All payments will be based on the information provided and we declare that the information on this form is accurate to the best of my knowledge.
- I/we understand that any false claim may lead to the withdrawal or refusal of Bursary funding and may result in a prosecution
- I/my parents/carers will notify The Park College of any changes in household income
- I/we understand the attendance and standard of behaviour required by The Park College, and that the bursary funds are paid to support me on my course on condition of meeting those standards
- I/we understand there is not an automatic entitlement to bursary funding if I do not meet financial need or my needs are being met from another financial source.
- I/we understand that the money and equipment provided is to enable me to continue in education and if I leave The Park College, this financial support will stop
- **I/we understand that books and equipment, such as a laptop and iPad, will remain the ownership of The Park College and will be returned on leaving/completion of my study programme**

Parent/Carer

I understand that The Park College will keep this data and the evidence provided, in line with the Data Protection Act 1998, to support the needs of my child.

I have supported the above-named person to understand and help complete this form, the information given is complete and accurate to the best of my knowledge, and no information which may affect the safety and welfare of this person or others at the College has been withheld or omitted. I understand that if the safety and welfare of any person at this college is compromised due to information being inaccurate or withheld by me, further action may be taken by the College.

I confirm that I/we have read the 'Bursary Fund – Information for Students', which was given to me before this application.

Student Signature:

Parent/Carer Signature:

Print Name:

Date: