Please fill in all sections and provide evidence as requested in part B, then return your completed application form and evidence to office@theparkcollege.org or if you would prefer to post the application please address to Administrator at The Park College 5 Kennington Park Place, SE11 4AS.

|  |  |
| --- | --- |
| First Name(s)   |  Surname:  |
| Known as:   |  Date of birth:  |
| Address:  |  Age:  |
| Postcode: | Email:  |
| Mobile: | Home phone no :  |
| **DO YOU HAVE THE RIGHT OF ABODE AND BEEN RESIDENT IN THE UK FOR THE LAST 3 YEARS? YES NO**  |
| **Do you (the learner) live with parents/carers at the address above?** Yes NoIf yes, please give details of your parent/carers below:**Name:Contact number:Email address: Relationship to you: Name:Contact number:Email address: Relationship to you:** |
|  Do you have an EHC Plan?  |  Yes No |

 EVIDENCE OF HOUSEHOLD INCOME (attach the most recent document)

Please be advised that for us to make an **accurate assessment of household income**, we will require **evidence of income for each relevant adult responsible for the learner**, e.g., if two parents are registered to us, we will require evidence for each parent before an award can be considered.

If your family’s household income is below **£30,000** and you would find it difficult the costs associated with attending the course, you may be entitled to support with costs.

|  |
| --- |
| **Please note****\***If your household income is more than £30,000 but you feel you will find it difficult to meet costs, please enter your income here:  |
| **Please give specific details below of what you think you need the bursary for, include description of specific items & approx. cost.** We will discuss this with learners and/or parents/carers and decide what we feel would benefit you most.  |

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

**Please list names of members who contribute to the total household income below:**

|  |  |  |
| --- | --- | --- |
| **Name & relationship to student**  | **Income Type (eg wages,** **housing benefit, income support Universal credit etc)**  | **Contribution value £**  |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- |
| **Please tick all that benefits to you, the learner, or your parent/carer (living at the same address) are in receipt of. We require financial evidence for each of the people named above as living in the household.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Evidence required:**Photocopy/scan or original of the **whole** document | Leaner or parent/carer in receipt of – please state who | Tick documents attached |
| **Income related Employment and Support Allowance** (ESA) | Letter/award statements dated in the last 3 months  |  |  |
| **Income-based Jobseekers Allowance** (JSA) | Letter/award statements dated in last 3 months  |  |  |
| **In receipt of Income Support**  | Letter/award statements dated in last 3 months |  |  |
| **Pension/Pension Credit**  | Letter/award statements dated in last 3 months |  |  |
| **In receipt of Universal Credit**  | 3 most recent monthly award statements  |  |  |
| **Low income**  | P60 April 2025 or 3 most recent monthly award statements  |  |  |
| **Self Employed Income**  | SA302 or Certified accounts for the last 2 years  |  |  |

**Please note**

**\***To receive the full award, learners must maintain attendance above 95% and adhere to the Leaner Code of Conduct (as given in induction) – failure to do this may reduce or stop the bursary.

**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 young person.  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:**   |
| **Student Name:** |
| **Date:** |
|  **Parent/Carer Signature:**  |
|  **Print/Carer Name:** |
| **Date:**  |