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| For Office Use Only |
| Learner ID (Arbor) |
|  |
| Date Received |
|  |
| Staff Initials |
|  |

A purple and white logo

Description automatically generated with medium confidence

Please note: All of the information or evidence provided to complete this application will be treated confidentially. If you require help completing this form contact the admin team at valleycollege@valleycollege.svt.org.uk

or call 01706 214640 Option 2

**16-19 Learner Bursary Fund and Free College Meals Application Form**

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| **PART 1:** Personal Information |

**Learner Details:**

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| First Name: |  | | | | Surname: | |  | | | |
| Address: |  | | | | | | | | | |
|  | | | | | Postcode: | |  | | | |
| Date of Birth: |  | | | | Age: | |  | | | |
| Yr of enrolment: | Year 1 |  | Year 2 |  | | Year 3 | |  | Other |  |
| Have you been resident in the UK for the past three years? Yes  No | | | | | | | | | | |
| If No, what was your Country of Birth? Date of Entry into UK: | | | | | | | | | | |

**If your claim is successful, the amount of award that you will receive will depend on your individual circumstances. For example, the College will consider the number of dependants within the household, the household income, course of study and distance needed to travel. Therefore, it is important that you provide the following information:**

**Please tell us which area you will be travelling from:**

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**Please tell us how you will travel to college by ticking the relevant box:**

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| LA Transport  Bus  Walk/Cycle  Drive  Taxi  Get a Lift |

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|  | **PART 2: 16 – 19 Vulnerable Bursary *(evidence will be required for all applications). (16 TO 18 YR OLDS ONLY)*** | |
|  | Please read through the statements below and tick the one which applies to you (only tick one box) | |
| A | I claim Income Support or Universal Credit in my own right because I live independently or financially support someone living with me such as a child or partner. **Please go to Part 3** | Yes  No |
| B | I am in the care of the Local Authority, a care leaver or living with foster parents. **Please go to Part 3**  Name of Social Worker:  Email:  Contact Tel No: | Yes  No |
| C | I claim Employment and Support Allowance or Universal Credit AND Personal Independence Payment or Disability Living Allowance. **Please go to Part 3** | Yes  No |
| D | I live independently My circumstances are not any of those described above.  \*If you have ticked this box – we will require additional evidence that you live independently (please see bursary guidance). | Yes  No |
| E | I live with at least one of my advocate(s) who is/are mainly financially responsible for me **Please go to Part 4** | Yes  No |
| F | I live with my spouse or partner. **Please go to Part 4** | Yes  No |

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| **PART 3: College Vulnerable Bursary Award Evidence Required if you have ticked Boxes A, B or C *(16 to 18 YR OLDS ONLY)*** | | |
| Personal Circumstances | Evidence Required | Please tick to confirm evidence enclosed |
| In receipt of Income Support or Universal Credit and live independently or financially support someone living with you (for example, child or partner) | Copy of up to date award letter which states entitlement to Income Support or Copy of three most recent Universal Credit Full Award Statements which show your monthly income (for example, earnings reported by an employer) and any deductions. We may also ask for evidence of living independently (for example, a tenancy agreement in your name). |  |
| In care of Local Authority, living with foster parents (not a private foster care arrangement) | Copy of a letter from your local authority which confirms this. |  |
| Care Leaver (This includes a Special Guardianship Order providing evidence specified of being a Care Leaver is provided). | Copy of a letter from your local authority which confirms you are a young person who was previously looked after for a period of 13 weeks which began after the age of 14 and ended after the age of 16 If you are also in receipt of Universal Credit, Income Support or ESA in your own right, please also provide evidence of this. |  |
| In receipt of Employment and Support Allowance or Universal Credit AND Personal Independence Payment or Disability Living Allowance | Copy of up to date award letter which states entitlement to Employment and Support Allowance or three most recent Universal Credit Full Award Statements which show your monthly income (for example, earnings reported by an employer) and any deductions. AND letter showing receipt of Personal Independence Payment or Disability Living Allowance |  |

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| **PART 4: To be completed for Vulnerable Bursary Applicants (E & F ABOVE)**  **To be completed for ALL Discretionary Bursary Applicants *(19 to 25 YR OLDS)*** | | |
|  | **Advocate 1** | **Advocate 2** |
| Forename: |  |  |
| Surname: |  |  |
| Address: |  |  |
| Home Telephone: |  |  |
| Mobile: |  |  |
| Email: |  |  |
| Relationship to Learner: |  |  |

**Please provide the details of all other people who live in the household (for example brothers, sisters, grandparents etc.).**

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| Name | | **Relationship to Learner** | | **Date of Birth** | |
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| Household Income: | | | | | |
| **Please tick all boxes which apply to your household and show your current financial circumstances.**  **Do not include any money the student may be earning from part time employment.** | | | | | |
| Please advise of your annual household income. | | | £ | | |
| **Income/Benefit** | **Evidence Required** | | | | **Please tick to confirm evidence enclosed** |
| Earnings from Employment | We need payslips for the last 3 months from each person who is working within the household. | | | |  |
| Earnings from Self Employment | We need the most recent Self – Assessment Tax Calculation/Return for each person who is self-employed within the household. | | | |  |
| Universal Credit (UC) | We need your three most recent Universal Credit Full Award Statements which state your monthly income (for example, earnings reported by your employer) and any deductions. | | | |  |
| Income Support (IS) | Recent award letter dated within last 3 months which states entitlement to Income Support (IS) and the amount to be received | | | |  |
| Working Tax Credit and/or Child Tax Credit | All pages of your most recent Tax Credit Award Notice (for 2024/2025). | | | |  |
| Job Seeker’s Allowance (JSA) | Recent award letter dated within last 3 months which states entitlement to JSA and the amount to be received | | | |  |
| Employment and Support Allowance (ESA) | Recent award letter dated within last 3 months which states entitlement to Income Related or Contribution based Employment Support Allowance (ESA) and the amount to be received | | | |  |
| Carers Allowance (CA) | Recent award letter dated within last 3 months which states entitlement to Carers Allowance | | | |  |
| Council Tax | Council Tax bill showing 25% single person discount (if there is only one adult in the household | | | |  |
| Support under Part V1 of the Immigration and Asylum Act 1999 | Arc Card and Asylum Support letter or Section 4 – Support Grant Letter | | | |  |
| Guarantee Element of Pension Credit | Recent letter from the pension service dated within 3 months which states entitlement to Pension (Guarantee) Credit | | | |  |
| Bereavement Allowance | Recent award letter dated within last 3 months which states entitlement to Bereavement Benefit | | | |  |
| State, Occupational or Personal Pension | Recent award letter from DWP and/or letter from relevant organisation dated within 3 months which shows the amount of payment received. | | | |  |
| Child Maintenance | Please provide evidence of any child maintenance you receive (such as a letter, bank statement showing last 3 payments etc.) | | | |  |
| Child Benefit | Recent award letter or other form of evidence that confirms who is in receipt of child benefit and for how many dependants | | | |  |
| Any other income | We need to know if you have any income other than those listed above. Please provide relevant evidence if this is the case | | | |  |

**Free Meals: Please be aware that learners who meet the criteria for the Discretionary Bursary fund will be eligible for a free meal at a rate equivalent to £2.58 per learner per meal. Please confirm below.**

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| I am eligible for and opt to access a free meal (equivalent to £2.58 per learner per meal during term time). | **Yes No** |

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| **PART 5:** Privacy Notice |

* Please be assured that the information you provide on this form, and any accompanying documentation, will be treated in the strictest confidence and only used for assessing eligibility for the Bursary Awards.
* The application and documentation will be stored securely. It may be subject to audit from the college’s internal auditors, or from the Education and Skills Funding Agency’s (ESFA) auditors. These audits are conducted from time to time to ensure that the college is making Bursary Awards in line with national policy. The college may report cases where Bursary Awards have been made, and the application is subsequently found to be fraudulent, to the ESFA.
* Bursary applications and supporting documentation will be retained for six years after the learner leaves college and will then be securely destroyed.

*If you would like further information regarding your privacy, please contact the college at valleycollege@valleycollege.svt.org.uk or by calling 01706 214640 Option 2.*

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| **PART 6:** Declaration |

**Please make sure you have read the declaration below as by completing and handing in this application form to Valley College you are agreeing to the following statements:**

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| **You confirm that:**  You have read and understood the guidelines that accompany this application form.  You have exercised your eligibility to other forms of financial support before applying for the 16-19 Learner Bursary Fund.  You have fully completed each relevant section and enclosed/submitted all necessary evidence.  You have provided accurate and correct information when completing this application form and the information provided is a true reflection of your financial status.  You will inform the College, preferably in writing, of any change to your circumstances.  **You agree that:**  Valley College can process your personal data contained in this form along with any supporting evidence in order to assess your eligibility for the Learner Vulnerable or Discretionary Bursary.  If you have given information relating to anyone else on this form you have obtained their permission to do so.  The conditions for receiving bursary awards are subject to having good attendance and behaviour.  If these conditions are not met you agree that your bursary award may either be suspended or withdrawn.  **You understand that:**  You are applying for Public Funds and that you may be committing a criminal offence if you do not disclose any information that may affect your application.  Valley College may carry out checks to verify the evidence provided and subsequently may need to take action if any evidence provided is proven to be false or incorrect.  If the learner leaves their learning programme, they will not be eligible to receive further payments and overpayments may have to be repaid.  By signing and submitting this application you are agreeing to the collection of the personal and financial information contained within this form and supporting evidence (which will be held in accordance with General Data Protection Regulations – see Section 11).  **You undertake to**:  Repay any award that the student is not entitled to and return any equipment which has been issued to the learner during their time at Valley College. |

Learner Signature: Date:

Advocate 1 Signature: Date:

Advocate 2 Signature: Date:

**Please return this completed form to:** The Business Lead, Valley College, Ewood Campus, Clod Lane, Haslingden, Rossendale BB4 6LR (emailed copies of this application form will not be accepted).

Please note that you can submit your evidence in the same sealed envelope or email your evidence to [j.rutter@valleycollege.svt.org.uk](mailto:j.rutter@valleycollege.svt.org.uk)

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| **FOR OFFICE USE ONLY:** | | | |
| All required evidence received: | Yes No | Date: |  |
| Decision: | Approved Vulnerable Bursary Award  Approved Discretionary Bursary Award  Rejected  Further Information Needed | | |
| Reason for Approval: | CIC / Unaccompanied Asylum Seeker  Care Leaver  Claiming IS/UC in own right.  Receives ESA and DLA (or PIP) in own right.  Household Income  Number of Dependants | | |
| Reason for Rejection: | Household Income over Threshold  No financial need evidenced.  No response to contact attempts within 8 weeks of application receipt. | | |
| Applicant Notified of Decision: | Yes No | Date: |  |
| Comments: | | | |
| Appeal Letter Received: | Yes No | Date: |  |
| Result of Appeal: | | | |
| Applicant Notified of Result: | Yes No | Date: |  |