2021-2022
Discretionary Bursary Fund Information
For Students aged 16 - 18

Discretionary Bursary Fund – Are you eligible?

To apply to this fund, you must be:

- Aged 16, 17 or 18 at the start of your course (At least 16 and under 19 on 1st September 2021), or aged 19 to 24 with a current EHCP.
- Studying a 'funded' course at Fareham College (students studying apprenticeships are **not** eligible)
- UK resident or meet sufficient residency criteria
- Living in a household where the income level is below £25,000 per year

Discretionary Bursary Fund - How to apply

1. Check that you meet **all** of the criteria listed above.
2. Complete the application form overleaf and **attach evidence of household income as listed on the form** – please note that photocopied evidence **IS** acceptable. **IF YOU ARE POSTING, PLEASE NOTE THAT ORIGINAL DOCUMENTS WILL NOT BE RETURNED WITHOUT A STAMPED ADDRESSED ENVELOPE**
3. Send the application form and evidence to the address below (please ensure that you add enough postage), or email the electronic application form and your scanned/photographed income evidence to bursary@fareham.ac.uk

Discretionary Bursary Fund - What happens next?

- **We will aim to process your application within two weeks from the date we receive it**.
- If you have **not** answered all of the questions or you have **not** provided evidence of your household income/circumstances, then we will return the form to you and this will delay your application.
- When we have assessed your application, we will write to you to explain how your award will be paid. Depending on your chosen course the College may use the funding to;
  - order equipment or pay for items on your behalf such as bus passes or kits
  - or reimburse you for equipment/items you have already purchased
  - or provide you with funding towards the purchase of equipment required for your course
- If your application is unsuccessful we will send you a letter explaining why which will include details of **how you can appeal** the decision.

Free College Meals

If you received free meals at school and are now aged 16 – 18 you may be entitled to free meals at College as well. To check if you are eligible you will need to apply online via the Hampshire County Council Free Meals portal: **www.cloudforedu.org.uk/ofsm/fe-apply**

Please note that your application for Free College Meals can only be made on this website, you can find out more about the process on the College website or from the 'Free College Meals' leaflet.

Please send your completed application form and proof of income to:

Student Support, Fareham College, Bishopsfield Road, Fareham, PO14 1NH

Or

Email your completed electronic application form and scanned/electronic proof of income to:

bursary@fareham.ac.uk

Application for Financial Support 2021-22
16 – 18 Discretionary Bursary Fund

Fareham College

Section 1: Student Personal Details

First Name:		Last Name:	
Date of Birth:		Age on 01/09/21:	
Address:			
Post code:		Email address:	
Mobile no:		Home tel No:	

Section 2: Course Details

Course Name:	

Section 3: Student Personal Circumstances

Please ✓ all of the statements below that apply to you

I live with my parent(s)/guardian(s)	☐	I am a young parent	☐
I live with my partner	☐	I am financially independent but do **not** receive benefits in my own name	☐

I am in Care	☐	If you tick any of the grey boxes opposite, you may be entitled to further support – please do not complete this form. **Please complete the <u>Vulnerable Bursary</u> Application Form**
I am a Care Leaver	☐	
I receive Income Support or Universal Credit because I am under 19 and I live independently from my parents	☐	
I receive Disability Living Allowance or Personal Independence Payments **and** Employment & Support Allowance	☐	

Section 4: What do you need assistance with?

Please ✓ all the boxes that you think may apply

☐	College bus pass	*Only available if you live more than 1 mile away from College*
☐	Help with Train Fares	*termly payments towards train fares based on station nearest your home address*
☐	Hairdressing and/or Beauty Therapy kit	*Please note uniform funding is **not** available*
☐	Catering Kit	*Please note support with textbooks is **not** available*
☐	Protective clothing for Construction, Motor Vehicle, or Engineering courses	
☐	Other Course Related Costs please give details below:	

_____

_____

_____

***Childcare Costs while you learn** – Please note that you will need to apply online to **Care to Learn** for your childcare funding. Please contact the Bursary Support Service on 0800 121 8989 for details on how to apply or visit www.gov.uk/care-to-learn*

Section 5: Household Income Details

Please use the table below to tell us about your income. Please note that this is an assessment of **household income** so you will need to give details for all of the adults you live with. **You must provide evidence of your household income with your application, otherwise we will not be able to assess it and the form will be returned to you. PHOTOCOPIES OR SCANNED/PHOTGRAPHED COPIES OF DOCUMENTS ARE ACCEPTABLE.** If your financial circumstances are not reflected in any of the categories listed below then please provide a covering letter explaining your situation.

Type of Income	Please ✓ if you receive	Evidence Required
Income Support	☐	Award letter from the Benefits Agency which is less than 6 months old **OR** a recent Bank Statement which names/lists the Benefit(s) you receive
Job Seeker's Allowance	☐	
Universal Credit	☐	
Employment & Support Allowance	☐	
Pension Credit	☐	
Working Tax Credit/Child Tax Credit	☐	**All** of the pages of your latest Tax Credit Award Notice (there are usually 8 pages)
Company or Private Pension	☐	Annual Pension Statement **OR** a recent Bank Statement which includes Pension amounts
Salary/Wages from paid employment	☐	Last 3 monthly wage slips **OR** P60
Self Employed Earnings	☐	Audited accounts for most recent tax year **OR** Official Tax Return
Any other income you think we should consider (please give details here)		

Section 6: Student Bank Details

In some circumstances the College may make payments to you via BACS transfer directly into your bank account. Please provide details of your bank account below making sure that all sections are completed.

Bank/Building Society Name:	
Bank/Building Branch (e.g. Fareham, Gosport, Southampton etc.):	
Name of Account Holder:	
Account Number (usually 8 digits long):	
Sort Code: (6 digits long)	

Section 7: Statement of Need

Please use this box to provide a brief statement explaining why you need Bursary assistance to participate in your College Course. (Please continue on a separate sheet if you need to)

Section 8: Declaration

- I certify that the information I have provided on this application form is complete and accurate to the best of my knowledge and understand that if I provide false information my application will not proceed and that the College may reclaim any funding already allocated to me.
- I understand that the information provided on this form may be shared with other departments in the College and External Agencies if necessary.
- I understand that any funding awarded will be subject to satisfactory behaviour, attendance and completion of work on the course.
- I understand that this application only applies to one academic year and that I will need to reapply if I require financial assistance with study for further years.
- I understand that if I withdraw from my course I may have to pay back all or some of the monies awarded to me or paid on my behalf.
- I understand that it is my responsibility to inform the Benefits Agency of any financial support I receive that may have an impact on any benefits I receive. *(A typed name below will be treated as a signature)*

Signature: _____ Date: _____

Signature of Parent/Guardian: _____ Date: _____

Please note that your application will not be assessed if you have not completed all of the necessary sections and/or if you have not provided any proof of income

Office Use Only 16 – 18 Bursary Fund 2021/22

Date received:

Student Name:		**Person Code:**	

Course:

Travel Costs	
On course costs	
Other	

Household Income	£	
Disc Support?	Yes	No

Other info