

Application form for Financial and Travel Support (Bursary students) 2018-19

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We offer a number of financial schemes to assist **full-time learners over 16 years of age**. All information disclosed on the application form will be held in accordance with GDPR - Your information will not be used for marketing purposes or passed on to a third party.

Please return your completed form to the Student Experience Team (Welfare) Room B101 by no later than 17 September 2018. Applications received after this date will be considered if funding remains available.

Application Form

Student Finance and Travel Application form 2018-19
TO BE COMPLETED BY BURSARY STUDENTS ON FULL-TIME COURSES ONLY

Course name..... Level	
Course code (if known)	
Student name:	
Date of Birth:	Age on 31 August 2018:
Home Address including postcode:	Home Tel. No:
	Mobile No:
	Email:
Please tick the relevant box if any of these apply to you:	
Have you always lived in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you a British Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please bring your passport with you)	
Do you live with your parents? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have children? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you live with a partner? Yes <input type="checkbox"/> No <input type="checkbox"/> How many people live in your household?	
<input type="checkbox"/> Living independently and in receipt of Income Support <input type="checkbox"/> A young parent in receipt of Income Support <input type="checkbox"/> Looked after by the Local Authority <input type="checkbox"/> A Care Leaver <input type="checkbox"/> A student in receipt of DLA and ESA	

Evidence you need to provide to support your application Original documents will be returned We will not assess your application until the required evidence is submitted:
Essential evidence: <input type="checkbox"/> Child Tax Credit/Working Tax Credit 2018-19 (All pages must be provided and the award date on the letter must be within 4 weeks of your application submission)
Original letter confirming receipt of: <input type="checkbox"/> Income Support (IS) <input type="checkbox"/> Job Seekers Allowance (JSA) <input type="checkbox"/> Employment Support Allowance (ESA) <input type="checkbox"/> Universal Credits (UC) (All pages must be provided and the award date on the letter must be within 4 weeks of your application submission)

Proof of parent(s)/guardian(s) earnings or student earnings if over 19 years: <input type="checkbox"/> Child Tax Credit/Working Tax Credit 2018-19 <input type="checkbox"/> Last 3 monthly wage slips <input type="checkbox"/> Last 6 weekly wage slips <input type="checkbox"/> Most recent P60 <input type="checkbox"/> Self-Assessment Tax Return
Please note additional evidence may be requested to establish we have an accurate household income – Thank you for your assistance.

I wish to apply for the following support:

Household income up to £15,000 pa	Household income £15,001–£25,000 pa
<input type="checkbox"/> Bus Pass (no fee) <input type="checkbox"/> Rail Pass (no fee)	<input type="checkbox"/> Bus Pass (£50 per term) <input type="checkbox"/> Rail Pass (£50 per term)
<input type="checkbox"/> Childcare	<input type="checkbox"/> Childcare
<input type="checkbox"/> Kit/Uniform The curriculum area will provide you with uniform/equipment list – if you already have these please complete and return with your application.	Kit/Uniform – support not available
<input type="checkbox"/> Remission of course fees No course fees for students 16-18 years old Those who apply and are granted a 19+ Learn Loan and/or who are studying a Higher Education course will not be eligible for remission of fees. Remission of fees through the 19+ bursary has an income threshold of £16,190	<input type="checkbox"/> Remission of course fees No course fees for students 16-18 years old Those who apply and are granted a 19+ Learn Loan and/or who are studying a Higher Education course will not be eligible for remission of fees. Remission of fees through the 19+ bursary has an income threshold of £16,190
<input type="checkbox"/> Trips considered essential	Trips considered essential – support not available
Free College Meals eligibility will automatically be assessed for all applications and you will be advised if you are eligible in your acceptance letter.	

Please feel free to talk to the Welfare Team if you have any concerns or need further clarification about the bursary or bursary application form.

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Learner Agreement - Financial and Travel Support 2018-19

**TO BE COMPLETED BY BURSARY STUDENTS ONLY
(NOTE YOUR APPLICATION WILL NOT BE PROCESSED UNTIL THIS FORM IS COMPLETED AND RETURNED)**

BCoT's Copy

Learner Agreement - Financial and Travel Support 2018-19

I agree to:

Attendance – to attend at least 90% or above attendance of your timetabled lessons (NB - there will possibly be termly attendance bonuses for students achieving 90% or better attendance during each term).

Behaviour – to follow and adhere to BCoT's Ready, Respect, Safe policy, ensuring a good standard of behaviour is displayed at all times. Failure to comply with the policy is likely to mean that your bursary privileges will be withdrawn until an acceptable standard of behaviour has been re-established.

Student Name **Parent/Guardian**

Signature **Signature**

Date **Date**

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Student's Copy

Learner Agreement - Financial and Travel Support 2018-19

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Attendance – to attend at least 90% or above attendance of your timetabled lessons (there will possibly be termly attendance bonuses for students achieving 90% or better attendance).

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Student Name **Parent/Guardian**

Signature **Signature**

Date **Date** **Bus and**

Rail pass information

Bus

Stagecoach Unirider Zone 1:

For use within the Basingstoke town centre area, which is bounded by Bramley, Sherfield on Loddon, Sherborne St John, Old Basing (The Hatch), Kempshott Park, Hackwood Park Gates and Oakley.

Stagecoach Unirider Zone 2:

For use on journeys to Basingstoke from out of town areas including Baughurst, Hook, Overton, Pamber Heath, Tadley and Whitchurch. *You will also be able to use the pass in Zone 1.*

Zone 1 and 2 tickets are valid for 7 days a week.

Please note – you must live in Zone 2 to apply for this pass.

Checks will be made and Stagecoach will take action if passes are requested inappropriately.

Train

BCoT's approved train station list:

Aldershot, Andover, Bramley, Brookwood, Eastleigh, Farnborough Main, Fleet, Grateley, Hook, Micheldever, Mortimer, Reading Stations, Salsbury, Shawford, Southampton Airport, Southampton Central, Winchester, Winchfield and Woking.

Scholarly rail passes will only allow students to travel between the destination station and Basingstoke during Monday to Friday and term time only.

If your home station is not on the list then please select the closest one. We may be able to purchase tickets to unapproved stations at an additional cost. BCoT will not be able to support additional funding towards the cost of any unapproved station tickets.

We will need either an existing rail photo ID card or a passport sized photo to complete the rail application. Any delay in getting these to us could result in a delay in us issuing your pass. BCoT will not be liable for any refunds during this time.

Travel Application Form – Please complete all sections

TO BE COMPLETED BY BURSARY STUDENTS ONLY

Name:	
Date of Birth:	Age on 31 August 2018:
Home Address:	Home Tel. No:
	Mobile No:
	Email:

I wish to apply for:

Bus Pass:	
<input type="checkbox"/> Stagecoach Unirider Zone 1 For use within the Basingstoke town centre area, which is bounded by Bramley, Sherfield on Loddon, Sherborne St John, Old Basing (The Hatch), Kempshott Park, Hackwood Park Gates and Oakley. Zone 1 pass cannot be used in Zone 2	<input type="checkbox"/> Stagecoach Unirider Zone 2 Journeys to Basingstoke from out of town areas including Baughurst, Hook, Overton, Pamber Heath, Tadley and Whitchurch. Zone 2 pass can be used in Zone 1 as well

Rail Pass:

Approved stations - Aldershot, Andover, Bramley, Brookwood, Eastleigh, Farnborough Main, Fleet, Grateley, Hook, Micheldever, Mortimer, Reading Stations, Salsbury, Shawford, Southampton Airport, Southampton Central, Winchester, Winchfield and Woking

Starting Station	
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Passport sized photograph is attached rail pass only: Yes/No

Existing rail photo ID card number (returning students _____)

I certify to the best of my knowledge the information given in this form is correct.

I understand that any monies will be recovered if the information is not correct or if I leave the college.

I will notify the college if my circumstances change.

I understand the conditions attached to my application and have signed the Learning Agreement.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Guaranteed Bursary

This is a guaranteed sum of £1,200 per year for those learners aged between 16 and 18 years, who the Government class as 'vulnerable', as below:

- Care leaver
- Learners looked after by the local authority
- Young parents in receipt of Income Support/Universal Credit in their own right
- Learners living independently and in receipt of Income Support/Universal Credit in their own right
- Disabled learners in receipt of ESA **and** DLA benefits

Learners eligible for this bursary will have their transport and equipment costs covered by the bursary. Remaining amounts will be issued to the learners as a weekly allowance for food and other essential items for college, based on attendance. The learners will be paid by BACS (Bank Automated Clearing Scheme) and not given cash, so they must have their own bank account.

Late enrollers will have a pro-rata allocation. Some learners will also be eligible for the Free College Meal scheme.

Please complete the attached form and send to Student Experience (Welfare) with relevant evidence from either your Local Authority (letter or e-mail on official stationery) or original documentation of benefits as listed above.

Discretionary Bursary 16-18 students and +19 students

Learners (16-18) whose family income or their own income (19+) is **below £25,000** per year.

All learners are asked to submit their applications for bursaries no later than the **17th September 2018**. Any applications received after this date will be held for the next round of allocation, should funding be available.

Learners over 19 or learners 16-18 whose families are in receipt of:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of the 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 £16,190pa, as assessed by Her Majesty's Revenue and Customs.

Documentary evidence, to support figures given, must be submitted with the application as outlined on the form. **No assessment can be made without current supporting evidence.**

It should be noted that it may be necessary to obtain additional documentary evidence not listed in order to establish household income.

Please note that kits or uniform will not be ordered until after the October half term break, and this will be for students with an attendance of 90% or above. We cannot refund any items purchased

For those families/students whose income is above £15,000 per annum, there will be a cost towards travel pass(es) of £50 per term or £100 for both passes. This must be paid before the ticket(s) are ordered. Please complete the travel section at the back of this form, with payment details.

Any learner applying for travel assistance will receive passes termly. This will be based on attendance being 90% or better and £50 payment being received if required.

A list of approved stations are below. This will allow learners to travel between their home station and Basingstoke, Monday to Friday in term time only. If your home station is not on this list then please select the closest one.

Aldershot, Andover, Bramley, Brookwood, Eastleigh, Farnborough Main, Fleet, Grateley, Hook, Micheldever, Mortimer, Reading Stations, Sailsbury, Shawford, Southampton Airport, Southampton Central, Winchester, Winchfield and Woking.

Bus passes are available to learners living 30 minutes walking time or more from BCoT, calculated using the learner's postcode on the RAC route planner.

The Government operates the Care 2 Learn scheme for those learners who are aged under 20 years (as at 31 August 2018), have a child and are claiming Child Benefit.

Care 2 Learn will fund up to £160 a week to a registered childcare provider for one child and £200 a week for two or more children.

All applications must be completed on line via www.gov.uk/care-to-learn **early application is recommended, Care to Learn will NOT back date payments if the form is received by them 30 days after the course has started.**

Please be aware that if there is any shortfall in your weekly childcare fees then you will be liable to pay this shortfall. The bursary, nor Student Experience, is able to assist with any costs.

If the learner is +19 and single and in employment, the fund is means tested based on their own income (parental income is not counted) or on the joint income if co-habiting with a partner.

If the +19 learner lives at home and does not have an income then we must take the parental income into account. Documentary evidence from the parent(s) must be submitted with the application as outlined.

Those who apply and are granted a 19+ Learn Loan and/or who are studying a Higher Education course will not be eligible for remission of fees. Remission of fees through the 19+ bursary has an income threshold of £16,190.

The college has a limited fund to assist with childcare costs. This fund can pay for registered childcare provision only and not to unregistered family/friends. **Demand is high for this fund and it is recommended that an early application is submitted. Funds are allocated on a first come first served basis and applications are subject to a financial assessment.**

It is important to bear in mind that these funds are assistance only. ANY allocation of funds may have implications for your personal or family entitlement of other benefits, particularly Job Seekers Allowance and Housing Benefit. Applicants are advised to contact their Benefits Agency to ascertain how a grant may affect their circumstances.

Free College Meal (FCM) scheme

The Free College Meal scheme is a Government initiative and is for learners who are:

Aged between 16 and 18 years old (as at 31 August 2018) – if you turn 19 during the academic year you remain eligible until the end of the academic year.

If aged between 19 and 25 students may be eligible if they have a Learning Difficulty Assessment or an Educational Health and Care Plan (EHCP).

The learner or their parents must be in receipt of one of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of the 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 £16,190pa, as assessed by Her Majesty's Revenue and Customs
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

A food allowance of £2.41 will be available to the learner on the days they are expected to attend their course; which can be redeemed at the college's refectory (South site) and Café (North site). The allowance does **not** cover snacks such as crisps, chocolates or drinks etc. The allowance must be used on the day and cannot be 'saved up'. FCM will only commence once the application has been approved.

Checklist

I have read and understood my application and I have completed all relevant parts of the application form:

- learner agreement signed by student
- parent/guardian if under 18 years

Original award letters/evidence attached:

- with all pages
- April 2017-18 for Working and/or Child Tax Credits and NOT Provisional award

- If household income greater than £15,000, financial form for collection £50 for autumn term completed for bus and/or rail pass (page 13)
- Passport sized photo attached for Rail Pass applications only
- If applying for support for kit/equipment/essential trips – **DO NOT make any payments as BCoT cannot refund you.** Please inform the curriculum administrator/course leader that you have applied for bursary support but have not yet been informed of the outcome.

Failure to adhere to these instructions is likely to delay your application.

Please note that BCoT may require further documentary evidence not listed to ensure we have accurately assessed the household income correctly.

Please note you will need to reapply for financial and travel support for each academic year and we will require updated supporting evidence, so please bear this in mind and look to have this available next August so your application can be swiftly processed – Thank you.

I certify to the best of my knowledge the information given in this form is correct.

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Intentionally left blank

To be completed ONLY if the household income is above £15,000 and a bus and/or rail pass has been requested

By completing the form below you are giving consent to your Credit/Debit Card/Switch Card to be debited by £50 for Autumn Term for bus or rail pass payment, or £100 for both.

Please note that for each subsequent term a £50 payment for bus or rail will be required and a £100 payment for both passes will be required before the pass(es) can be ordered and issued.

Please note if the household income is £15,000 or less, there is no requirement to pay £50 per term per pass – So please DO NOT complete – Thank you.

Card holder's name			
Home Address			
		Postcode	

Card Type Please tick	Master Card		Visa		Electron		Other	
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Card Number (16 digits)			
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Issue Number (if applicable)		Expiry Date		Security Code (3 digit CVC No)	
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Signature of card holder		Date	
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These details will be shredded after use.

Please note that we do not accept cheques.