The 16-19 Bursary Fund is available to students aged 16-18 at the start of their course who meet the eligibility criteria. Students aged 19 and over may be eligible for limited discretionary support.

Support is not immediate. We aim to process applications within 14 working days of receipt, however this can take longer in busy periods. Priority will be given to students who apply by the deadline of 30 September 2023.

Vulnerable students eligible for the Enhanced Bursary will need to meet one of the government defined criteria.

Discretionary support is means tested. You need to be in receipt of benefits and your household income needs to be £33,000 or less in order to qualify.

The 16-19 Bursary Fund is available to support additional costs associated with coming to college such as travel, on-site meals, trips and visits and equipment. We encourage early applications as travel costs cannot normally be backdated.

All sections of this form MUST be completed in full. Forms will be rejected if not completed fully or evidence is incorrect or missing. This will result in a delay to your application being processed.

**PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student First Name** | Click or tap here to enter text. | **Student Surname** | Click or tap here to enter text. |
| **WQE Student Number** | Click or tap here to enter text. |  |
| **Home Address** | Click or tap here to enter text. |
| **Postcode** | Click or tap here to enter text. |  |  |  |

**LIVING CIRCUMSTANCES**

Which of the following statements best describes your circumstances:

|  |
| --- |
| * I live with a parent/carer who is in receipt of benefits for me
 |[ ]
| * I live independently and am in receipt of benefits
 |[ ]
| * I am in care or a care leaver
 |[ ]

**PARENT/CARER BENEFITS RECEIVED**

Please confirm which benefit your parent/carer is in receipt of. Evidence must be provided in support of your application, please see the instructions at the end of the form.

|  |
| --- |
| * Universal Credit with a total household income below £33,000
 |[ ]
| * Income Based Job Seekers Allowance
 |[ ]
| * Income Based Employment and Support Allowance
 |[ ]
| * Income Support
 |[ ]
| * Tax Credits with a total household income below £33,000
 |[ ]
| * The guaranteed element of State Pension Credit
 |[ ]
| * Support from the National Asylum Support Service
 |[ ]
| * Not Applicable
 |[ ]

**ENHANCED BURSARY SUPPORT**

Please indicate if any of the below apply to you. Evidence must be provided in support of your application, please see the instructions at the end of the form:

|  |
| --- |
| * I am In Care
 |[ ]
| * I am a Care Leaver
 |[ ]
| * I am living independently and in receipt of Universal Credit
 |[ ]
| * I am in receipt of Employment Support Allowance (ESA) or Universal Credit and either Disability Living Allowance (DLA) or Personal Independence Payments (PIP)Income Support
 |[ ]
| * Not Applicable
 |[ ]

**TRANSPORT SUPPORT**

Transport support can be provided to bursary eligible students that live outside of 2 miles from the college. Eligibility will be checked based upon your postcode.

**Please note: due to the rising travel costs and restricted funds, we are unable to fully fund travel costs other than for those who meet the criteria for the Enhanced Bursary.**

If you have or are able to purchase your own annual bus pass, we will be able to offer a partial reimbursement of the cost. This is the most cost-effective way of travelling to the college. Purchasing termly, or even weekly, travel is considerably more expensive over the course of a year than purchasing an annual pass. **We strongly recommend that if you are able to, you purchase an annual travel pass.** If you have purchased an annual travel pass, please submit your receipt alongside the evidence in support of this application. If your application is successful, a partial reimbursement will be made into your bank account.
If you are unable to purchase an annual pass, we may be able to purchase the pass on your behalf with you paying the College the difference between the total price and the support we can offer; this will be dependent on the bursary band for which you qualify. If your bursary application is successful, students should see the Student Services Team for further details.

Do you live more than 2 miles from WQE and require support with transport to college? Yes [ ]  No [ ]

Which bus pass do you require:

|  |
| --- |
| * Arriva Leicester
 |[ ]
| * Arriva East Midlands
 |[ ]
| * First Leicester
 |[ ]

Are you able to purchase, or have already purchased, an annual bus pass? Yes [ ]  No [ ]

**DECLARATION**

Please read the following information carefully before submitting your application.

**Confidentiality:**
Applications are only seen by staff involved in the delivery of Financial Support. From time to time, it may be necessary for additional supporting information to be sought from other College staff in order for a decision to be made.

The College is a data controller and as such will process all data with GDPR. The Privacy Policy is available on request on submission of this form or in electronic format on our website.

**By submitting this form you confirm that:**
The information you have given is, to the best of your knowledge, correct and true

* You have NOT applied for help towards any general living costs
* You will inform Student Services, in writing, of any changes to your personal, family or financial circumstances
* You have not successfully applied to another organisation (e.g. a charitable trust) for any help with financial support that you are asking the College to consider

**You understand that:**
You may be committing a criminal offence if you omit to disclose any information, or submit false information that may affect your application. In such circumstances, entitlement to support will cease and repayment would be requested. The matter may also be referred to the Department of Education or the Police to consider prosecution.
If you leave your course and/or the College part way through, the College may ask you to return any money, resources or travel pass that has been given to you from the 16-19 Bursary Fund.

**SUBMITTING YOUR APPLICATION**

Copies of the following need to be provided in support of your application:

* Your bank card or bank statement which shows your name, account number and sort code
* Evidence of the benefit you/your parents/carers are in receipt of (see below for further guidance)
* If applicable, a copy of the receipt for an annual travel pass already purchased which you wish to request reimbursement

Please send your completed application form and the documents outlined above to **bursary.evidence@wqe.ac.uk****. Important! Please include your name and student number in the subject line of the email.**

Please remember that forms will be rejected if not completed fully or evidence is incorrect or missing. This will result in a delay to your application being processed.

**GUIDANCE FOR SUBMITTING EVDENCE OF BENEFITS IN SUPPORT OF YOUR APPLICATION**

Evidence must be either a photo (this should be either a .jpg or .bmp) or a scanned/original document (Word or Adobe pdf).

|  |  |
| --- | --- |
| **Benefit Type** | **Evidence Required** |
| **Universal Credit** | The three most recent Universal Credit monthly statements. These can be accessed via the online portal. Please make sure you send the full document for each month.If Universal Credit has only recently been awarded, please provide the statements that are available and the summary document. These can all be accessed from the online portal. |
| **Income Based Job Seekers Allowance** | Please note: there are two different types of Job Seekers Allowance and **only** the Income Based version of Job Seekers Allowance qualifies for support.For parents/carers in receipt of Income Based Job Seekers Allowance, we will need to see a letter, that is no more than one month old, from the benefits agency, confirming receipt of the benefit. If you do not currently have a letter, you will need to ask your benefit agency to provide one for you. |
| **Income Based Employment and Support Allowance** | Please note: there are two different types of Employment and Support Allowance and **only** the Income Based version of Employment and Support Allowance qualifies for support.For parents/carers in receipt of Income Based Employment and Support Allowance, we will need to see a letter, that is no more than one month old, from the benefits agency, confirming receipt of the benefit. If you do not currently have a letter, you will need to ask your benefit agency to provide one for you |
| **Income Support** | For parents/carers in receipt of Income Support, we will need to see a letter, that is no more than one month old, from the benefits agency, confirming receipt of the benefit. If you do not currently have a letter, you will need to ask your benefit agency to provide one for you. |
| **Tax Credits (total household income below £33,000)** | **Please note: the income on a Tax Credit Award Notice is calculated by the total of your Tax Credits and earned income combined.**For parents/carers in receipt of Tax Credits, we will need to see the Tax Credit Award Notice (TCAN) for the period 06/04/2023 to 05/04/2024.  **Important:*** ALL pages of the document must be provided
* The student for whom the application is made must be named in the TCAN throughout the entire period of the TCAN. If your parents/carers have not notified HMRC that you are continuing into Further Education, they must do so immediately. We cannot process your application without this information
* The TCAN must show your legal name (not your preferred or shortened name)
* If the TCAN refers to receipt of another income-related benefit we need to see evidence of the stated benefit instead of the TCAN. If the Benefit is no longer being paid, your parent/carer will need to request an up to date TCAN.
 |
| **The Guaranteed Element of State Pension Credit** | For parents/carers in receipt of Pension Credit, we will need to see a letter, that is no more than one month old, from the benefits agency, confirming receipt of the benefit. If you do not currently have a letter, you will need to ask your benefit agency to provide one for you. |
| **Support from the National Asylum Support Service** | We will need to see a letter confirming your NASS registration number or an image of your Application Registration Card (ARC). Please be aware that you will be eligible for specific forms of support. See Student Services for more details. |

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