

Sixth Form College Colchester



Discretionary Award (Bursary) Application Form 2022/23

Eligibility: Bursary funds are targeted at disadvantaged students; this is defined as having parents or carers who are in receipt of one or more of the following benefits:

- a) Income Support
- b) Income-based Jobseekers Allowance
- c) Income-related Employment and Support Allowance (ESA)
- d) Support under part VI of the Immigration and Asylum Act 1999
- e) The guarantee element of State Pension Credit
- f) Child Tax Credit (provided they have an annual gross income of no more than £20,000 as assessed by HMRC)
- g) Working Tax Credit (provided they have an annual gross income of no more than £20,000, as assessed by HMRC)
- h) Universal Credit with net earnings not exceeding the equivalent of £10,000 pa

Evidence: Please supply one of the following: -

Letter from DWP dated within three months of the application. **All pages must be submitted OR**
Full copy of 2022/23 Tax Credit Award Notice confirming income from 2021/22. **All pages must be submitted. OR**
If receiving Universal Credit, the most recent statement. **All pages must be submitted.**

To be completed by student and/or Parent/Carer

Student Surname	
Student First Name	
Student Address	
Benefit being claimed by parent	
Student Phone Number	
Student email address	
Tutor Group	
Parent/Carer Surname	
Parent/Carer Title and First Name	
Parent/Carer Phone Number	

Financial Support Available –

- **Transport (Bus/Train Season Ticket) – purchased by student termly and reclaimed**
- **Learning Resource Deposit**
- **Food Allowance (to be used in on-site refectories)**

Transport costs need to be claimed via the Finance Department, providing a receipt for reimbursement. Due to the large cost involved an advance may be made but receipts must be provided within seven days, email finance@colchsfc.ac.uk for further details. **We aim to process bursary applications quickly but students will need to budget for transport costs at the beginning of term.**

The Learning Resource Deposit will be automatically paid on behalf of the student.

The Food Allowance will be automatically added to the Student ID card.

Consideration will also be given to other costs including

- Material Packs (eg Art, Photography, Textiles)
- Essential course trips
- Scientific Calculators
- Books, Revision Packs

If you need help towards these costs, please speak to your subject tutor, inform them you are claiming the bursary and ask them to email finance@colchsfc.ac.uk to arrange internal payment of these costs.

For any other costs not covered or if students do not meet the criteria above but need financial assistance then the student must see their Senior Tutor, who may authorise a discretionary award.

Awards are only ever a contribution to course-related compulsory costs and will not necessarily cover all your additional financial needs. Funds are limited, it may be necessary to refuse an award at any point during the academic year.

Student's Bank Details (payments can only be made to the student's own account)

If we need to pay support directly to you, we will do so by paying the money into your bank or building society account. Please provide your details in the table below																	
Student Bank Account Name																	
Name of Bank/Building Society																	
Sort Code									Account Number								
Building Society Reference																	

EVIDENCE OF BANK ACCOUNT DETAILS REQUIRED I.E. COPY OF BANK STATEMENT OR PASSBOOK

PLEASE SIGN DECLARATION OVERLEAF

Declaration:

- I have provided relevant documentation to support my application.
- I agree that, to the best of my knowledge, the information I have given is correct.
- I agree to provide the college with details of any changes in personal circumstances as they occur.
- I understand the continuation of any award is conditional on the student achieving an attendance of 90% or above across the study programme and meeting college expectations for coursework and behaviour.

The personal data entered on this form will be held on both paper and computer files. It will be shared with the ESFA in line with our legal obligations to provide information as part of the funding regulations. We will also use this information internally in order to administer and monitor the payment of the Bursary and Contribution to Food Costs scheme.

Warning – it is an offence to obtain a bursary by deception

Student

Signed	Date
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Parents/Carer I can confirm that I am responsible for the student named on this form. He/she is resident with me.

Full Name	Relationship to Student
Signed	Date

Full Name	Relationship to Student
Signed	Date

We will not be able to process your application if you have not provided relevant supporting evidence.

Forms to be emailed as soon as possible with supporting evidence to finance@colchsfc.ac.uk or returned to:-

The Finance Office (Room 204E)
 The Sixth Form College, Colchester
 North Hill
 Colchester
 CO1 1SN

The application form lasts for one academic year only.

Returning students should submit their form by 31st August 2022 and new students by 30th September 2022.

Official Use Only
Authorising Signature
Position
Date