

## Discretionary Bursary Application Form 2023/24

**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:

- 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 guarantee element of State Pension Credit
- Child Tax Credit (provided they have an annual gross income of no more than £24,000 as assessed by HMRC)
- Working Tax Credit (provided they have an annual gross income of no more than £24,000, as assessed by HMRC)
- Universal Credit with net earnings not exceeding the equivalent of £12,000 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 2023/24 Tax Credit Award Notice confirming income from 2022/23. **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:

### **Financial Support Available for:**

- Transport (Bus/Train Season Ticket)
- Learning Resource Deposit
- Food Allowance (to be used in on-site refectories)
- Essential equipment for relevant subjects i.e. calculators, books, art packs etc
- Curriculum-related day trips
- Stationery (vouchers to be provided)
- UCAS fees (to be reimbursed to student)

Travel passes can be collected from the Finance Department once the student has enrolled and the bursary application has been approved. **We aim to process bursary applications quickly but students will need to budget for transport costs at the beginning of term.**

Travel passes are issued termly so the student will need to come to the finance office towards the end of

each term to get their pass for the following term.

**In the event that the student leaves part way through a term the travel pass must be returned to the Finance Office immediately. Failure to do so may result in you being charged for the cost of the pass.**

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

The Food Allowance (£4.20 per day) will be automatically added to the Student ID card every Monday.

For any 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.

Bursaries 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.

**PLEASE SIGN DECLARATION OVERLEAF**

**Do you require assistance with travel costs: Y / N**

**If Yes, how will you be travelling? Please tick**

**Arriva (bus)**

**Hedingham (bus)**

**First Bus (bus) *photograph will be required for pass***

**Greater Anglia (train)**

**Smart card number if you have one:**

**Where will you be travelling from?**

**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:

**Parents/Carer I can confirm that I am responsible for the student named on this form. The student is resident with me.**

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](mailto:finance@colchsfc.ac.uk) or returned to:-

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

All students should submit their form by 4th August, but can submit anytime from 1<sup>st</sup> July. If the application is approved this will be subject to the student enrolling.

**Official Use Only:****Authorising Signature:****Position:****Date:**