

Office use only		Fund
Initial check complete - income / benefits evidence reviewed & input to PMS	Date	Staff signature
Student Name	Student ID	

College bursaries are government monies administered by the College. Funds are available to help support learners, particularly those who are economically or socially disadvantaged. If you qualify you may be able to get a travel payment (if you live over 1 mile from College) and in addition you may qualify for half termly payments to help towards course related trips, books/ equipment and UCAS related fees. All payments are subject to change and the availability of funds (**PLEASE NOTE:** In some cases payments may be made on your behalf to your course faculty). **You may also be eligible to receive Free Meals whilst at College - if you require meals support or received Free Meals when you were at school please indicate this on the application form and we will assess your eligibility.**

You may be eligible for a bursary if:

- Your household income does not exceed our income threshold of £30,000. Amounts awarded for travel are dependent on household income shown in the table below.
- You meet the residency requirements. (Ask a member of staff in the Student Quarter for more information)
- You are enrolled on a government funded programme of education (EFA or SFA), excluding apprenticeships.

Income threshold/Band	
Band A: Household Income of £16,190 or less	Band B: Household Income of £16,191 - £30,000
Proof of Income	
Income from Employment /Self Employment • Working Tax Credits /Child Tax Credits • Pension/Pension Credit • NASS Support • Income from Benefits (JSA/ESA /Income Support / Universal Credits) (See page 3 for full list of evidence required).	

How will it work? - If your bursary application is approved your travel payments (if applicable) will be paid directly into your bank account on a weekly basis if you are aged 16-18 or every half term if you are aged 19+. Any additional payments for course related trips, books/ equipment and UCAS related fees will be made half termly (**Please note:** In some cases payments may be made on your behalf to your course faculty). All payments are subject to your progression, performance, achievement and behaviour along with an excellent record of attendance, which is reviewed regularly in line with your payments. If your attendance falls below the expected level your payments may be reduced accordingly or withdrawn altogether. **Please note:** the level of support available for learners on part time courses will differ to those learners studying on a full time basis.

Don't forget to tell us if you would like support with meals expenses or if you received Free Meals whilst at school - Those eligible for Free Meals will receive £3.00 (subject to change) for each timetabled day in College. Free meals funding will be forfeited for any days you do not attend. This allowance is activated through your Student I.D badge.

Please note an alternative Bursary is available for 16-18 year olds who are:

(1) In Care, (2) A Care Leaver, (3) Receive Income Support, or Universal Credit because they are financially supporting themselves OR themselves PLUS someone who is dependent on them and living with them such as a child OR partner, (4) Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right. These students may be entitled to a weekly payment of approx. £33.00 directly into their bank account to help towards the costs of coming to college and may also qualify for Free Meals.

Support with Childcare - If you are a young parent, under 20 years old and require help with childcare costs, **Care to Learn** is a scheme that may be able to help. For more information and to apply please visit www.gov.uk/care-to-learn. Learners aged 20 and over who need help towards their childcare costs should collect a Childcare Application Form from the Bursary Team in the Student Quarter.

How do we know the College will be fair? - Bursary Funds are used to provide financial help to students whose access to or completion of further education might be hindered by financial constraints. In doing so, the College will endeavour to raise participation and achievement levels of those groups of students considered most vulnerable to economic and social exclusion. The College shall take the necessary steps to ensure that the management and systems of financial control are such that the funds are used for the purposes for which it is intended and to comply with the terms and conditions attached to it. More specifically the funds will be managed to ensure fairness and equality, transparency and targeted to those in greatest need.

Equality and Diversity - Oldham College will promote the bursaries and take the necessary actions to ensure that all students access information and advice on financial help and enable students to apply. The College is committed to widening participation and providing assistance to those students who may need it. We will ensure all applicants are treated fairly according to their individual circumstances/needs.

Oldham College Privacy Notice for Application for Bursary funding -

Oldham College is collecting this information from you for the purpose of bursary funding and administration and may update existing data, to fulfil our Public Task, Contractual and Legal Obligations. The information collected is stored in a secure, protected environment, not transmitted outside the EU and kept in line with the College Data Retention Schedule. This information may be accessed by College staff and its partners who will help us deliver our services. It may also be shared with government agencies, departments or their agents. You may have the right to withdraw your consent, make a complaint or make an enquiry about your information that we hold. To do so or gain further understanding of your rights please access the website www.oldham.ac.uk

Compliments and Complaints - Compliments and Complaints can be made via the Oldham College Website www.oldham.ac.uk or alternatively please call into the Student Quarter and speak to a member of staff.

Disclaimer - All of the information in the guideline is accurate at the time of publication.

Student details

Student Name

Student Number

Date of Birth



Age on 31st August 2018

Email



Address



Mobile Phone Number



Personal information (Please tick where applicable)

Who do you live with?

- | | | |
|--|---|--|
| <input type="checkbox"/> One Parent / Guardian | <input type="checkbox"/> Both Parents / Guardians | <input type="checkbox"/> I live alone / I am a single parent |
| <input type="checkbox"/> Spouse / Partner | <input type="checkbox"/> Friends | <input type="checkbox"/> In Care / Care Leaver (Local Authority letter required) |

Additional Personal Details

- Are you an Asylum Seeker?
- Have you been approved for an EHCP (Education, Health and Care Plan)?
- FOR 16-18 YEAR OLDS ONLY** - do you have caring responsibilities?
- If yes, who do you care for?
- FOR 16-18 YEAR OLDS ONLY** - Did you receive Free Meals when you were at school?

Financial support required (Please tick one or more of the following)

- | | | |
|---|---|--|
| <input type="checkbox"/> Travel | <input type="checkbox"/> Course books / Materials | <input type="checkbox"/> Help towards childcare costs for your children for timetabled days in college |
| <input type="checkbox"/> Meals - Support towards your meals expenses. | <input type="checkbox"/> Trips | <input type="checkbox"/> UCAS related fees |

In addition to the above expenses, bursary support may be able to assist with the costs of attending work experience / work placement. Should you need help with these expenses please come to the Student Quarter and speak to a member of the Bursary Team.

Student bank account details (Payments will be made directly into the student's account)



Bank name

Sort Code

Account holder's name

Account Number

We can only make payments directly to the student's account. Payments can only be made to banks which accept BACS payments – we cannot make payments to Savings accounts. Please notify us immediately if you change your bank details.

Household income details

We need to know the amount of income your household receives and from what source.

If you are aged 16-18 – we need details of your parent(s)/guardian(s) income or details of your own personal income if you are not supported by parent(s)/guardian(s).






If you are aged 19 plus – we need details of your own personal income and/or income details for those who support you in the household in which you live.

Please place a tick against the income type you / your household receive. Please then tick to indicate if this is household income and / or your own personal income.

Income Type 	Evidence required	Household	My income
<input type="checkbox"/> Income from Employment/ Self Employment	 P60 2018 or Tax return 2018 or last 3 month's wage slips.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Working Tax Credits/ Child Tax Credits	 Most recent full Tax Credits Award Notice.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Income from Benefits JSA/ESA/Income Support	 Letter confirming details dated within the last 6 months.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Universal Credit	 Most recent Award Notification and a document showing your address (dated in the last 6 months) e.g. a household utility bill/bank statement.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pension/Pension Credit	 Letter confirming details dated within the last 6 months.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> NASS Support	 Proof of residency, payment card and recent receipt.	<input type="checkbox"/>	<input type="checkbox"/>

Office use only

Award (Tick those applicable)

- A** **B** Income Band
-  Travel Amount £
-  Course Books / Materials Amount £
-  Trips Amount £
- UCAS** UCAS Costs Amount £
-  Free Meals
-  Bursary Meals

Notes

Bursary terms, conditions and declaration

1. Bursary support is government monies administered by the College to assist students experiencing financial hardship.
2. Bursary support is not an entitlement and is not guaranteed. Funding is limited and offered on a first come first served basis. Applications will be individually assessed on their own merits in line with the eligibility criteria and the availability of funds.
3. Bursary support may be used to assist with help towards course related costs such as travel, course related trips, books, equipment, UCAS related fees, Free Meals & Childcare. Payments may be subject to change without prior notice and subject to the availability of funds.
4. **16-18 learners** - Payments from the bursary will not affect other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit. However, if a student is in receipt of certain benefits in their own right, parents may no longer be able to receive certain household/family benefits for that child, such as child benefit.
5. **19+ Learners** - Payments from the bursary shouldn't, but may affect your entitlement to claim other benefits (e.g. Income Support/ Universal Credit). It is your responsibility to declare any funds received to your benefits office. The College reserves the right to contact any relevant benefits agencies in order to clarify any information provided on this application form.
6. Your application will not be accepted until fully completed, signed and submitted with photocopies of the correct supporting evidence. If your application is successful, payments will be approved from the date we receive your fully completed application.
7. To guarantee payments starting in September, fully completed applications and evidence of household income need to be submitted before the 29th June 2018. Applications submitted after this date may have their payments delayed. The outcome of your application will be sent to your College email account.
8. Students paying their course fees with an Advanced Learner Loan must have their loan approved before their bursary application can be assessed. Any expenses accrued (including childcare) whilst waiting for their loan to be approved (or in the event that they are declined for a loan) are wholly payable by the student, and the College accepts no responsibility for any such expenses.
9. Student progression, performance, achievement and behaviour along with an excellent record of attendance will be reviewed on a regular basis. Where attendance falls below the expected level, students may have their funding reduced accordingly or withdrawn altogether, this includes payments for childcare to childcare providers.
10. If a student withdraws from a course, funding will stop and the College reserves the right to request the return of all monies paid, this could include monies paid for childcare to childcare providers.
11. If it is found that a student has given false or misleading information in support of this application, this could result in withdrawal, suspension or refusal of funding, disciplinary proceedings and the matter may also be referred to the Police for investigation.
12. Bursary Support is intended to help students overcome financial barriers to their education. If for any reason your application is declined, you can submit an appeal in writing providing reasons why we should reconsider your request. Appeals should be sent to **The Student Services Manager, Oldham College, Rochdale Road, Oldham, OL9 6AA.**
13. Students are required to inform us immediately of any change in circumstances (including course change) as this may affect eligibility for funding.

Declaration (Please tick to confirm your agreement and understanding)

I hereby declare that to the best of my knowledge and belief the information given in this form is true and accurate and understand that any false, inaccurate or misleading information could result in refusal or withdrawal of bursary funding.

I certify that the bank details provided are **MY OWN**.

19+ ONLY- Advanced Learner Loans - I hereby declare I have applied for and have been approved for an Advanced Learner Loan from the Student Loans Company.

I confirm that I am eligible to study in the UK and have provided residency proof of this at enrolment.

I understand that my information will be recorded and used for the purposes stated **(on page 1 under heading Oldham College Privacy Notice for Application for Bursary funding)** and without this I will not be able to claim bursary funding.

Signed

Date

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