

For Advice and Admissions use only

Date application received:

Applicant has supplied sufficient evidence to demonstrate hardship: Yes No

Evidence checked:
Checked by:

INFORMATION FOR LEARNERS

If you would like any part of this document explained, translated or provided in another format such as large print, audio or Braille, please contact the Advice and Admissions team. Please note: our website has accessibility functions, allowing you to adjust the size of the text and colour of the background.

Student Financial Support application 2022-23 for students aged 16-18

This form is for students with the following eligibility criteria:

- **students aged 16-18 on 31st August 2022**
- **LLDD students aged 19+ who have an Education, Health, Care Plan**
- **students aged 19 continuing on the 2nd year of a programme they began when aged 18**
- **enrolled on a funded further education programme and have right to study; this excludes apprentices and students aged 14 and 15**
- **fee assessed as a 'Home' student for the purposes of further education funding, this is the same as it is for enrolment fee eligibility**

This application form will only be processed if it has been completed and submitted with all the required evidence. Your application will remain confidential, please refer to our privacy policy on our website. www.activatelearning.ac.uk/about-us/policies-and-procedures/privacy-and-data-protection

As funds are limited and cannot be guaranteed, applications will be processed on a first-come, first-served basis. We strongly recommend that you submit your application before Monday 22 August 2022, as applications received after this date may not be processed within our standard timescales. Bursary payments will not be backdated for applications made after the start of your course.

For available bursaries, eligibility and guidance, please see the back of the form.

If there is any information on this form which you are not sure about, or if you would like some help completing the form, please contact 0800 612 6008

Before submitting your application, please check that you have attached scanned copies of any evidence and that all evidence is readable. Provide photocopied or scanned documents, not originals.

Section 1: About you

COLLEGE: BANBURY AND BICESTER COLLEGE BRACKNELL & WOKINGHAM COLLEGE OXFORD CITY CENTRE CAMPUS GUILDFORD COLLEGE
 MERRIST WOOD COLLEGE READING COLLEGE FARNHAM COLLEGE CITY OF OXFORD TECHNOLOGY CAMPUS (BBL)

Students details

First names:		Family name:		
<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Mx
Age on 31/08/2022:		Date of birth: DD / MM / YYYY		
Address:				
County:		Postcode:		
Nationality:		Primary phone number:		
Email:				
<input type="checkbox"/> I have an Education, Health, Care Plan	<input type="checkbox"/> I am aged 19 and continuing on the 2nd year of my course that I began aged 18	<input type="checkbox"/> I am a young carer		

If you are aged 17 or under on 31/08/2022 we will send communications by email to yourself as well as to your primary emergency contact as detailed on your college application or enrolment form.

Who are you financially dependent on? Parent(s) or carer(s) Partner/Spouse No-one (I am independent)
 Other (please give details)

Please provide the names of ALL the adults, aged 18 or over, you live with and their relationship to you.
 Continue on a separate sheet if more than 3 adults.

1. Name:	Relationship:
2. Name:	Relationship:
3. Name:	Relationship:

Section 2: Evidence

Standard Requirements (Submit the form only when all evidence is included):

You must:

- have a Net Annual Income of £25,000 or less
- provide evidence of household income or benefit and your financial independence (where necessary)

Evidence Required

Choose one of the following five options and provide the evidence **exactly** as detailed.

Please note: Child Benefit, PIP, DLA, and Carers Allowance are not accepted as evidence.

If your household receives income-related benefits:

1. Universal Credit (UC)

- all pages of 3 most recent statements which will include calculations of deductions
- you will need to print the details from your online UC account or provide screen shots

2. Tax Credits (TC602)

- all pages of the most recent 2021/22 or 2022/23 Tax Credit Award Notice (NOT Tax Credit Annual Review)

3. Other benefits

- a letter dated within the past 3 months evidencing you receive one of the following: Income Support, Income-based Job Seekers Allowance, Income-related Employment and Support Allowance (ESA), the guaranteed element of State Pension Credit

If your household does not receive income-related benefits. (Applicants are required to apply for all statutory benefits before applying for a bursary. For further information on government benefits you are eligible for, please visit: www.gov.uk/benefits-calculators)

4. Evidence of income for each adult in the household who is aged 18 or over.

- three months of the most recent wage slips for each adult in the household

5. If a member of the household is self employed

- income from self-employment, to include all pages of the HMRC tax bill for the previous year. (N.B we require the tax bill, not the tax return),
and
- wage slips for income received through employment for each adult in the household who is aged 18 or over

Please note: Single adult households are also required to provide their 2022 - 2023 Council Tax Bill.

The way we assess household income:

- if the household receives Universal credit - we add together the average take home pay and average amount of Universal Credit after all deductions to calculate the annual household income.
- wage slips - we use the take-home pay figure. (Any deductions that are not statutory will be calculated as income)
- tax Credits - we use the total income stated under the heading Income, often on page 2 of the award notice

If there is any information that you would like to include in support of your application for example, total number of dependent children living in the household, please submit this with your application.

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as IS, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit or, generally, UC.

We only accept electronic files in the following format;

- picture files of JPG, JPEG, GIF, PNG and TIFF extensions
- electronic files of DOC, DOCX, XLS, XLSX, PDF and XPS

Section 3: Which bursaries would you like to apply for?

Please see the back of this form for eligibility guidance

a. Travel bursary

Please see the back of this form for eligibility and guidance

You must be attending the nearest campus offering the course and live **more than 3 miles** from college.

If you do not need a travel bursary move to next bursary **section 3b**

Travel details: Walking distance using Google maps **MILES:**

First journey

Name of travel company: (only select one travel company)

- Chiltern Railways GWR Oxford Buses Reading Buses South Western Railways Stagecoach South
 Stagecoach Oxfordshire Thames Travel Thames Valley Buses SEN travel contribution Other (please state).....

Name of bus stop or train station To which campus?

Second journey

Name of travel company: (only select one travel company)

- Chiltern Railways GWR Oxford Buses Reading Buses South Western Railways Stagecoach South
 Stagecoach Oxfordshire Thames Travel Thames Valley Buses SEN travel contribution Other (please state).....

Name of bus stop or train station To which campus?

The support provided will be by the most cost - effective method, which will either be a travel pass or travel expenses paid into your bank account. If we do not have a purchasing agreement with your travel company you will be awarded travel expenses.

b. Course costs bursary

Please see the back of this form for eligibility and guidance

Yes No If yes, you will need to complete a course costs form and submit receipts or if faculty are buying the equipment for you let us know on the course costs form.

c. Meal Credits

Please see the back of this form for eligibility and guidance

Do you need meal credits? Yes No Did you have meal credits / free meals last year. Yes No

If you cannot evidence you are entitled to meal credits this year you may be asked to provide last years entitlement letter.

d. Bursaries for young people in defined vulnerable groups: ONLY for students aged 16-18 on 31st August 2022

You will be assessed by the Student Support Team to determine whether you have a financial need and if so, how much vulnerable bursary you need to participate in your course.

Please tick one statement below:

- I am in local authority care or a care leaver I receive Income Support or Universal Credit in my own right because I am financially supporting myself. You will need to provide your UC statement and a tenancy agreement or utility bill.
 I receive Disability Living Allowance or Personal Independence Payments **in my own right**, as well as Employment and Support Allowance or Universal Credit **in my own right**

You will need to provide evidence to support the category you have ticked. Your financial needs to participate in your course will be assessed by a member of Group Student Support.

e. Accommodation Bursary

Please see the back of this form for eligibility and guidance.

Only available to Learners studying furniture programmes at City of Oxford College, land based programmes at Merrist Wood College or WASPS programmes.

Would you like to apply for an Accommodation Bursary? Yes No

Do you need support with your travel to and from your accommodation? Yes No

Additional information

Please provide any additional information or evidence relating to your claim. Continue on another sheet or paper if needed.

Section 4: Student's bank account details to be completed by all students

If we need to make a payment to you we will do it by direct transfer into your bank account. ESFA (European Skills Funding Agency) does not expect bursary payments to be paid into another person's account, except in exceptional circumstances where a student is unable to administer their own account.

A basic bank account (which students can open at age 16) allows BACS transfers and allows the student to withdraw money. More information on basic bank accounts can be found at <https://www.moneysavingexpert.com/banking/basic-bank-accounts/>

Please provide details of the bank account which you would like us to pay funding into. Ensure the numerals are legible and the bank account accepts BACS payments. Please note: we are unable to make payments into Post Office accounts or to prepaid cards.

Account holder's name:		Bank name:	
Sort code (6 digits long):			
Account number (8 digits long):			

Section 5: Declaration

The student and parent/carer must sign the form, unless the student is living independently. Any form without signatures will be returned and your application will be delayed.

Agreement to the conditions of the award and payments - A copy of the conditions can be found on our website.

Activate Learning may approve this application before you start your course, but funding will only be allocated once your enrolment is completed and you have started your course.

Your attendance will be monitored and if it falls below 90%, or you fail to adhere to the, Attendance and Student Behaviour Policies, financial support payments will be withheld. The impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances will be considered.

If payments have not been used to attend college due to absence, future payments may be withheld or reduced until funds paid to you have been used for the purpose they were awarded.

Payments will be stopped if you have been absent for 4 continuous weeks (excluding holidays) or if you withdraw from the course.

You will be required to return money paid to you if you have not spent it for the reasons it was awarded or if you receive an overpayment due to you not informing us of changes detailed below.

If you withdraw from the course you are required to return your travel pass and any equipment / books bought using bursary funds. A stop will be placed on travel smart cards.

It is your responsibility to inform the college about any of the following:

- change of circumstances which might affect your eligibility for financial support
- change of address
- any exceptional circumstances that cause you to be absent from college, e.g. illness, caring responsibilities, etc
- change of bank account details
- changes to your course of study
- change to your timetable
- withdrawal from your course

Any award made will be for the 2022-23 academic year only. Financial support in future years may change.

You will also be confirming the information you have provided is accurate to the best of your knowledge and belief. Any awards made as a result of giving false or incorrect information may result in the stoppage of future payments and the recovery of funds that have already been paid. It may also result in a referral to the police, with the possibility of the student and/or their family facing prosecution.

By signing this form, you will be agreeing to the terms and conditions detailed above and be giving explicit consent to Activate Learning to collect 'personal data' and 'sensitive personal data' on you and your household to assess and record your application for financial support. You will also be giving your explicit consent to Activate Learning to disclose your 'personal data' and your 'sensitive personal data' to other agencies that require it for the sole purpose of assessing, recording or providing support.

Activate Learning will store your 'personal data' and 'sensitive personal data' securely.

Student's name and signature:	Date:
Parent/carer's name and signature:	Date:

Instructions

Please complete the form, attach/scan/print all the required evidence and return in one of the following ways:

In Person: Hand deliver to any campus Advice Centre, please see website for opening hours.

By Email: studentfinance@activatelearning.ac.uk

Postal applications: Group Student Finance Team, Activate Learning, Banbury Campus, Broughton Road, Banbury, Oxfordshire OX16 9QA.

Please note: We advise that you send postal applications by Recorded or Special Delivery and only include photocopies, not original documents.

If you are not satisfied with how your bursary application has been handled or you want to appeal a decision, please write to the Group Head of Advice and Admissions using the address above.

You will be informed about the outcome of your application within four weeks from you receiving acknowledgement of your application.

If you require support completing this form or would like to receive information in an alternative format, please contact 0800 612 6008.

Student Financial Support guidance 2022-23 for students aged 16-18

Bursary	To be eligible you must....	You could get....
	<p>Standard requirements:</p> <ul style="list-style-type: none"> • Be a home student • Have a Net annual household income of £25,000 or less • Provide evidence of household income or benefit and your financial independence (where necessary) 	
Travel bursary	<ul style="list-style-type: none"> • Be attending the nearest college offering the course to meet your learning aim. • Live more than 3 miles walking distance from college (using Google maps). • Receive an income based benefit or have a net income £25,000 or less. • Apply by 5 August 2022 to ensure your pass is available at the start of term. <p>N.B. Bursary funds support travel to the nearest campus offering the course and does not support journeys over 38 miles.</p>	<ul style="list-style-type: none"> • Support provided will be by the most cost - effective method, which will either be a travel pass or travel expenses paid into your bank account. If we do not have a purchasing agreement with your travel company you will be awarded travel expenses. • Where travel expenses are awarded receipts are required for every journey - every half term. Further payments will not be made unless the receipts for the previous half term have been provided • 23p per mile will be paid for fuel in exceptional circumstances. • Travel expenses are paid fortnightly, term time in advance. • If you use SEN transport provided by the County Council when you provide a copy of the Local Authorities invoice we will award expenses towards your contribution. SEN transport invoices need to be provided by the end of November 2022. • Bursary funds do not support the cost of taxis.
Course costs (including work/ industry placement)	<p>Submit a course costs form detailing the items and costs you need support with and attach receipts for the essential items that you bought.</p> <p>You may submit course costs forms throughout the year without completing another bursary form.</p> <p>N.B funds are limited and cannot be guaranteed</p>	<p>Essential equipment, materials and PPE needed for your course are provided, so bursary funds do not support these costs. Students are free to purchase their own items for the course at their own cost.</p> <p>A contribution towards:</p> <ul style="list-style-type: none"> • essential books, essential protective clothing, and standard specialist footwear – such as steel toe cap boots, football boots, horse riding footwear • essential field trips up to a maximum of £180 • UCAS fee, university open events / interviews, exam resits • work / industry placement costs including travel, meal credits if eligible <p>Bursary funds do not support:</p> <ul style="list-style-type: none"> • equipment and materials that can be borrowed from college • laptops or any other IT equipment. Laptops can be borrowed from Faculty or are available to use in our Learning Environments • any equipment or books purchased with bursary funds must be returned at the end of the study programme • extra-curricular activities or counselling <p>You will be reimbursed for the items when we receive the receipts for the items you have purchased. Funds are not awarded up front.</p> <p>Faculty may be able to buy the items you need that cannot be borrowed, if this is arranged bursary funds will be paid to faculty.</p> <p>When you complete or withdraw from your course all equipment and books purchased using bursary funds must be returned. Any equipment not returned will be charged.</p>

<p>Meal credits</p>	<p>Be aged 16-18 on 31 August 2022 or continuing on a study programme you began aged 16-18 or have an EHCP plan and receive one of the following benefits:</p> <ul style="list-style-type: none"> 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 you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC)) Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get) <p>If you received free meals last year and we can confirm the award you will continue to be eligible for free meals if you let us know you need them. We may ask you to provide your free meal entitlement letter.</p> <p>Parents who are self-employed and in receipt of Universal Credit will need to provide:</p> <ul style="list-style-type: none"> three months Universal Credit award letters and a copy of their tax return bill a completed self-declaration form <p>N.B. Working Tax Credit is not a qualifying benefit for free meals</p>	<ul style="list-style-type: none"> Provision of a free breakfast or lunch for the days you are in college or expenses when studying off-site e.g. on work experience/ placement. Students based at a campus take up their meal credits through college outlets, payment is made for their meal by presenting their ID card at the checkout. If your course is not based at a campus with a refectory, you may be awarded meal credit expenses and receive a fortnightly term time BACS payment of £3.50/ day to buy a meal. If meal credit expenses are awarded receipts are required for meals bought every half term. Further payments will not be made until receipts are received. If you are not eligible for meal credits under the standard criteria you may be able to access these through Student Support. Please speak to a member of the Student Support Team If you are eligible for Meal Credits and attend a placement you will need to provide details of your placement on a course costs form. 						
<p>Bursaries for young people in defined vulnerable groups</p>	<p>The defined vulnerable groups are students who are:</p> <ul style="list-style-type: none"> in care care leavers receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) or UC in their own right if you receive UC, you could ask your UC Work Coach for help providing evidence of receiving benefits <p>If you are in receipt of Disability Living Allowance (or Personal Independence Payments) and Employment Support Allowance or Universal Credit, your parents can no longer receive certain household/family benefits, such as Child Benefit.</p>	<ul style="list-style-type: none"> The bursary provides up to £1,200 financial support that you need to participate. The £1,200 includes support in-kind e.g. a travel pass, meal credits, and essential books, equipment, specialist clothing, field trips, UCAS fees and University open events. If you do not have an actual financial need because your costs have been met or because you have no relevant costs you may not be awarded a bursary for vulnerable groups. If the study programme lasts for less than 30 weeks or if you are on a part-time programme you will be awarded a pro-rata amount. Payments are paid pro-rata from the date the fully completed bursary application was received. If you are awarded payments, they will be made fortnightly unless your attendance is less than 90% during the previous week or if you fail to adhere to the code of conduct. This bursary will support the cost of attending college for additional days to use college IT equipment. It does not provide support to purchase laptops or other IT equipment. 						
<p>Accommodation bursary</p>	<p>Have a household income less than £32,000 and be enrolled on a specialist subject that is not available where you live e.g. land based and furniture course.</p> <p>N.B. The bursary does not support a student to participate in general FE provision that is widely available or to enable them to participate in additional activity, for example, to take part in a specific sport</p>	<p>A contribution paid directly to the landlord towards the costs of accommodation. Awards are based on individual circumstances and the type of accommodation and length of stay required.</p> <p>Support with accommodation for the academic year as follows:</p> <table border="1" data-bbox="842 1413 1546 1585"> <thead> <tr> <th>Gross household income £</th> <th>£ per year</th> </tr> </thead> <tbody> <tr> <td>Up to £25,000</td> <td>Up to £3,458 for five days' residence / week Up to £4,100 for seven days' residence / week (for students aged over 18 years)</td> </tr> <tr> <td>£25,001 - £32,000</td> <td>Up to £1,152</td> </tr> </tbody> </table> <p>Students may be awarded support of up to £400 from their term time accommodation to their campus.</p> <p>N.B. Where students leave part way through the year or are excluded from their accommodation, their accommodation bursary payments will stop on the date they left their course or were excluded.</p>	Gross household income £	£ per year	Up to £25,000	Up to £3,458 for five days' residence / week Up to £4,100 for seven days' residence / week (for students aged over 18 years)	£25,001 - £32,000	Up to £1,152
Gross household income £	£ per year							
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£25,001 - £32,000	Up to £1,152							
<p>Care to Learn - a government scheme</p>	<p>Care to Learn eligibility:</p> <ul style="list-style-type: none"> you are a parent under 20 at the start of your course you're the main carer for your child you live in England your childcare provider qualifies <p>Apply online at https://www.gov.uk/care-to-learn</p> <p>You will need to provide evidence that you receive Child Benefit or a copy of your child's birth certificate to studentfinance@activatelearning.ac.uk</p>	<p>You can get up to:</p> <ul style="list-style-type: none"> £160 per child per week if you live outside London <p>Care to Learn can help with the cost of:</p> <ul style="list-style-type: none"> your childcare, including deposit and registration fees keeping your childcare place over the summer holidays taking your child to their childcare provider 						
<p>How to apply</p>	<p>Complete the Student Financial Support application form and submit it with all the required evidence. Students may find it useful to get help completing the form from an adviser at the Advice Centre. Students will be notified by email (if an email address has been provided), of the outcome within four weeks of receipt of a fully completed application form that includes all the required evidence.</p> <p>Application forms will only be processed if it has been completed and submitted with the required evidence.</p>							