

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 19+

This form is for students with the following eligibility criteria:

- students aged 19+ (except for students detailed below)
- LLDD students and students continuing on the 2nd year of a course they began aged 18 they should complete the financial support application for students aged 16-18
- enrolled on a funded further education programme and have right to study
- 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)

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:	
Mobile number:		Email:	

Do you live independently? Yes (Move to next question) No

If no, please provide the names of ALL the adults 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:

I am applying for an Advanced Learner Loan. Note: If your course is eligible for an Advanced Learner Loan, your course is non-funded, so you are not eligible for bursary funding until you have confirmation of the loan. You may apply to get money from the Loan Bursary Fund after you've received a letter approving your Advanced Learner Loan.

Section 2: Evidence

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

You must:

- have a Net Annual Income of £30,000 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.

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 do you need?

Please see the back of this form for eligibility and guidance

Travel details: You must **live 3 miles or more** from college (using Google maps **walking** distance tool). **MILES:**

First journey

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

- Chiltern Railways GWR Oxford Buses Reading Buses South Western Railways Thames Valley Buses
 Stagecoach South Stagecoach Oxfordshire Thames Travel 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 Thames Valley Buses
 Stagecoach South Stagecoach Oxfordshire Thames Travel 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

Do you need support paying tuition fees (for students **not eligible** for an Advanced Learner Loan) Yes No

Do you need support with items needed for your course? 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. Childcare bursary

Applicants are required to apply for all statutory government benefits before applying for this bursary. **For further information on government benefits you are eligible for, please visit www.childcarechoices.gov.uk**

Would you like to apply for support with childcare costs? Yes (Provide details below) No (Move to next bursary section)
You need to complete a childcare provider form. We will contact your childcare provider when a decision has been made.

d. Accommodation Bursary

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

If you select yes to the questions below you need to provide details of where you are staying and costs.

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

Would you like to apply for an Accommodation Bursary? 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: Your bank details

Only complete bank details if you are applying for travel expenses or course costs. If we need to make a payment to you, we will do so by direct transfer into your bank account.

To be completed by all students.

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

Section 5: Declaration

Students must sign the form. 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 your attendance 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:
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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.

Financial support guidance 2022-23 for students aged 19+

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 £30,000 or less provide evidence of household income or benefit and your financial independence (where necessary) <p>It is your responsibility to tell the Department for Work and Pensions about any financial support that you receive from Activate Learning, as learner support payments may affect your eligibility to some benefits</p> <p>Note: If your course is eligible for an Advanced Learner Loan, you will need to provide confirmation that you have been awarded it when applying for bursary funding.</p>							
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) Apply by 5 August 2022 to ensure your pass is available at the start of term Receive an income based benefit or have a net income of £30,000 or less 	<ul style="list-style-type: none"> Help with the cost of travel to and from the nearest Activate Learning Campus offering the course. 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. 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. Bursary funds do not support the cost of taxis. 						
Course costs (including work/ industry placement)	<p>The fund is available to learners on a funded course or if you have a letter confirming you have been awarded an Advanced Learner Loan.</p> <ul style="list-style-type: none"> If you receive the Advanced Learner Loan or are eligible for a loan, you are not eligible for funding help towards fees. Learners who are paying their own fees and their course is not eligible for an Advanced Learner Loan may be awarded a maximum contribution of 50% towards their fees. <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>Students who are enrolled on ESOL courses who need support with fees or travel for additional courses throughout the year should submit a course costs form each term.</p> <p>N.B funds are limited and cannot be guaranteed.</p>	<p>A contribution towards:</p> <ul style="list-style-type: none"> course-related costs, including course trips, books and equipment (where costs are not included in the funding rate) examination fees accreditation fees, professional membership fees and fees or charges due to external bodies your registration fees UCAS fee, university open events/ interviews. to support learners on a traineeship including the work placement element In exceptional circumstances, we award funds to support with course fees, which will be initially at a value of 50% <p>Bursary funds do not support:</p> <ul style="list-style-type: none"> equipment and materials that can be borrowed from college, is not supported with bursary funds laptops or any other IT equipment. Laptops can be borrowed from faculty or are available to use in our Learning Environments counselling or counselling supervision <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>						
Childcare bursary	<p>Meet the standard requirements above plus:</p> <ul style="list-style-type: none"> Use an Ofsted registered childcare provider Provide a copy of your child benefit letter to include the child benefit number Complete a childcare provider form <p>NB Both students and the childcare provider must return our signed Term's and conditions before invoices will be paid.</p>	<p>The amount of funding is discretionary but will normally be for a maximum of £200 per week per child. Funds will be initially allocated for up to two children per household. Funding for any additional children will be subject to availability. Funding is for timetabled classes and it does not support independent study.</p> <p>Bursary funds are paid directly to the childcare provider after we have received their monthly or termly invoice. No bursary funds are paid directly to the student.</p> <p>Online courses - we provide maximum of one days childcare support for part-time courses and three days childcare for full-time courses.</p>						
Accommodation bursary	<ul style="list-style-type: none"> 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>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"> <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							
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							
How to apply	<p>Complete the bursary fund 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 of the outcome within four weeks of receipt of a fully completed application form with all the required evidence, by email where an email address has been provided. Application forms will only be processed if it has been completed and submitted with the required evidence.</p>							

