

## 16 to 19 Bursary Fund

The Reigate College 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training, such as costs of transport, food or equipment. The scheme is divided into two parts:

### 1 16-19 Guaranteed Bursary

Bursaries of £1,200 a year, paid weekly, will be awarded to:

- young people aged 16 and 17 in care;
- care leavers aged 16, 17 and 18;
- young people in receipt of Income Support (or Universal Credit) in their own name and teenage parents;
- disabled young people in receipt of Employment and Support Allowance (ESA) or Universal Credit and Disability Living Allowance (DLA) or Personal Independence Payments in their own right.

### 2 Discretionary Bursary

A bursary worth in the region of £480 pa, amount dependent upon individual circumstances, is available to Reigate College students not eligible for the full Guaranteed Bursary who reside in a household whose parents/guardians are in receipt of any of the following:

- a) Income Support (Universal Credit)
- b) Income-based Jobseeker's Allowance
- c) Income-related Employment and Support Allowance
- d) Support under Part VI of the Immigration and Asylum Act 1999
- e) The guaranteed element of State Pension Credit
- f) Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- g) Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- h) Universal Credit

Students who reside in a household which has a taxable income of **less than £25,000 for the tax year 2017-18** (evidenced through production of P60, Working Tax Credit Award Certificate, Self-Assessment Tax Calculation Form (SA302) or Universal Credit or bank statements dated within last 3-6 months) may also apply for the Discretionary Bursary.

Bursary students are not required to pay the £55 book deposit, however, if books are not returned or are damaged this amount will be deducted from the last Bursary payment.

### 3 Further Education Free Meal

A student who is eligible for the Guaranteed Bursary will automatically qualify for a free meal on any day that he/she attends College. Students who are eligible for the Discretionary Bursary due to fulfilling one of the criteria from A to H above will also qualify for a free meal. Please note that income below £25,000 is not in itself a qualifying factor. The meal will have to be purchased in the College Refectory and will be subject to a maximum subsidy of £3.50 per day. Money allocated cannot be accumulated and non-expenditure on a particular day will not be carried forward. Students who apply for either a Guaranteed or Discretionary Bursary will automatically be assessed for eligibility for a Further Education Free Meal. No other application is required. If a student wishes to apply only for a Further Education Free Meal he/she should contact the Student Service Office via Reception.

### Additional Help

Under exceptional circumstances students who are not automatically eligible for an award can also apply for help with one off course related expenses (proof of income or hardship will be asked for). Applications for additional help will be considered on an individual basis and is dependent upon available funds. Please contact the College's Student Support Office for more details.

### Conditions

- All bursary payments will be directly linked to attendance, behaviour and academic performance.
- All bursaries will be paid directly into a student's bank account
- The Discretionary Bursary may be used in any of the following ways, depending upon needs, circumstances and funds available:
  - Regular payments linked to attendance
  - Free/subsidised meals at College
  - Help with transport costs
  - Kit and equipment
  - Or a combination of the above
  - Help with compulsory trips – linked to attendance
- Eligible students must be under 19 on 31 August 2018 and enrolled on a non-fee paying full time course at the College.

**Application Form  
Reigate College 16-19 Bursary**

If you require help in completing this form please phone the College: 01737 221118 and ask for the Student Support Office or go to the College Reception.

**SECTION 1 – Student Details** (please print details and complete in black)

Surname:	First Names:
Date of Birth:	Home telephone No:
Email:	Mobile No:

**SECTION 2 – Are you applying for (please tick appropriate box):**

- Guaranteed Bursary – Please complete section **3, 5, 6 and 7**
- Discretionary Bursary – Please complete section **4, 5, 6 and 7**

**SECTION 3 – Guaranteed 16 -19 Bursary (£1,200 pa)**

The student who is applying for the award should tick the box that applies to them (please attach proof - see section 5):

- I am living in care
- I am a care leaver
- I am in receipt of income support (Universal Credit)
- I am in receipt of Employment Support Allowance and also in receipt of Disability Living Allowance  
**(Now go to Section 5)**

**SECTION 4 – Discretionary 16 -19 Bursary**

I am a student who permanently lives in a household whose parents/guardians receive one of the following (please tick appropriate box)

Name of person receiving benefit:	Income Support or Universal Credit	Job Seekers Allowance	Employment Support Allowance	Support under Part VI of the Immigration and Asylum Act
1.				
2.				

**If you are not in one of the above categories you must provide proof of family income;**

**Financial Assessment – Income**

*To be completed by the person(s) responsible for the household bills*

Name of Person receiving income	Are you employed?	
1.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate – or other Inland Revenue acceptable proof
2.	Yes / No	If yes, please submit P60 or Working Tax Credit Award Certificate –or other Inland Revenue acceptable proof
		<b>If no to 1 and 2 please submit bank statements dated within last 3-6 months</b>

**SECTION 5 - Proof of Income/Benefit Submitted**

Whatever you have declared in 3 or 4 above must be backed up by evidence (photocopies accepted, **BUT MUST BE THE WHOLE FORM**) in order for an assessment to be made.

The tables below show the evidence you will need to provide with your application form.

Once you have declared and identified your benefits/income on the application find the type of Income that applies to you in the first column and the evidence required column will tell you what you need to provide.

Please tick which one you have submitted as evidence.

Type of Income	Evidence Required	Tick if enclosed
Annual Salary	P60 for tax year 2017-18. Self-Assessment Tax Calculation Form (SA302) or bank statements dated within last 3-6 months	
Income Support	Entitlement / Award letter – <b>dated within the last 3 months</b>	
Job Seekers Allowance	Entitlement / Award letter – <b>dated within the last 3 months</b>	
Employment Support Allowance	Entitlement / Award letter – <b>dated within the last 3 months</b>	
Incapacity Benefit	Entitlement / Award letter – <b>dated within the last 3 month</b>	
Carer's Allowance	Entitlement / Award letter – <b>dated within the last 3 months</b>	
Any other benefit	Entitlement / Award letter – <b>dated within the last 3 months</b>	
Working Tax Credit	Working Tax Credit Award Notice marked "2017-18". Must be for full year and not partial awards ( <b>FULL AWARD NOTICE</b> ) all pages	
Child Tax Credit	Child Tax Credit Award Notice marked "2017-18". Must be for full year and not partial awards ( <b>FULL AWARD NOTICE</b> ) all pages	
Grants or bursaries etc	Relevant paperwork detailing entitlement and amount paid	
Universal Credit	Relevant paperwork detailing entitlement and amount paid	
Free School Meal	Evidence that the student received a free school meal in Year 11	
Any other income	Relevant paperwork	

**SECTION 6 – STUDENT Bank Account Details**

You should check that your account can accept BACS Direct Credits.

- Bank Name (e.g. Nat West)

- Branch Location (e.g. Reigate High St.)

- Name of Account Holder

- Sort Code

  

- Account Number

       

- Roll Number (building society only)

**SECTION 7 - Declaration**

Please read the declaration below carefully before signing:

1. I declare that the statements made on this form are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to verify the particulars given. I understand that if I refuse to provide information relevant to my claim the application will not be accepted. I also undertake to inform the College of any alteration to any of the particulars in writing. I agree to repay the College in full and immediately any sums advanced to me if the information I have given is shown to be false or deliberately misleading.
2. I am aware that the funding covers only this College year and that I must re-apply next year; there is no guarantee that I will receive funding for future years even if I am eligible for the current year.

Signed (Student):

Date:

Signed (Parent or Guardian named above):

Date:

Please return this form to: Reigate College 16-19 Bursary, Reigate College, Castlefield Road, Reigate RH2 0SD

or

Return it to College Reception in an envelope clearly marked: **Reigate College 16-19 Bursary Fund**

**PLEASE ENSURE YOUR APPLICATION FOR EITHER BURSARY IS SUBMITTED BY 12 OCTOBER 2018 FOR ACADEMIC YEAR 2018-19**

***For College Use Only:***

*Date Received:*

*Bursary Approved: Yes or No*

*Guaranteed Bursary or Discretionary Bursary*

*Processed By:*

*Date:*

*Additional Notes:*