

Application Form for the 16-19 Bursary and Further Education Free Meal

Please note the following important information:

- More information about the Reigate College's 16-19 Bursary and Free College Meals can be found on our website: <https://www.reigate.ac.uk/finance-and-travel>
- Full details of the eligibility criteria for the 16-19 Bursary can be found at: <https://www.gov.uk/guidance/16-to-19-bursary-fund-guide-2019-to-2020-academic-year>
- Please complete all sections of the form and provide copies of the evidence requested. Your application will not be assessed without the correct evidence.
- Please be aware that the available funds are limited, and it is not guaranteed that all students requesting financial support will qualify.
- All Bursary payments are subject to the student meeting the College's expectations for attendance, behaviour and effort; as evidenced by Interim Report data.
- The confidential information and evidence you supply on this form is securely stored and accessed by Reigate College Bursary staff and auditors only.
- For any queries regarding the bursary please contact our Bursary Officer Sandra Leach in Student Services: Telephone 01737 221118 (Ext. 421) or email Sandra.Leach@reigate.ac.uk
- When you have completed this form please return, with the supporting evidence to Student Services or post to *16-19 Bursary, Student Services Office, Reigate College, Castlefield Road, Reigate, Surrey RH2 0SD*

The initial closing date for application is **Friday 20 September 2019**. If you find out you may be eligible after this date please do not hesitate to contact Sandra Leach in the College's Student Support Office.

SECTION 1 – Student Details *Please print details and complete form in black pen*

Surname:

First Name(s):

Date of Birth (DD/MM/YYYY):

What age will you be on 31/8/2019? :

Residency: Please select which of the following applies to you:

British Citizen EU/EEA Citizen Asylum Seeker Refugee

Have you been a resident in the UK or EU/EEA for the last 3 years?

Yes No

Home Address: *Must match the address listed on the evidence you provide. * If you live between two homes we only assess evidence of eligibility for the bursaries from the guardian you live with for the majority of the time.*

House Number:

Road/Street:

Town:

County:

Post code:

Email Address: We will always use your Reigate College email address to communicate with you about your bursary. New students will be given a College email address after enrolment. Please check your Reigate College email regularly.

Your Mobile telephone number:

We may send important information and reminders about the Bursary as a text message to your mobile.

SECTION 2 – Which Bursary are you applying for? *Please tick appropriate box*

Vulnerable Bursary Complete sections 3, 4, 6, 7 & 8.

Discretionary Bursary Complete sections 4, 5, 6, 7 & 8.

SECTION 3 – Vulnerable Bursary

If you are a student who meets one of the 4 criteria below (plus the other criteria for age and residency) and have a financial need, you can apply for a Vulnerable Bursary in the region of £1,200 per year. This will be paid **weekly** into a your (the student's) bank account during term time (subject to conditions e.g. attendance).

You (the student applying for the Vulnerable Bursary) should tick the 'Yes' box that applies to you, and tick in the right-hand column if the required evidence has been enclosed with this application:

| Vulnerable Bursary Criteria | Evidence Required | Tick if Enclosed |
|---|---|------------------|
| I am living in care Yes <input type="checkbox"/> | A letter or email from your Social Worker, Key Worker or Local Authority that provides written confirmation of your current looked-after status. | |
| I am a care leaver Yes <input type="checkbox"/> | A letter or email from your Social Worker, Key Worker or Local Authority that provides written confirmation of your previous looked-after status. A care leaver is defined as a young person who has been in care for a period amounting to at least 13 weeks which began after the age of 14 and ended after the age of 16. | |
| I am receiving Income Support , or Universal Credit in my own name... because I am financially supporting myself or financially supporting someone who is dependent on myself and living with me such as a child or a partner. Yes <input type="checkbox"/> | An entitlement/award letter dated within the last 3 months. This letter needs to confirm your name, address and that you receive Income Support/Universal Credit. | |
| I am receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own name as well as Employment and Support Allowance (ESA) or Universal Credit in my own name. Yes <input type="checkbox"/> | Entitlement/award letters dated within the last 3 months which confirms your name, address and that you are in receipt of <u>both</u> benefits. | |

SECTION 4 – Further Education Free Meal

You are eligible for a free meal if you, or your parents, are in receipt of **one** or more of the following benefits:

You (the student applying for the free meal) should tick the 'Yes' box that applies to you, and tick in the right-hand column if the required evidence has been enclosed with this application:

| Free Education Free Meal Criteria | Evidence Required | Tick if Enclosed |
|---|---|------------------|
| Income Support | An entitlement/award letter dated within the last 3 months. | |
| Income-based Jobseekers Allowance | An entitlement/award letter dated within the last 3 months. | |
| Income-related Employment and Support Allowance (ESA) | An entitlement/award letter dated within the last 3 months. | |
| Support under part VI of the Immigration and Asylum Act 1999 | An entitlement/award letter dated within the last 3 months. | |
| The guarantee element of State Pension Credit | An entitlement/award letter dated within the last 3 months. | |
| Child Tax Credit (provided you are <u>not</u> 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)) | Current Year's Working Tax Credit Award Notice marked "2018-19". Must be for the full year and not partial awards and include all pages. | |
| Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit | Working Tax Credit run-on Award Notice marked "2018-19". If you are applying after 31 January 2020 then "2019-2020" paperwork is required. | |
| Universal Credit with net earnings not exceeding the equivalent of £7,400 pa | Universal Credit monthly award notice dated within the last 3 months and the relevant paperwork for current year detailing entitlement and amount paid. | |

A letter confirming your entitlement to benefits should be from one of the following:

- Job Centre Plus
- Department for Work and Pensions
- HMRC Tax Credit Award Letter for 2019/20 which shows your income from 2018/19.

You must provide the full award letter. Any letter you provide to us should be dated within the last 3 months. If your letter is older than 3 months then please provide a recent bank statement showing a relevant payment going in to your account within the last 3 months. Any letter provided must confirm the name and address of the person receiving the benefit(s).

Further Education Free Meal

Students who are eligible for a free College meal will be allocated a credit of £3.00 per day to cover the cost of a substantial main meal, using their College ID Card, in the College Refectory. Money allocated cannot be accumulated and non-expenditure on a particular day will not be carried forward.

If you (the student) meet the criteria for a Further Education Free Meal you automatically qualify for the **Discretionary Bursary**. However please continue to, and complete, Section 5 of this form.

SECTION 5 – Discretionary Bursary

If you (the student) meet the criteria for a Further Education Free Meal in Section 4 above you automatically qualify for the **Discretionary Bursary**. However please complete this part of the form.

If you are not eligible for a Further Education Free Meal you may still be eligible for the Discretionary Bursary if you are a student who lives in a **household which has a taxable income of less than £25,000** for the most recent tax year. Evidence can be provided through one of the following:

| Evidence of Income Required | Tick if Enclosed |
|--|------------------|
| P60 for tax year 2018-19. Self-Assessment Tax Calculation Form (SA302) | |
| Self-Assessment Tax Calculation Form (SA302) | |
| Bank statements dated within the last 3-6 months | |

The Discretionary Bursary is dependent on your individual circumstances and the funding available. The Discretionary Bursary may (depending upon needs, circumstances and funds available) be used in the following ways:

- Essential course equipment (e.g. Art materials)
- Subsidy of some compulsory trips (subject to conditions e.g. attendance).

If your journey to College is more than 2 miles you will receive a payment directly to your bank account to **subsidise** transport costs, paid in advance every half term. The exact payment is based on the distance travelled to College and subject to conditions e.g. attendance.

| | |
|---|---|
| My journey is more than 2 miles from College | Tick if 'yes' <input type="checkbox"/> |
|---|---|

We use the road routes to calculate distance on the website below. You may want to check the distance of your journey before ticking 'yes' to the above: <https://www.freemaptools.com/how-far-is-it-between.htm>
Reigate College's postcode is RH2 0SD.

SECTION 6 – Additional Information

Please use this space to provide any additional information you think may support your application (*e.g. household circumstances or benefits received that are not described under the criteria above or information regarding caring responsibilities you may have for a parent or other relative*).

SECTION 7 – Student Bank Account Details

Please fill this section in carefully and ensure the information you provide is accurate. The details given here must relate to your own bank account (the student's) and not a third party. You should check that your account can accept BACS Direct Credits.

Name of Account Holder:

Bank Name:

(E.g. NatWest)

Branch Location:

(E.g. Reigate High Street)

Sort Code:

(6 numbers)

Account Number:

(8 numbers)

SECTION 8 – Student & Parent/Carer Declaration

Please read the declaration below carefully before signing. If the income evidence provided belongs to parent(s)/carer(s) then we must also have a parent/carers signature.

- I/ we certify that the information provided is true and to the best of my knowledge and belief is correct in every respect.
- I/we I undertake to supply any additional information that may be required to verify the particulars given.
- I/we understand that if I/we refuse to provide information relevant to my claim the application will not be accepted.
- I/we also undertake to inform the College of any alteration to any of the particulars in writing.
- I/we agree to repay the College in full and immediately any sums advanced to me (the applicant) if the information I have given is shown to be false or deliberately misleading
- I/we understand that payments may be delayed or stopped if I do not maintain the minimum Reigate College requirement of at least 90% actual attendance on all my courses, or do not meet the College's expectations for good behaviour and effort.
- I/we undertake to inform the College immediately if I, the applicant, decide to leave College before completion, the College may attempt to reclaim any monies allocated.
- I/we are 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.
- I, the applicant, understand that the College may need to contact outside agencies to support this application.
- **I/we understand that the fact that I am claiming bursary support may be shared with other departments in the College.**

Student's Signature **Date:** / /

Parent/Carer Signature **Date:** / /

| | |
|--|--|
| For College Office Use Only: | |
| Date received: | |
| Student Number: | |
| Lower/ Upper | |
| Tick if requirements met | |
| EFA SFA Age and residency requirements met? | |
| Vulnerable Bursary? | |
| Further Education Free Meal? | |
| Discretionary Bursary? | |
| Tier 1 under 2 miles | |
| Tier 2 2-5 miles | |
| Tier 3 5-10 miles | |
| Tier 4 Over 10 miles. | |
| Bursary Approved: Yes or No | |
| Processed by: _____ Date: _____ | |
| Additional Notes: | |