

Renewal Form 16-19 Bursary and Further Education Free Meal (FE Free Meal) Application to Re-Apply for the Discretionary Bursary for 2023-24

Please note the following information: If you are completing this form electronically you can save the document by selecting 'Microsoft Print to PDF' when selecting a printer.

- More information about Reigate College's 16-19 Bursary and Free College Meals policy 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/government/publications/16-to-19-bursary-fund-guide-2023-to-2024-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 please contact our Bursary Officer in Student Services: Telephone 01737 221118 or email Bursary@reigate.ac.uk
- When you have completed this form please return, with the supporting evidence to bursary@reigate.ac.uk 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 15 September 2023**. If you find out you may be eligible after this date please do not hesitate to contact the Bursary Officer in the College's Student Support Office.

SECTION 1 – Change of Student Details

Surname:

First Name(s):

If you have moved house in the last year, or since submitting your initial Bursary, you may be eligible to different rewards through the 16-19 Bursary fund.

Have you moved house in the last year?

No ☐ Yes ☐ please contact Reigate College Student Services to provide them with details of your new address.

Have your bank account details changed since making your first Bursary application?

No ☐ Yes ☐

If 'Yes' please complete the section below 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 2 – Further Education Free Meal (FE Free Meal)

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

You (the student applying for the FE Free Meal) should tick the right-hand column if the criteria applies to your household and the required evidence has been enclosed with this application:

Once we have received evidence the Bursary will be automatically renewed and eligibility (if you qualify) for a FE free meal confirmed.

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 Child Tax Credit Award Notice marked "2022-2023". 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 "2022-23". If you are applying after 31 January 2024 then "2023-2024" 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 2023/24 which shows your income from 2022/23.

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).

Previous Free School Meals (FSM)

Did you receive Free School Meals (FSM) at your previous school? Yes No

If yes, did you qualify due to receiving Universal Credit? Yes No

If yes, please enclose a copy(s) of previous entitlement FSM letter(s). Yes (enclosed)

Further Education Free Meal (FE Free Meal)

Students who are eligible for a FE Free Meal will be allocated a credit every day to cover the cost of a nutritional 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.

SECTION 3 – Discretionary Bursary

If you (the student) meet the criteria for a FE Free Meal in Section 2, you may also qualify for the **Discretionary Bursary**.

If you are not eligible for a FE Free Meal you may still be eligible for the Discretionary Bursary if you are a student who lives in a **household which has a household income of less than £27,000** 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 2022-23. 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 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 3 kilometres 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. 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.

Evidence of Return Journey Cost to College Required	Tick enclosed
Examples of evidence required; receipt, copy of ticket, website screenshot.	

SECTION 4 – Young Carers

Do you consider yourself as a carer for a relative? * Yes No (please continue to Section 5)

*For information on what a 'young carer' is please visit the following website: <https://carers.org/about-caring/about-young-carers>

Have you had a 'Young Carers assessment'? Yes No

Do you access a young carers service?
(e.g. Surrey Young Carers)? Yes No

Do you receive a carers allowance? Yes No

Suggested evidence for confirming your responsibilities as a young carer:	Tick if any evidence enclosed
A GP letter confirming your role as a carer or evidence of your Carers Allowance or any official documentation evidencing your young carer status.	

NB Your bursary application will still be considered if you cannot provide evidence of your young carer responsibilities.

For further information about your rights and support available as a young carer please visit the following website:

<https://www.nhs.uk/conditions/social-care-and-support-guide/support-and-benefits-for-carers/being-a-young-carer-your-rights/>

SECTION 5 – New additional Information

Please use this space to provide any additional information you think may support your application, for example:

- *Caring responsibilities, for example caring for a parent or other relative (please check you have completed section 6)*
- *Living circumstances, such as the number of dependent siblings living in the household*
- *Benefits received that are not described under the criteria above*

SECTION 6 – 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 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, and 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 final payment may be reduced if books and/or equipment are damaged or outstanding.
- 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:

<i>For College Office Use Only:</i>			
Date received:			
Student Number:		Lower	Upper
Tick if requirements met			
EFA SFA Age and residency requirements met?	<input type="checkbox"/>	Tier 1 under 3 kilometres	<input type="checkbox"/>
Vulnerable Bursary?	<input type="checkbox"/>	Tier 2 3-10 kilometres	<input type="checkbox"/>
Further Education Free Meal?	<input type="checkbox"/>	Tier 3 10-20 kilometres	<input type="checkbox"/>
Discretionary Bursary?	<input type="checkbox"/>	Tier 4 Over 20 kilometres	<input type="checkbox"/>
Bursary Approved:		Yes	No
Processed by:		Date:	
Additional Notes:			