



Student to complete details below:

Your First Name (Please Print):

Surname (Please Print):

Education
and Skills
Funding
Agency
(ESFA)

ASFC Bursary Application Form 2023/2024

You are eligible to apply for an ASFC bursary if:

- You have enrolled on a full-time course at ASFC in the academic year 2023/2024
- You are aged 16 to 19 years (**under 19 on 31st August 2023**)
- You are aged 19 or over at 31 August 2023 and have an Education, Health and Care Plan (EHCP)
- You are aged 19 or over at 31 August 2023 and continuing on a study program you began aged 16 to 18 ('19+ continuers')
- You satisfy the residency criteria (please see Procedures and Guidelines)

First Deadline for Applications: 8th September 2023

Application forms received later than 8th September WILL be considered for inclusion in a later Bursary intake, (normally about a week after the first deadline)* **Application for the Bursary never closes, we will always look at new applications. No back payments will be made. Your Council Tax Bill and Housing Benefits Form (where relevant) must be submitted with your application form.**

Office Use										
Date received:										
Ref No:					Cat			Ad No.		
3	3	5	0	7						

PLEASE READ 16-19 BURSARY 2023-2024 PROCEDURES AND GUIDANCE BEFORE COMPLETING THIS FORM

Applications for the Bursary will fall into three categories. Please indicate which category you fall into.

Category A - Students who are:	Please tick	Documentation required
<ul style="list-style-type: none"> • in Care • care leavers/or on a special guardianship order 	<input type="checkbox"/>	Written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
<ul style="list-style-type: none"> • receiving Income Support, or Universal Credit 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. 	<input type="checkbox"/>	A copy of their Income Support and/or Universal credit award notice. They must be entitled to the benefit in their own right and the evidence must confirm that the young person can be in further education or training, for students in receipt of Universal Credit must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
<ul style="list-style-type: none"> • receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right. 	<input type="checkbox"/>	A copy of the student's Universal Credit or ESA award from DWP (UC claimants will be able to print off details of their award from their journal). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided
Students in category A are eligible to a Bursary, paid in cash or goods, (determined by the College) up to £1,200 per year subject to them requiring financial assistance		
Category B		
<ul style="list-style-type: none"> • Students from households in receipt of Working Tax Credits or Child Tax Credits or Universal Credit Letter where the total gross annual income (including any benefits or Tax Credits) is less than £30,000. Students who fall near the threshold are advised to apply as we constantly review the bursary 	<input type="checkbox"/>	Your full up to date letter (all pages i.e. 4, 6, or 8 pages) from DWP confirming annual income and allocation of tax credits or universal credit letter and a P60 or P45 whichever is relevant . If the household is a single adult household, we will also need a copy of documentation to confirm this e.g. Council Tax Discount letter. For self-employed please see section 4
Category C		
<ul style="list-style-type: none"> • Students who may or may not be in the above categories but who are experiencing significant financial hardship due to current/changed circumstances or with an exceptional situation. • NOTE: Students making a category C application must complete the 'Additional Information' section (section 5). 	<input type="checkbox"/>	Supporting letter from parent signed by both the student and the parent/carer. Further documentation may be required. Proof of household income (as in Cat B above).

Eligibility and payment

Eligibility and payment amounts are dependent upon the number of applications received. Thresholds may be adjusted in the event of a high/reduced number of applicants who meet the criteria and consequently monetary payments may increase or decrease mid-term to adjust to the numbers accepted onto the bursary. Our assessment will consist **only** of your household income (with consideration of whether you have exemption from Council Tax and your housing benefit status).

Payment Method

Payments may be made either by bank transfer to the students account, or travel passes, or meal vouchers, or maybe a combination of both, or any other method deemed appropriate. The payment method is at the discretion of the college and may be amended at any time at the discretion of the college.

Please note that the monetary bursary payments are paid in arrears. The payment for week 1 will be processed on Thursday of week 2 and will be paid into the student's bank account on the Monday of week 3, (subject to full attendance and adherence to their learning agreement terms and conditions).

Please note that only application forms submitted and accepted onto the bursary scheme with all the correct evidence by Friday 22 September might (at the discretion of the college) be backdated to the start of the year, any further applications will be paid from the week they are fully accepted by the college, no backdated payments will be made.

APPLICATION PROCESS

In order to assess your application, we will need you and your parents/carers* (*except where you are an independent student) to provide us with evidence of your financial situation. You **MUST** provide **full** details of the income of any adults in your household. Failure to include this information with appropriate documentation will mean that it is not possible to process your application. We will deal with your application in the strictest confidence and any personal information provided will remain private and be stored securely. Please see the privacy notice in the guidance notes for further information.

Where evidence is requested, we require clear, high quality copies. **Please do not send original documents.** We **do not have the facility to photocopy** these and they will be returned to you for photocopying which will delay your application and may mean you will miss the closing deadline. When assessed, you will receive an E Mail outlining the decision with details as to your allocation (if successful) **or** a letter informing you as to the reason why the application was unsuccessful.



SECTION 1 - PERSONAL DETAILS (Student)

Name of student:

First name(s) PLEASE PRINT

Surname PLEASE PRINT

Date of birth (day/month/year)

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

What mode of transport do you usually use to get to College

Address 1	
Address 2	
Town / City	
Post code	
Telephone No	
Mobile number	
Email	
Nationality	

YOUNG CARER

1. Are you (The Student) currently a young carer registered with your local authority?

If so, please name authority: _____.

Please supply evidence of above.

2. Who do you care for?

NAME

RELATIONSHIP

1. _____

2. _____

RESIDENCY

UK EU/EEA/Swiss nat. Settled status

Other Please state

	YES	NO
Have you lived in Britain for the last three years		
Did you receive the Bursary in previous years		
Have you received free school meals in the last academic year		

IF YES, please supply evidence of free school meals.

What is your course of study at ASFC? List the subjects.
(e.g. AS Psychology, AS Biology, AS Art, AS Dance or e.g. BTEC First Diploma in Business)

.....

.....

	YES	NO
Do you have any siblings (brothers / sisters) who currently study at ASFC		
Has the sibling named below applied for the Bursary?		

Name of sibling:

Date of birth of sibling:

Please advise the number of siblings, in main stream education, and infants living in your house	
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SECTION 2 - HOUSEHOLD DETAILS

How many adults live in your household? Please do not count older siblings (brothers/sisters) in this number	
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Who do you live with? Please tick appropriate option.

Mother & Father		Grandparent/s only, no parents	
Mother only		I live Independently	
Father only		Children's Res Home / Foster Care	
Mother & Mother's Partner		With my partner only, Boy/Girl Friend	
Father & Father's Partner		Other	

Other domestic situation: please outline. _____

SECTION 3 - DETAILS OF ADULTS WHO ARE RESIDENT IN THE STUDENT'S HOUSEHOLD (to be completed by all students)

Adult 1	Adult 2
Name	Name
Address	Address
Postcode	Postcode
Relationship to applicant (student)	Relationship to applicant
Contact telephone number Home: Mobile:	Contact telephone number Home: Mobile:
Email address	Email address
Employment status (e.g. employed, unemployed, self-employed) Please state	Employment status (e.g. employed, unemployed, self-employed) Please state
Occupation	Occupation

SECTION 4 – HOUSEHOLD INCOME

To be completed by Category B & C Applicants

Are adults in your household in receipt of any of the following benefits.

	ADULT 1	ADULT 2
Income Support / Universal Credit		
Jobseekers Allowance		
Employment & Support Allowance		
Personal Independent Payment		
Disability or Carers Allowance		
Child Tax Credit		
Working Tax Credit		
Pensions		

What is your gross annual income , without Tax Credits	
Answer Yes or No to questions below, do not tick box	
Do adults in your household have any savings/investments, remunerations or dividends? If so, please provide full details.	
Do adults in your household have any other income / job not stated above? Please provide full details	
Do adults in your household have any property income? If so, please provide full account details and property value.	
Do adults in your household own, are directors in or have controlling interest, or any interest in any company or business or partnership? Please give full details.	

	YES	NO
Do adults in your household receive Housing Benefits?		
Do adults in your household pay Council Tax?		

Evidence Required

- A We will require a copy of your DWP **Final** Tax Credit Award letter (2022-23) or any for 2023-2024 that confirms your household income and that you are in receipt of Working Tax Credits or Child Tax Credits and/or a Current Universal Credit Letter along with a current copy of your **2023 P60 or current P45 if appropriate**. We also require a copy of your full current Universal Credit Statement.
- B If you are **self-employed**, we require your SA302 documentation **from** HMRC, an up to date copy of your business accounts i.e. (current trading profit and loss accounts and balance sheets) We **may** also require a copy of the last three months' bank statements for all parents/guardians. We also require a copy of the latest agreed tax computations for all companies owned by household members.

Please note we **cannot** proceed with your application without the evidence in A & B above.

SECTION 5 - TO BE COMPLETED BY CATEGORY C APPLICANTS ONLY

Additional Information – please outline your reasons for requiring financial assistance from the ASFC bursary fund.

Free College Meals Application Form

Please do not complete this section UNLESS you fit the criteria in section 2 overleaf.

SECTION 1

Name	Surname	First Name
Date Of Birth		
Address 1		
Address 2		
Town / City		
Post code		
Telephone No		
Mobile number		
Email		
Nationality		
Have you lived in Britain for the last three years? If not please state where below		
Have you received free school meals in the past? Please provide details		

RESIDENCY

UK

EU/EEA/Swiss nat.

Settled status

Other

Please state

SECTION 2

Please state which of the following benefits (if any) you or your parents / guardians are claiming for. Please supply up to date documentary proof.

	ADULT 1	ADULT 2	STUDENT
Income Support			
Income-based Jobseekers Allowance			
Income-related Employment & Support Allowance			
Universal credit with net earnings not exceeding the equivalent of £7,400 pa			
Support under part VI of the Immigration and Asylum Act 1999			
The guarantee element of State Pension Credit			
Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC.			
Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit			
You were entitled to Free school Meals in your last year of School			

To qualify for free meals students must be in receipt of, or have parents/guardians who are in receipt of, one or more of the following benefits:

- 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 they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal credit with net earnings not exceeding the equivalent of £7,400 pa
- Free School Meals in School

Self-employment declaration form



HM Government

Free meals in further education (FMFE) – self-employment eligibility declaration form

This form is for completion by self-employed parents claiming FMFE eligibility for the student. Parents should provide evidence demonstrating that they are in receipt of Universal Credit (such as their Universal Credit award letter), that they are self-employed (such as their company registration form or tax return) and that their net earned income has not exceeded either £616.67 over the previous month, £1,233.34 over the previous two months, or £1,850 over the previous three months. This evidence should take the form of monthly accounts, like those provided on a monthly basis to DWP, supported by actual receipts where requested.

Universal Credit eligibility

I have attached evidence proving that I am in receipt of Universal Credit
Y/N

Self-employment status

I have provided evidence proving that I am self-employed Y/N

Earnings

I have provided evidence that my net earnings over the period ___/___/___
- ___/___/___ were £_____ Y/N

(If net earnings for the latest month exceed £616.67, fill out details for the latest two months. If net earnings for the latest two months exceed £1,233.34, fill out details for the latest three months)

Declaration

I certify that the information I have provided is complete and correct and understand that it is fraudulent to give false information. I agree that the information provided with this form can be used to check the student's for FMFE.

Printed Name:

Signature:

Date:

SECTION 6 - DECLARATIONS

STUDENT DECLARATION

To be completed by all applicants:

- I declare that all the answers given in this form are true.
- I have read the guidance and accept the conditions of any bursary awarded to me.
- I understand that if I give false information or withhold information my application will be cancelled and action will be taken, where appropriate, to recover any money paid to me.
- I accept that I will need to refund any sum arising from an overpayment for any reason.
- I understand that, if I do not keep to the conditions of my learning agreement, payments may be withheld.
- I understand that, if I leave college, I will not be entitled to further payments.
- I understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. **Cases of fraud may be prosecuted.**

Signed (student) Date

Print name

ADULT DECLARATION

This section must be completed by the applicant's parent/carer(s) as applications for the ASFC Bursary will be assessed against household income.

- I/We declare that, to the best of my/our knowledge, all the information given in connection with the application is full and correct in every respect.
- I/we will provide any additional information which may be required by the college to verify my/our circumstances.
- I/we will inform the college of any changes in financial circumstances which may affect the award.
- I/we understand that if my/our child does not keep to the condition of their Learning Agreement, payments may be withheld.
- I/we understand that, if my/our child leaves the college, he/she will not be entitled to any further payments.
- I/we understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. **Cases of fraud may be prosecuted.**

Adult 1

Signed Print name Date

Adult 2

Signed Print name Date

Please check your application form and make sure all the following areas have been completed and supporting documentation COPIES submitted.

Please check and ✓

- | | |
|---|--------------------------|
| 1. Student's name on front of documents (Page 1) | <input type="checkbox"/> |
| 2. Course of study | <input type="checkbox"/> |
| 3. All benefits claimed | <input type="checkbox"/> |
| 4. Adults' employment status | <input type="checkbox"/> |
| 5. Student name, date and signature | <input type="checkbox"/> |
| 6. All relevant adults' names, date and signature | <input type="checkbox"/> |

Documentation Supplied

- | | |
|---|--------------------------|
| 1. Full copies of Tax Credit Awards.
Either | |
| FINAL Tax Credit Award for Year 2022-2023 | <input type="checkbox"/> |
| OR | |
| Any 2023 Tax Credit documents with full
income shown. | <input type="checkbox"/> |
| 2. Full copies of current (April 2023 onwards) of | |
| Income Support documents | <input type="checkbox"/> |
| Job Seekers Allowance documents | <input type="checkbox"/> |
| Employment Support Allowance documents | <input type="checkbox"/> |
| Universal Credit documents | <input type="checkbox"/> |
| Personal Independence Payment documents | <input type="checkbox"/> |
| Other State Benefits like Disability allowances,
Mobility allowance. | <input type="checkbox"/> |
| 2023 P60 or P45 as appropriate | <input type="checkbox"/> |
| 3. Copies of current 2023 Council Tax Bill | <input type="checkbox"/> |
| 4. Copies of current 2023 Housing Benefit Bill | <input type="checkbox"/> |
| <u>Self Employed.</u> | |
| • Copy of current SA302 | <input type="checkbox"/> |
| • Current set of accounts detailing trading profit and loss account and
balance sheet. | <input type="checkbox"/> |
| • Tax Credits/benefit forms as above | <input type="checkbox"/> |
| • Free meals in further education (FMFE) – self-employment
eligibility declaration form | <input type="checkbox"/> |
| • 3 months business bank statements | |
| • a copy of the latest agreed tax computations for all companies owned
by household members. | <input type="checkbox"/> |
| • Please provide details of all questions in section 4 above on pages 6 & 7 | <input type="checkbox"/> |

Please make sure all documentation and supporting evidence copies are supplied. There are no photocopying facilities available so please supply copies, if original documentary evidence is submitted they cannot be returned and may cause a delay in processing the documentation and YOU missing the deadline. No backdated payments will be made to students missing the deadline.



Completing the bank details at this point will help to speed up the process should you be eligible for bursary, however this may be completed later if preferred.
Please enter the students bank details below. (not parents or guardians details)

Student' bank details form

Please return to the Bursary Office or Finance Dept.

Student Name:	
Account Name: (Students's name on Card)	
Account Number: This is 8 digits, <u>not</u> the long card number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Sort Code:	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Bank name	
Student Card Number: (last six numbers)	
Bursary Services signature: Ashton Sixth Form Office Staff use only	
Bursary Category Ashton Sixth Form Office Staff use only	A <input type="text"/> - B <input type="text"/> ENH <input type="text"/>
Finance Reference: Ashton Sixth Form Office Staff use only	