**BURSARY APPLICATION 2019/20**

**IMPORTANT**

Please read the accompanying guidance booklet before completing this form.

Answer all the questions, by **printing clearly** in **ink** and by **ticking** the appropriate boxes

Return your completed form to: Bursary Administrator, Kingston Maurward College,

Dorchester, DT2 8PY, by **01/10/19 for college transport awards**

**Which Bursary are you applying for? Tick ONE box only**

|  |  |
| --- | --- |
| **16-19 Vulnerable Bursary** |  |
| **16-19 Bursary**  |  |
| **16-19 Residential Bursary** |  |
| **19+ Bursary**  |  |

Are you a British Isles or European Union resident for the last three years **YES / NO?**

|  |
| --- |
| **SECTION 1 STUDENT PERSONAL DETAILS** |
| **Student Reference (if Known)** |
| Title | Forenames | Surname |
| Address |
| Post Code | Date of Birth | Age at 31/08/19 |
| Email: | Mobile number |
| Course  | Course Manager (if known) |

**SECTION 2: Student Status**

(Please tick all that apply)

\* Please provide evidence

|  |  |  |  |
| --- | --- | --- | --- |
| I live with parent(s) who have responsibility for me  |  | I Have an Education, Health and Care Plan  |  |
| I live independently/ I live with a partner /spouse who supports me  |  | I receive Income Support or Universal Credit in my own name \*  |  |
| I live with a non-family member who has responsibility for me |  | I receive Income Support or Universal Credit in my own name \* |  |
| I have dependent children myself  |  | I receive DLA or PIP **and** ESA or UC in my own name\* |  |
| For Vulnerable Bursary applicants In Care or Care Leavers please provide a letter from your Social Worker |  |

**SECTION 3: Members of your immediate household**

|  |  |  |
| --- | --- | --- |
| **Members of your immediate household**  | Adult 1 | Adult 2 |
| Title (Mr/Mrs/Ms etc.) |  |  |
| Surname |  |  |
| Forename(s) |  |  |
| Relationship to applicant |  |  |
| Telephone number |  |  |
| Email Address |  |  |

|  |  |
| --- | --- |
| **Other family dependants**  |  |
| Under 16, at home Name and Age  |  |
| Over 16 at School/University etc, Name and Age  |  |
| Disabled/Elderly dependants  |  |

Are you intending to stay in college accommodation (please tick if applicable)

Have you applied to any trusts or charities for 2019/20 for financial help YES / NO?

(This will not affect your application for this college bursary

**SECTION 4: Evidence of Household income**

Please provide **photocopies of award letters (all pages)** **for all members of your household** who are in receipt of any of the following:

**Please tick all that apply**

□ Payslips (Last three Payslips)

* Last certified accounts or self-assessment tax return for any self-employed member, details of dividend income for Company Directors for 2018-2019 for financial year 18/19
* Working Tax Credit/Child Tax Credit (Whole Document Please)
* Employment Support Allowance (ESA)
* Income Support
* Job Seekers Allowance
* Carers Allowance
* Pension Guarantee Credit
* Child Maintenance
* Child Benefit
* Housing Benefit
* Council Tax benefit
* Universal Credit (Last Three recent complete assessment periods)
* Disability Living allowance
* Personal Independent Payment
* Any Other Benefits: Please state benefit received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note Disability Living Allowance and Personal Independent Payment are not taken into account when calculating your income.**

**Section 5**

**Financial Assistance you are requesting (Please tick all that may apply)**

**College Bus □ Service Bus □ College Free Meals □**

**Essential Kit/Clothing □ KMC Accommodation □ Petrol (19+ Only) □**

**Course Fees (19+ Only) □ Course Costs (19+ Only) □ Childcare (19+ Only) □**

**What are the conditions for a bursary award?**

Where the application form is incomplete or further information (eg photocopied evidence) is needed, a decision could be delayed. **Please note:** you are liable for all costs until and unless your bursary award is formally approved to you in writing.

You will need to inform us of any changes in your financial circumstances which could affect the award.

**All receipts** (photocopies recommended so that you keep the originals) **will need to be produced before any refund, at latest by 1 November, for students starting in September.** Late applications for refunds may be declined if funds are exhausted.

**All awards are dependent on you achieving and maintaining satisfactory attendance and progress in all your classes.** Your course manager will be asked to approve your continuing bursary award in November and March.

Bursary funds may be withdrawn, on the course manager’s advice, if disciplinary action is taken against the student.

If false or incomplete information is submitted, or if applicants do not disclose any part of their income that is relevant, the matter may be referred to the Department for Education or the police. The student could face prosecution and Kingston Maurward College will seek to recover any payments the student is not eligible for.

**How much can I apply for?**

Each application is assessed on its own merits in accordance with the eligibility guidelines- Pease see the Financial Assistance help and guidance booklet. The final decision will be at the discretion of the Bursary Fund Panel. The amount that you receive also depends on your net household income, which includes any applicable benefits. The threshold tables provide a guide to the level of your bursary - Pease see the Financial Assistance help and guidance booklet.

**Declaration**

I confirm that I have included **photocopies of all evidence** required and that this information is correct and up to date. I agree to contact the Bursary administrator if my circumstances change.

**Student Signature ………………………………………………………. …. Date ……………………………………….**

**Parent/Guardian Signature ……………………………………………… Date ……………………………………….**

**PLEASE NOTE:** If you are studying a two year course you will be able to apply for a 16 – 18 bursary for the 2nd year, even if you have reached 19 years of age at the start of the 2nd year.

**Data Protection Act**

The information you provide in this form is collected under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet our legal obligations with the ESFA and Office of Students. The data is also necessary in order for us to carry out our public task to provide education and training. We are required by the ESFA to retain this data until at least 10 years post completion.

The College needs to process data so we can provide you with the highest standards of education and training we are able to give, and to meet its legal obligations from government organisations including the DfE and Office of Students. Data regarding employment status and benefits is required to assess your eligibility for fee remission or support.