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**Bursary Fund**

The Woking College Bursary Fund aims to provide assistance to those students facing financial barriers to participation in education, such as costs of books, transport, equipment, childcare or paying for trips where the trip is an essential part of a student’s course. Two types of bursary are available. To qualify students must be under the age of 19 on 31st August 2019 and meet the EFA’s residency requirements

**1. Guaranteed Bursary (for students 16-18)**

Bursaries of up to £1200 a year are available for students aged 16-18 meeting the following criteria: -

* Young people in care, including unaccompanied asylum-seeking children
* Care leavers
* Young people in receipt of Income Support (or the equivalent Universal Credit)
* Young people getting both Disability Living Allowance (and the new Personal Independence Payments) and Employment Support Allowance (ESA) (or Universal Credit) in their own right.

**2. Discretionary Bursary**

Bursaries are awarded to students who reside in a household which has a taxable income of less than £21,500 for the tax year 2018-19. Evidence of income is required (see overleaf). The amount awarded is dependent upon individual circumstances. All bursary payments are linked to student’s attendance, behaviour and in making satisfactory progress in their studies.

**3. Free Meals**

Students who are eligible for the Discretionary Bursary will also qualify for a free meal if they reside in a household whose parents/guardians are in receipt of any of the following: -

* 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 Her Majesty’s Revenue and Customs
* 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

**4. Additional Help**

Students who are not automatically eligible for a bursary can apply for financial support in exceptional circumstances. Please contact the finance department for further details.

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**BURSARY APPLICATION**

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| --- |
| **Office Use only** |
| Student ID Number |  |
| Distance from college |  |
| Amount Awarded |  |

**Student Personal Details:**

|  |  |  |
| --- | --- | --- |
| Name | Date of Birth | Age at 31/08/19  |
| Address | Email address |
|  | Home telephone number |
|  | Postcode | Mobile number |

**Student Bank Account Details:**

|  |
| --- |
| Name of account holder |
| Name of Bank | Branch sort code - -  |
| Branch Address | Account number  |
|  | Roll Number(Building Society Savings Accounts only)  |

**Evidence required:**

**Discretionary Bursary and Free Meals**

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| --- |
| In order to assess your application, we require evidence of your income/home circumstances. Please provide one of the following **ORIGINAL** documents which we will photocopy and return to you. |
| 1. Your family Tax Credit notification for 2019/20
2. Income Support entitlement letter – dated within the last 3 months
3. Job Seekers Allowance entitlement letter – dated within the last 3 months
4. Employment and Support Allowance entitlement letter – dated within the last 3 months
5. Pension Credit entitlement letter – dated within the last 3 months
6. Universal Credit Entitlement letter – dated within the last 3 months
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**Guaranteed Bursary**

Students applying for the guaranteed bursary should complete the form and take it to the finance office where you will be advised of what documents you need to bring in.

**Declaration:**

|  |
| --- |
| * I/We understand that if I give false information or withhold information, my application will be cancelled and, if necessary, action will be taken to recover any money paid to me.
* I/We undertake to refund any sum arising from an overpayment for any reason.
* I/We understand that if I do not keep to the conditions of my learning agreement and the college code of conduct, payments will be withheld.
* I/We are aware that this application only covers the current year and I must re-apply next year.
* I/We are aware that the personal data in documentation submitted in support of the bursary claim and bank account details will be used, stored and processed by the College and will be retained for 6 years for audit purposes.  I/We understand that Woking College may also need to share this personal data with other external agencies which have a legitimate business interest. The College’s privacy notice is on the College website.
 |
| Student signature | Print name | Date |
| Parent/carer signature 1 | Print name | Date |
| Parent/carer signature 2 | Print name | Date |

**Returning students: Please bring in before the end of term in July or when you enrol in September.**

**New Students: Please do not post forms to the college. Bring this completed form and the required evidence when you enrol in September. For applications received by Friday 6th of September, notification of award and payment will be made by Friday 20th of September. For applications received after this date, notification of award and payment will be made within three weeks of receipt of the form. In exceptional circumstances payment earlier than the above dates can be made.**

**Please note: If you are not eligible to receive financial assistance but your circumstances change during the year then please contact the Finance Department. If you are not awarded a bursary and you wish to appeal against the decision, please contact Nuweed Razaq, Assistant Principal.**

*For office use only*

|  |  |
| --- | --- |
| Date received | Assessed by and date assessed |
| Discretionary or Guaranteed Bursary |  |
| Additional Notes | Amount Awarded |