

# Further Education Bursary Application 2023-24 for students aged 16-18

**Advice and Admissions to complete – all sections must be completed.**

Date fully complete application submitted :	Evidence uploaded (all sides, as one document, correct way up):
Adviser accepting the application:	yes <input type="checkbox"/> no <input type="checkbox"/>
Evidence provided: yes <input type="checkbox"/> no <input type="checkbox"/>	Adviser uploading evidence:
Date uploaded:	Student ID:

## INFORMATION FOR LEARNERS

If you would like any part of this document explained, translated or provided in another format such as large print, audio or Braille, please contact the Advice and Admissions team. Please note: our website has accessibility functions, allowing you to adjust the size of the text and colour of the background.

## This form is for students with the following eligibility criteria:

- students aged 16-18 on 31st August 2023
- LLDD students aged 19+ who have an Education, Health, Care Plan
- students aged 19 continuing on the 2nd year of a programme they began when aged 18
- enrolled on a funded further education programme and have right to study; this excludes apprentices and students aged 14 and 15
- fee assessed as a 'Home' student for the purposes of further education funding, this is the same as it is for enrolment fee eligibility

This application form will only be processed if it has been completed and submitted with all the required evidence. Your application will remain confidential, please refer to our privacy policy on our website. [www.activatelearning.ac.uk/about-us/policies-and-procedures/privacy-and-data-protection](http://www.activatelearning.ac.uk/about-us/policies-and-procedures/privacy-and-data-protection)

As funds are limited and cannot be guaranteed, applications will be processed on a first-come, first-served basis. We strongly recommend that you submit your application before Friday 11 August 2023, as applications received after this date may not be processed within our standard timescales. Bursary payments will not be backdated for applications made after the start of your course. Bursary funds will close on 29 September 2023 or earlier if all funds have been awarded.

For available bursaries, eligibility and guidance, please see the back of the form. If there is any information on this form which you are not sure about, or if you would like some help completing the form, please contact 0800 612 6008. **Before submitting your application, please check that you have attached scanned copies of any evidence and that all evidence is readable. Provide photocopied or scanned documents, not originals.**

## Section 1: About you

### COLLEGE OR TRAINING PROVIDER

- BANBURY AND BICESTER COLLEGE
  BRACKNELL AND WOKINGHAM COLLEGE
  OXFORD CITY CENTRE CAMPUS
  GUILDFORD COLLEGE  
 MERRIST WOOD COLLEGE
  READING COLLEGE
  FARNHAM COLLEGE
  CITY OF OXFORD TECHNOLOGY CAMPUS (BBL)
  SOFEA

### Student's details

First names:	Family name:
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx	Date of birth: DD / MM / YYYY Age on 31/08/2023:
Address:	County:
Postcode:	Nationality:
Primary phone number:	
Email:	
I have an Education, Health, Care Plan <input type="checkbox"/>	I am aged 19 and continuing on the 2nd year of my course that I began aged 18 <input type="checkbox"/>
I am a young carer <input type="checkbox"/>	I am an Asylum Seeker <input type="checkbox"/>

**We will send you an email informing you of the outcome of your bursary claim which will include terms relating to bursary awards. Parents of students aged 17 and under on 31st August 2023 will be sent a notification that the student has been sent an email.**

Who are you financially dependent on?	<input type="checkbox"/> Parent(s) or carer(s)	<input type="checkbox"/> Partner/Spouse	<input type="checkbox"/> No-one (I am independent)
<input type="checkbox"/> Other (please give details)	.....		
<b>Please provide the names of ALL the adults, aged 18 or over, you live with and their relationship to you.</b>			
Continue on a separate sheet if more than 3 adults.			
1. Name:	Relationship:		
2. Name:	Relationship:		
3. Name:	Relationship:		

## Section 2: Evidence required to prove you meet the General Evidence criteria.

Applicants are required to apply for all statutory benefits before applying for a bursary.

For further information on government benefits you are eligible for, please visit: [www.gov.uk/benefits-calculators](http://www.gov.uk/benefits-calculators)

Before submitting your application, please check that you have attached scanned copies of all required evidence and that all evidence is readable.

If you receive **Universal Credit (UC)**, please provide:

- all pages of your 3 most recent full UC statements which must include calculations of deductions.
- you will need to print the details from your online UC account or provide screen shots.

**If you receive Universal credit, you don't need to provide anything else. If you don't, read Tax Credit evidence.**

If you receive **Tax Credits (TC602)** – please provide:

- all 6 pages of the most recent 2023/24 Tax Credit Award Notice. The notice will detail the households earned income.

**If you receive Tax Credits, you don't need to provide anything else. If you don't, read other benefits evidence.**

**If you receive other benefits**

- a letter dated within the past 3 months to evidence you receive one of the following:
  - Income Support
  - Income-based Job Seekers Allowance
  - Income-related Employment and Support Allowance (ESA)
  - the guaranteed element of State Pension Credit.

**If you receive one of the benefits listed above, you don't need to provide anything else. If you don't, read the boxes below to find evidence required to fit your household situation.**

**Two or more adults in the household**

- evidence of income for each adult in the household who is aged 18 or over.
- three months of the most recent wage slips for each adult in the household

**One adult in the household**

- three months of the most recent wage slips
- and a 2023-24 Council Tax Bill

**If a member of the household is self employed**

- income from self-employment, to include all pages of the HMRC tax bill for the previous year. N.B., we require the Tax bill, not the tax return
- and wage slips for income received through employment for each adult in the household who is aged 18 or over.

**If you are an Asylum Seeker**

- evidence of household income is not required.

## Section 2: Evidence required to prove you meet the General Evidence criteria. (Continued)

**If there is any information that you would like to include to support your application for example, total number of children living in the household, please submit this with your application.**

### **The way we assess household income:**

- When assessing household income, we will include the income of all adults aged over 18 living in the household.
- If the household receives Universal credit:
  - we add together the average take home pay and average amount of Universal Credit (after all deductions)
  - if the Benefits office pays your rent to the landlord, we add the rent awarded to you to the household income.
- Wage slips – we use the take-home pay figure (any deductions that are not statutory will be included as income)
- Tax Credits – we use the total income stated under the heading income, often on page 2 of the award notice.

### **We do not accept the following documents as evidence of your income:**

- Bank statements, Child Benefit, PIP, DLA and Carers Allowance.

### **We only accept electronic files in the following format:**

- picture files of JPEG, GIF, PNG, and TIFF extensions
- electronic files of DOC, DOCX, XLS, XLSX, PDF and XPS

## **How to Apply**

Please complete the form, and provide evidence that you meet the bursary eligibility criteria by providing the documents as detailed in the 'General evidence required' part of the guidance notes, these can be found at [www.activatelearning.ac.uk/financial-support-and-bursaries](http://www.activatelearning.ac.uk/financial-support-and-bursaries)  
Attach/scan/ print the documents.

Return the form and evidence in one of the following ways:

**In Person:** Hand deliver to any campus Advice Centre, please see website for opening hours.

**By Email:** [FEBursaries@activatelearning.ac.uk](mailto:FEBursaries@activatelearning.ac.uk)

**Postal applications:** Group Student Finance Team, Activate Learning, Banbury Campus, Broughton Road, Banbury, Oxfordshire OX16 9QA.

**Please note:** We advise that you send postal applications by Recorded or Special Delivery and only include photocopies, not original documents.

Students will be notified by email (if an email address has been provided) of the outcome within four weeks of receipt of a fully completed application form that includes all the required evidence.

Parents of students aged 17 and under on 31st August 2023 will be sent a notification that the student has been sent an email.

Application forms will only be processed if it has been completed and submitted with the required evidence.

If you require support completing this form or would like to receive information in an alternative format, please contact 0800 612 6008.

**Section 3: Which bursaries do you need?** Please see the **Guidance document** on our website for eligibility  
[www.activatelearning.ac.uk/financial-support-and-bursaries](http://www.activatelearning.ac.uk/financial-support-and-bursaries)

**3a. Travel bursary**

You must be attending the nearest campus offering the course and live **more than 3 miles** from college.

If you do not need a travel bursary move to next bursary **section 3b**.

**Travel details:** What is the walking distance using Google maps? **MILES:**

*Please ensure you select the travel company that is correct for your journey, we do not exchange travel passes after ordering.*

**First journey**

**Name of the travel company you will use for the first part or the whole of your journey (Only select one travel company)**

- Chiltern Railways  GWR  Oxford Buses (including Thames Travel)  Reading Buses  Stagecoach South  Falcon Buses  
 South Western Railways  Stagecoach Oxfordshire  Thames Valley Buses  SEN travel contribution  Other (please state) .....

Name of bus stop or train station:..... To which campus?.....

*If you catch another bus or train to college please complete the second journey details.*

**Second journey**

- Chiltern Railways  GWR  Oxford Buses (including Thames Travel)  Reading Buses  Stagecoach South  Falcon Buses  
 South Western Railways  Stagecoach Oxfordshire  Thames Valley Buses  SEN travel contribution  Other (please state) .....

Name of bus stop or train station:..... To which campus?.....

**3b. Course costs bursary**

Do you need support with items needed for your course?

Yes  No  If yes, when you have received an email confirming you are eligible for a bursary your faculty will provide the items needed.

If you need help with UCAS fees or university visits, or specialist protective clothing that faculty cannot provide, you will need to complete a course costs form available from our website and submit receipts.

**3c. Meal Credits**

Do you need meal credits? Yes  No  Did you have meal credits / free meals last year. Yes  No

If you cannot evidence you are entitled to meal credits this year you may be asked to provide last years entitlement letter.

**3d. Bursaries for young people in defined vulnerable groups: ONLY for students aged 16-18 on 31st August 2023**

You will be assessed by the Student Support Team to determine whether you have a financial need and if so, how much vulnerable bursary you need to participate in your course.

Please tick one statement:  I am in local authority care or a care leaver

I receive Income Support or Universal Credit **in my own right (the student)** because I am financially supporting myself.  
You will need to provide your UC statement and a tenancy agreement or utility bill.

I receive Disability Living Allowance or Personal Independence Payments **in my own right (the student)**, as well as Employment and Support Allowance or Universal Credit **in my own right (the student)**

**You will need to provide evidence to support the category you have ticked. Your financial needs to participate in your course will be assessed by a member of Group Student Support.**

**3e. Childcare bursary**

Applicants are required to apply for Care to Learn before applying for this bursary. For further information, please visit [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

Do you need support towards your childcare invoices?

Yes  No

**3f. Accommodation Bursary**

Only available to learners studying Furniture programmes at City of Oxford College, Land based and Basketball courses at Merrist Wood college or Activate Rugby Academy programmes.

Would you like to apply for an Accommodation Bursary? Yes  No

### Additional information

Please provide any additional information or evidence relating to your claim. Continue on another sheet or paper if needed.

## Section 4: Student's bank account details to be completed by all students

If we need to make a payment to you we will do it by direct transfer into your bank account. ESFA (European Skills Funding Agency) does not expect bursary payments to be paid into another person's account, except in exceptional circumstances where a student is unable to administer their own account.

A basic bank account (which students can open at age 16) allows BACS transfers and allows the student to withdraw money. More information on basic bank accounts can be found at <https://www.moneysavingexpert.com/banking/basic-bank-accounts/>

Please provide details of the bank account which you would like us to pay funding into. Ensure the numerals are legible and the bank account accepts BACS payments. Please note: we are unable to make payments into Post Office accounts or to prepaid cards.

Account holder's name:		Bank name:	
Sort code (6 digits long):			
Account number (8 digits long):			

## Section 5: Declaration

**The student and parent/carer must sign the form, unless the student is living independently. Any form without signatures will be returned and your application will be delayed.**

**Agreement to the conditions of the award and payments** - A copy of the conditions can be found on our website.

Activate Learning may approve this application before you start your course, but funding will only be allocated once your enrolment is completed and you have started your course.

Your attendance will be monitored and if it falls below 90%, or you fail to adhere to the Attendance and Student Behaviour Policies, bursary payments will be withheld. The impact on attendance that might be caused by illness, caring responsibilities or other exceptional circumstances will be considered.

If payments have not been used to attend college due to absence, future payments may be withheld or reduced until funds paid to you have been used for the purpose they were awarded.

Payments will be stopped if you have been absent for 4 continuous weeks (excluding holidays) or if you withdraw from the course.

You will be required to return money paid to you if you have not spent it for the reasons it was awarded or if you receive an overpayment due to you not informing us of changes detailed below.

If you withdraw from the course you are required to return your travel pass and any items bought using bursary funds. A stop will be placed on travel smart cards.

It is your responsibility to inform the college about any of the following:

- change of circumstances which might affect your eligibility for financial support
- change of address
- any exceptional circumstances that cause you to be absent from college, e.g. illness, caring responsibilities, etc
- change of bank account details
- changes to your course of study
- change to your timetable
- withdrawal from your course

Any award made will be for the 2023-24 academic year only. Financial support in future years may change.

You will also be confirming the information you have provided is accurate to the best of your knowledge and belief. Any awards made as a result of giving false or incorrect information may result in the stoppage of future payments and the recovery of funds that have already been paid. It may also result in a referral to the police, with the possibility of the student and/or their family facing prosecution.

By signing this form you confirm that you understand and agree to the conditions of the award above and as detailed in each award confirmation email. You will also be giving explicit consent to Activate Learning to collect 'personal data' and 'sensitive data' on you and your household to assess and record your application for financial support. You will also be giving your explicit consent to Activate Learning to disclose your 'personal data' and sensitive data' to other agencies that require it for the sole purpose of assessing, recording or providing support.

Activate Learning will store your 'personal data' and 'sensitive data' securely.

If you are not satisfied with how your bursary application has been handled or you want to appeal a decision, please write to the Group Head of Advice and Admissions using the address listed in the 'How to apply' section at the end of section 2.

**Student's full name and signature:**

**Date:**

Parent/carer's full name and signature:

Date: