

**Financial Assistance (Bursary) Application Form 2022/2023**

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| The Student Bursary is used to assist students who may have difficulties in accessing and completing their course due to personal financial circumstances. This fund is provided by the Government and is not guaranteed.  The criteria outlined below will determine which type of Bursary you qualify for. We will email you once your form has been processed to tell you if you have been successful.  You will need to re-apply for this bursary, with new evidence, each academic year.  **PLEASE COMPLETE ALL RELEVANT SECTIONS IN FULL.** |

**Student’s full name**

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| **Please indicate you student status and which of the following you are applying for:** | | | | | | | | | |
| Are you a  **N**ew OR **R**eturning Student  (enter N or R in the box) |  | Bus Pass  (Tick) |  | Lunch Card (Tick) |  | Childcare (Tick) |  | Other  (Specify) |  |

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| **1. Personal Circumstances:** | |
| If any of the following apply to you, please tick the appropriate box (es). |  |
| I am 16-18 years old and living at home |  |
| I am 16-18 years old, live independently and claim Income Support |  |
| I am 16-18 years old, live independently and claim Universal Credit in place of Income Support |  |
| I am 16-18 years old, looked after by the Local Authority (in care) or a Care Leaver or under a Special Guardianship |  |
| I am 16-18 years old, a disabled young person in receipt of Employment and Support Allowance AND Disability Living Allowance/Personal Independence Payment |  |
| I will be aged 19 and over on 31st August 2022 and living at home |  |
| I will be aged 19 and over on 31st August 2022 a disabled person in receipt of Universal Credit AND Personal Independence Payments |  |
| I will be aged 19 and over on 31st August 2022, live independently and claim Income Support or Universal Credit  OR dependant on someone who is in receipt of the above OR I have an EHCP (Delete as appropriate) |  |
| I will be aged 19 and over on 31st August 2022 and have applied for a Learner Loan via the Learner Loan Portal. |  |

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| **2. Income Details (for the household)** | | |
| **Type of Income** | **Y/N** | **Evidence Required** |
| Income Support |  | An award letter which is no more than 3 months old |
| Universal Credit |  | An award letter which is no more than 3 months old |
| Jobseeker's Allowance (Income Based) |  | An award letter which is no more than 3 months old |
| Working Tax Credit/Child Tax Credit, not totalling more than £30,000 p/a (inc earned income) |  | All pages of the most recent Tax Credit Award Notice (2022-2023). Or the 2021-2022 Review letter. |
| Pension Credit (Guarantee credits only) |  | An award letter which is no more than 3 months old |
| Income-based Employment and Support Allowance (ESA) |  | An award letter which is no more than 3 months old |
| Support under part VI of the Immigration and Asylum Act 1999 |  | Documentation confirming support which is no more than 3 months old |
| Earned income with no additional benefits, not totalling more than £30,000 per annum |  | Last 3 month's payslips or most recent P60 (of everyone who is working in the household) |
| Self-employed earnings with no additional benefits, not totalling more than £30,000 per annum |  | Audited accounts or your most recent tax return |
| Other (please specify): |  | An award letter which is no more than 3 months old |
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| **3. Travel** | **Yes/No** |
| I wish to apply for a bus pass (available only to students who live more than 1 mile away) |  |
| Further information about routes is available on our website. | |

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| **4. Further information to help support your application** |
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| **5. What Study Programme are you enrolled on, please provide of ALL the classes/subjects.** |
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| **6. Student Details** | | |
| Surname: | First names: | |
| Date of Birth: | Age on 31st August 2022: | College year: 1 / 2 / 3 |
| Home address: | Home telephone number: | |
|  | Mobile telephone number: | |
| Postcode: | Email address: | |
| **7. Parent/Guardian Details** | | |
| Surname: | Title & first name: | |
| Home address: | Home telephone number: | |
|  | Mobile telephone number: | |
| Postcode: | Email address: | |

**Applicant’s Declaration**

**I declare that:**

* The information I have given on this form is true and accurate to the best of my knowledge
* I will supply any further information that is required to verify the details
* I have not applied for a bursary with any other college
* I have understood that this bursary is for Educational purposes only. Financial support is subject to attendance as such the College reserves the right to withdraw this at any time
* Should I leave part way through the academic year, I acknowledge the m-ticket will be deactivated via the First Bus app or I will return the Smart card, if issued.
* I agree that St Vincent College may make any necessary enquiries in order to verify my circumstances and to supply any additional information that may be required.
* I understand that supplying false information will disqualify my application for financial assistance
* I understand that you must protect the public funds you handle and so you may use the information I have provided on this form to protect and detect fraud.
* You may also share this information, for the same purposes, with other organisations which handle public funds
* I also agree to repay any overpayment of funds as decided by the College.

**DATA PROTECTION**

I consent to St Vincent College processing personal data contained in this form. The registration for this purpose is protected under the General Data Protection Regulation (GDPR), 2018.

Student’s Signature: Date:

Parent/Guardian Signature (if applicable): Date:

Please return your completed form with the relevant evidence to [bursary@lighthouselearningtrust.ac.uk](mailto:bursary@lighthouselearningtrust.ac.uk)

Or post to:

Reception Office

St Vincent Sixth Form College

Mill Lane, Gosport, PO12 4QA

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| **CSS Use Only** | |
| Date form and correct evidence received: | |
| Discretionary | Household Income: |
| Vulnerable |  |
| Bus Pass |  |
| Free School Meals |  |
| Input onto Pro-Solution |  |
|  |  |
| Discretionary Approval Signature |  |
| Ineligible: Reason |  |
| Appeal Outcome |  |

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| **Finance Use Only** | | | | |
| Fund (Tick relevant box) | | | | |
| Vulnerable | 16-18 Academy | 16-18 FMS | Adult Education  Budget | Advanced Learner  Loan |

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| --- | --- | --- |
| Date Received |  | Bursary Administrator signature: |
| Date PS Updated |  |

**Frequently Asked Questions**

**Q: When can I apply for a bursary?**

A: You can apply at any time during the academic year. Please be aware that you will only be eligible from the date we have your form and the relevant evidence. You will need to re-apply for each new academic year.

**Q: What if I do not meet any of the criteria listed in the application form?**

A: If none of the above apply to you, we may still provide financial assistance for exceptional circumstances e.g. caring for a sick or disabled relative, or having a large number of dependent children in the household. You can record this on the bursary application form. If your application is unsuccessful, you can apply through the ‘Appeal’ procedure.

**Q: How is the financial support delivered?**

A: The College will fund travel costs with a First Bus App code, books, Sport Kits, lunches and Free School Meals (if eligible).

A: Students of Adult Education may be eligible for additional resources, please ask our Bursary Assessment Officer.

**Please note that the level of assistance we provide can vary from year to year depending on the available funding and the number of students who are eligible for assistance.**

**Q: What are the eligibility criteria for Free School Meals?**

A: You need to be under 19 and meet some but not all of the above criteria.

If you are in receipt of Universal Credit and work, your earned income must not exceed £7400.

If you in receipt of Child Tax Credits only, your annual gross income must not exceed £16,190, as assessed by HMRC. (Please note Working Tax Credit is not a qualifying benefit for Free School Meals).

**Q**: **I am aged 19 or over, can I still apply for a bursary?**

A: Yes - please complete the bursary application form with all relevant information.

**Q**: **When does the financial support end?**

A: At the end of the academic year or for students leaving college, as soon as your exams and lessons are finished and you are no longer attending.

**Q: Whom do I tell if any of my details change?**

A: Please contact the Student Support Services office who will support you through this process.

**Q: How will I receive my Bus Pass?**

A: The College will provide you with a password to use on the First Bus App or you will be issued with a Smart card.

**Q: My First Bus App is not working, what do I do?**

A: Please call the First Bus Help-Desk on 0330 094 7577 or email mticket-support@firstgroup.com

**Q: Can I apply for Financial Support if am studying a higher education course?**

A: Higher Education courses are not eligible to apply, please see Student Finance, England.

**Q: Can I speak to the Bursary Administrator about my application?**

A: Yes – Please call our Receptionist on 02392 588 311, who will transfer you to Vikki Chadwick - Central Administrator for Bursaries.