

FURTHER INFORMATION

Please read this form carefully and supply all requested information

East Surrey College receives money to provide a bursary scheme to help students who have a household income of £28,000 or below. The bursary scheme can provide a contribution towards costs such as transport, essential kit and equipment, resource fees, childcare and in some cases support towards course trips.

Please note that financial support from this bursary fund may affect your eligibility to receive certain benefits. It is your responsibility to tell the Department for Work and Pensions about any support you receive from this fund.

How do you apply for help?

To apply for any of the bursary funds, complete this form and return it to the Student Bursary Adviser in Client Services in a sealed envelope. If there are any parts of this form that you cannot fill in, our Client Services team will help you. To make sure we support eligible students, we need to know certain things about you and your household income. Make sure you provide proof that you or your family are in receipt of benefits and/or have a total household income of £28,000 or below per year with your completed application form.

Conditions of the bursary

In return for financial support, we expect you to attend 100% of your classes, to keep up to date with your work, and behave appropriately in your lessons, in College and in the surrounding environment. We will contact your tutors regularly to monitor your attendance and progress throughout the year. Failure to meet these conditions may result in your bursary being temporarily or permanently stopped.

All payments will be paid directly to the account of the student that has been granted the bursary. The bursary will be assessed on an individual basis and may be used in the following ways, depending on needs, circumstances and the funding available:

- Help with transport costs
- Essential kit and/or equipment
- Resource fees
- Childcare
- A combination of the above

Please note that this bursary fund is for students aged 19 and receiving an Advanced Learner Loan. If you are not receiving an Advanced Learner Loan you will not be eligible for this fund. However, you may be eligible to apply for support from the 19+ Bursary Fund. Please ask Client Services for an application form or alternatively, you can download an application form from our website www.esc.ac.uk

What happens once you submit your application form?

You will be told of our decision to help support your costs within 10 working days of us receiving your completed application (with all the relevant supporting documentation).

Appeals procedure

If you do not agree with the decision made, you can discuss your application with the Student Bursary Adviser in Client Services. If you then want to appeal the decision made, you should put your case in writing to the Associate Director of Student Support, East Surrey College, Gatton Point, London Road, Redhill, Surrey RH1 2JX within 10 working days of the decision.

FOR OFFICE USE ONLY

Date received:/...../.....

Date processed:/...../.....

Section 1: Student details

Student first name: _____ Surname: _____

Student College ID number: _____

Date of birth: / / Age as at 31 August 2017: _____

Home address: _____
Postcode: _____

Mobile number: _____

Email address: _____

Course applied for/currently studying:

Level of course:

Will you be studying full or part-time?: Full-time Part-time

Please confirm if you have an approved Advanced Learner Loan: Yes Not currently

Section 2: What do you need financial support for?

Daily cost of travel	Which mode of transport do you take?	<input type="checkbox"/> Bus <input type="checkbox"/> Train <input type="checkbox"/> Other (Please specify)
	Which route do you use?	Bus route Train stations: to
	Which student travel card do you have?	<input type="checkbox"/> 18+ Oyster Card <input type="checkbox"/> Other (Please specify)
	What are your daily travel costs?	£
Essential course costs	Do you require essential uniform/protective clothing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approximate cost: £
	Do you require essential equipment or books? <input type="checkbox"/> Yes <input type="checkbox"/> No	Approximate cost: £
	Does your course have a resource fee? <input type="checkbox"/> Yes <input type="checkbox"/> No	Cost: £

Section 3: Childcare

Please provide photocopies of birth certificates for each child that you are requesting funding for

Name of childcare provider:

Days: Hours per day required:

Number of children:

Cost per day per child (Please provide price list for childcare): £

Childcare information:

- Your childcare provider must be Ofsted registered and agree to East Surrey College’s Terms and Conditions
- Childcare Terms and Conditions will be sent to you once a decision has been made regarding this bursary application. Once the childcare provider has completed this, the form must be returned to Client Services
- Payments to the childcare provider are based on your attendance
- Please note that any childcare funding will be paid directly to the childcare provider
- All invoices must be sent to studentbursary@esc.ac.uk or posted to Client Services, using the address on the front of this application form
- Please note, we are unable to cover the cost of childcare outside of term-time
- We are unable to cover the cost of booking, retainer or holding fees

Section 4: Proof of income

Please submit photocopied proof of income for each parent or guardian in your household. Original documents cannot be returned and missing information may delay your application.

Type of income	Evidence required	Tick
Annual salary	P60 for tax year 2016/17. Previous 3-6 months pay slips. Self assessment tax calculation form (SA302)	
Income support	Entitlement letter dated within the last 3 months	
Universal Credit	Relevant paperwork (dated within the last 3 months) showing entitlement and amount paid	
Job Seekers Allowance	Entitlement letter dated within the last 3 months	
Employment Support Allowance	Entitlement letter dated within the last 3 months	
Incapacity Benefit	Entitlement letter dated within the last 3 months	
Carer’s Allowance	Entitlement letter dated within the last 3 months	
Working Tax Credit	Full award notice marked 2016/17 - must be for a full year	
Child Tax Credit	Full award notice marked 2016/17 - must be for a full year	
Pension Credit	Relevant paperwork showing entitlement and amount paid	
Any other income	Relevant paperwork showing entitlement and amount paid	

Section 5: Student bank account details

Please provide a photocopied bank statement

- You should check that your account can accept BACS payments
- We will use these details to pay any support directly to you such as travel or reimbursement for essential course costs
- Please note any bursary payments will only be made to the student’s bank account

Bank name (eg Barclays):

Name of account holder:

Account number (8 digits):

Sort code (6 digits): - -

Section 6: Declaration

I certify that the information given on this form is correct and I have attached the required documentation. I understand that East Surrey College will check this information and I will inform the College straight away if my circumstances change. I understand that my course tutor will be asked on a regular basis about my attendance, behaviour and academic performance in order to meet the conditions of the bursary as outlined above.

Student signature: Date:/...../.....

We decide on the level of financial support we can offer by assessing each student’s needs at the College and the funds available in the scheme. Failure to provide any information requested could result in a delay in confirming the financial support available to you. Please be aware that if you have deliberately provided inaccurate information for this application, which will be subject to external audit, you may be required to repay the funds.

Once completed, please return this form to the Student Bursary Adviser in Client Services in a sealed envelope with copies of supporting documentation.

Data Protection Statement

The personal information you provide is passed to the Chief Executive of Skills Funding (“the Skills Funding Agency”) and the Department for Business, Innovation and Skills (BIS). Where necessary it is also shared with the Department for Education, including the Education Funding Agency. The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a Personal Learning Record (PLR). Further information about use of and access to your personal data, and details of partner organisations are available at:
<http://skillsfundingagency.bis.gov.uk/privacy.htm>
<http://www.learningrecordsservice.org.uk/privacy-copyright.htm>