

### Section 1: Personal Details

First name(s):	Surname:
College ID Number:	
Date of birth: ..... / ..... / .....	Age at 31 August 2022:
Home address:	
Postcode:	
Mobile number:	Alternative contact tel:
Email address:	
Course applied for/currently studying: .....	
Level of course: .....	
Will you be studying Full or Part-time?: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
Please confirm if you have an approved Advanced Learner Loan: <input type="checkbox"/> Yes <input type="checkbox"/> Not currently	

### Section 2: What do you need financial support for?

<b>Daily cost of travel</b>	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?	£ .....
<b>Essential course costs</b>	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 originals 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@osc.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 on days you should not attend college, or 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 you, your partner and/or your parents/guardians in your household, for all of the below that apply. Original documents cannot be returned and missing information may delay your application.

Type of income	Evidence required	Tick
Annual salary	P60 for tax year 2021/22. 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	
Jobseeker's 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 2022/23 - must be for a full year	
Child Tax Credit	Full award notice marked 2022/23 - 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

- 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
- It is your responsibility to provide correct details; failure to do so may result in a late payment, or non-payment

Bank name (eg Barclays): .....

Name of account holder: .....

Account number (8 digits):

Sort code (6 digits):   -   -

## Section 6: Declaration

I declare that to the best of my knowledge the information I have given is a true and correct record and I give my consent to East Surrey College processing this information in accordance with General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

I understand that some of the information requested will be stored and may be made available to the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). For the purposes of the Data Protection Act 2018, the DfE is the data controller for personal data processed by the ESFA. Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN).

I have attached the required documentation to this application. 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. All funds received must be used for the specified reason i.e. travel. Any misuse of bursary funds may result in future payments being stopped and recovery of any payments already made.

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

We will 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 will 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.

# 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 £23,840 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 £23,840 or below per year with your completed application form.

## Conditions of the Bursary

In return for financial support, we expect you to attend all your classes, keep up to date with your work and behave appropriately in class, in college and 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 bursary support being temporarily or permanently stopped. Amounts will be reclaimed if misuse/misinformation or absence is identified for amounts already paid. The bursary will be assessed on an individual basis and used depending on needs, circumstances, and the funding available.

Bursary support will be offered in kind as far as possible. The only instances in which students can be paid money is when a reimbursement of cost is approved, and for monthly travel payments deemed necessary through the individual needs assessment. Travel payments will be paid at 80% of the student's actual travel cost and will be paid monthly in accordance with their attendance.

Please see Student Bursary Policy (OSC33) for further information.

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](http://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 Head of Client Services, East Surrey College, Gatton Point, London Road, Redhill, Surrey RH1 2JX within 10 working days of the decision.

ESC office use only

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

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

Checked by: .....

Award Type: .....

Award Amount: .....

### EVIDENCE OF RESIDENCY STATUS

Residency Status: .....

Residency Expiry: .....

Staff initial: ..... Date: ..... / ..... / .....