

# 16-19 VULNERABLE BURSARY FORM

## Application For Financial Support 2023/24

### Section 1: Personal Details

First name(s):

Surname:

College ID Number:

Date of birth: ..... / ..... / .....

Age at 31 August 2023:

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?: ☐ Full-time ☐ Part-time

**If any of the following statements apply, you may be eligible for the 16-19 Vulnerable Bursary.  
(Further information on the back page of this form.)**

1. Are you currently in care? (A young person in care under the local authority under section 20 or 31 order)

☐ Yes (If 'Yes', please provide a letter from your local authority key worker)

☐ No

2. Are you a care leaver? (A young person 16-18 who was previously looked after under the care of a local authority)

☐ Yes ☐ No

3. Are you in receipt of Universal Credit, Disability Living Allowance or Personal Independence Payments in your own name?

☐ Yes (If 'Yes', provide original documents proving you are in receipt)

☐ No

4. Do you live on your own and/or receive income support?

☐ Yes (If 'Yes', provide original documents proving you are in receipt of this support)

☐ No

5. Are you in receipt of Universal Credit in your own name?

☐ Yes (If 'Yes', provide original documents proving you are in receipt of this support)

☐ No

If 'Yes', please specify the benefit you are claiming:

☐ Income Support (IS)

☐ Employment and Support Allowance (ESA)

☐ Other

## 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"/> 16+ Zip Oyster Card <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: 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):   —   —

Account reference number (if applicable) .....

## Section 4: Proof of Income

Please submit photocopied proof of all the below types of income support that you receive. Original documents cannot be returned and missing information may delay your application.

Type of income	Evidence required	Tick
Disability Living Allowance (DLA)	Relevant paperwork (dated within the last 3 months) showing entitlement and amount paid	
Income Support	Entitlement letter (dated within the last 3 months)	
Personal Independence Payment (PIP)	Relevant paperwork (dated within the last 3 months) showing entitlement and amount paid	
Section 20 or 31	Relevant paperwork	
Universal Credit	Relevant paperwork (dated within the last 3 months) showing entitlement and amount paid	

## Section 5: 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 costs will be paid monthly in accordance with their attendance.

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

## 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 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 Bursary Officer in ALS/Safeguarding 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 are over the age of 16 and under 19 years of age at 31 August 2023, and have a household income of £26,000 or below. The bursary scheme can provide a contribution towards costs such as transport, lunches, essential kit or equipment and resource fees. The College does not make cash payments unless reimbursing expenditure, where eligible, on production of a receipt.

### 16-19 Vulnerable Bursary

Please be advised that if eligible for financial support under the vulnerable bursary scheme, the College will undertake a needs assessment and will cover the cost of travel, food, uniform, trips and equipment up to £1,200 for the academic year. If there is limited financial need for assistance from the bursary, you will be allocated reduced support towards these costs, or in some instances where there is no financial need, no bursary will be awarded.

### How do you apply for help?

To apply for the above fund, complete this form and return it to the Bursary Officer in ALS/Safeguarding in a sealed envelope. If there are any parts of this form that you cannot fill in, our Bursary Officer will help you. Make sure that you provide all relevant information to help support your application and/or have a total household income of £26,000 or below per year with your completed application form.

### What happens once you submit your application form?

You will be informed 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 Bursary Officer in ALS/Safeguarding. If you then want to appeal the decision made, you should put your case in writing to the Head of ALS & Safeguarding, East Surrey College, Gatton Point, London Road, Redhill, Surrey RH1 2JX within 10 working days of the decision.

### Definitions

The 16 to 19 Bursary Fund defines 'in care' as children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). Section 22 of the Children Act 1989 defines the term 'looked after child'.

A 'care leaver' is defined as:

1. a young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16; or
2. a young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16

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: ..... / ..... / .....