

Application Form 2016-17

FOR FULL TIME & PART TIME STUDENTS ON FURTHER EDUCATION FUNDED COURSES

I am applying for the:

- BURSARY FUND (16-18 YEAR OLDS)
- LEARNER SUPPORT FUND (19+ YEARS, LEVEL 1 + 2 COURSES)
- ADVANCED LEARNER LOANS BURSARY FUND (19+* YEARS, LEVEL 3/4/5/6 COURSES)

*In order to apply for this fund, you need to have applied for a 19+ Advanced Learner Loan.

Please write down your customer reference number here:

SECTION 1 About You

Name: Contact Number:

Date of Birth: Age (on 31st August 2016):

Address:

Have you been living in the UK or an EU/EEA Country for the past 3 years? Yes No

Course title: 1st Year 2nd Year

Personal Tutor:

Accommodation (please tick the statements that apply to you):

- I live in my own accommodation (rented or bought)
- I live with my parent/s or guardian/s
- I care for a member of my household – e.g. helping a relative with emotional or physical needs
- I live in supported housing

If other people live with you, please complete the following:

Full Name	Relationship to you (e.g. brother, mother, etc)

If you are 16-18 years old, are you... (tick if applicable)

- A Young Person in Care*
- A Care Leaver*
- In receipt of Income Support*
- A Disabled young person in receipt of Employment Support Allowance and also in receipt of Disability Living Allowance (or Personal Independence Payments)*
- In receipt of Universal Credit.* Please state which benefit/s UC has replaced

* If you have ticked one of the boxes above, you will need to include evidence of the above with your application e.g. a letter from your social worker confirming that you are in care or a care leaver, or a photocopy of your letter from the DWP confirming what benefits you are entitled to and that you are able to participate in further education or training. Ask Student Services for more information. **Now go straight to Section 3.**

SECTION 2 Personal Finance Details

If you are 16-18 and are a young person in care or a care leaver, go straight to Section 3.

If you are 16-18 and living with your parents/ guardians, your parents/ guardians should complete the section below. If you are living independently you should complete the section below.

If you are 19+ and living with your parents/ guardians, you should complete the section below if you are earning more than £5,000 and pay rent or are receiving state benefits in your own name. Otherwise your parents/ guardians, should complete the section below.

If you are 19+ and living independently, you should complete the section below.

Do you receive an income-based benefit?

If yes, please complete A.

If no, go to B. You'll need to provide evidence - Please read the orange boxes!

A – Income-based Benefits

Please tick which benefit you receive, and include a photocopy

Income Support	
Universal Credit	
Jobseekers Allowance (Income Based)	
Employment and Support Allowance (Income Related)	
Pension Credit (Minimum Guarantee)	
Child Tax Credit	
Working Tax Credit	
Council Tax Credit	
Housing Benefit	

Please include a **photocopy of your letter from a benefit agency** that is dated from July 2016 onwards or which covers the period 2016-2017. If your letter is dated earlier in 2015/2016, please submit this along with a month's bank statement showing transactions from July 2016, with the benefit highlighted.

B – Household Income

If you do not receive state benefits, but are in a low-income household or in hardship please complete the below:

Your Gross Annual Income

Your Partner's Gross Annual Income (if applicable)

Do you have any savings or investments? Yes No

If yes, please state the total value of these: £

Please include for you & your partner (if applicable):

- **One month's bank statement** that covers July 2016 onwards
- A photocopy of **two recent payslips** (one of which must be July 2016 onwards)

SECTION 3 Student Bank Details

If you are awarded any funding we may pay money directly into your bank/building society account.

Name of Account Holder
Account Number
Sort Code

SECTION 4 Other Support

Please answer all the questions below:

Do you receive travel or other expenses through the Job Centre or Work Programme? Yes No

Do you live in social housing/ council-run housing? Yes No

If yes, are you happy for us to contact them? Yes No
(If you are, you could qualify for additional financial support)

Do you have any caring responsibilities, e.g. caring for a parent or other relative? If you do, answering this question will help us to ensure you are receiving the full support available
Yes No

SECTION 5 Assistance Required



Please note:

- Completing this application form is not a guarantee of money being awarded.
- Items bought through the Bursary/Learner Support Fund/Advanced Learner Loans Bursary Fund remain the property of the College and must be returned in good condition on completion of your course.
- If your attendance falls below 85% any money awarded may be withheld, including Childcare.
- If you are applying for Childcare, please ask Student Services for a childcare application form.

Please list the items you wish to apply for:

Items you can apply for include:

Course fees (for level 1 +2 courses), transport, childcare, stationery, books, equipment, kit, netbook, dongle, trips, meals, university interviews, (and emergency living costs, if homeless or applying for supported housing).

Have you already made a full or part payment for any of the above? Yes No

If 'yes' please state the amount £_____. Please attach the receipts from these purchases to this application form.

Please note that the fund is limited and we cannot guarantee to support the full amount of your application

SECTION 6 Supporting Statements

Funding cannot be granted on evidence of income alone. There must also be evidence of financial hardship – this means that without financial support, you may not be able to complete and/or succeed on your course. Please complete the statement below and overleaf.

Student Statement

Please detail the reasons why financial support is needed, any circumstances you think are relevant and how this support would be beneficial. Please write this here and continue on an additional sheet if needed.

Parent/ Guardian/ Support Worker Statement (if applicable)

SECTION 7 Declaration

- It is my responsibility to inform the Student Services Team if I withdraw from my course and/or if my circumstances change. I understand that I may be required to pay back some or all of the money awarded and any fees outstanding to the College, as per the college fees policy 2016/17.
- I understand that if my monthly attendance level falls below 85%, I may lose payment.
- I understand that if my application for financial assistance is unsuccessful or successful in part, I will be liable for all outstanding fees related to my course(s) and it is my responsibility to pay these outstanding fees upon request.
- I understand that items bought through these funds remain the property of the College and should be returned to the College when agreed in a good condition.
- I am aware that the College will record and hold securely any information of a personal or sensitive nature. Kendal College will process my application in accordance with the Data Protection Act 1998. All information will be held in accordance with the Data Protection Act.

I certify that the information in this application is true and accurate. I am aware that I could face prosecution if I give false information and would need to re-pay any monies given.

Student Signature

Date:

Parent Signature
(If applicable)

Date:

Students are advised that they can appeal in writing to the Director of External Relations & Client Services within 10 days of receipt of the letter notifying them of the award if they are not satisfied with the decision made.

Once all funds have been allocated, no further requests can be supported.

Please return this completed application in person to Student Services or send by post to Student Services, Kendal College, Milnthorpe Road, Kendal LA9 5AY. Although we will accept postal applications, we would encourage you to submit the form in person, so your forms can be checked and additional information sought if needed.

What happens next?

Your application will be assessed.

You will be notified of the decision by POST.

Please note that items cannot be given before your enrolment has been completed.

If you apply for additional items throughout the year, you will be notified of the outcome by COLLEGE EMAIL