

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

This application should be completed by the student. If you need assistance please contact us on:
01539-814700 or enquiries@kendal.ac.uk

I am applying for the:

- LEARNER SUPPORT FUND 19+ YEAR OLDS ON L1, L2 AND L3* COURSES (*IF ENTITLED TO A FEE WAIVER).
- BURSARY FUND (16-18 YEAR-OLDS).
- 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: Address:

Date-of-Birth: Age (31st-August-2018):

Contact Number:

Have you been living in the United Kingdom or another EU/EAA Country for the past 3 Years? YES/NO

Course Title: FIRST YEAR/SECOND YEAR

Personal Tutor (if known):

Please tick the statements that apply to you:

- I live with a Parent or Guardian.
- I live in my own rented or bought housing.
- I live in supported housing.
- I care for a member of my household.

Other, please specify:

Please list anyone you live with, and their relationship to you:

If you are 16-18 years old, tick the below if any of these apply:

- I am a young person in care.
- I am a care leaver.
- I am receiving Income Support, or Universal Credit because I am financially supporting myself (or financially supporting myself and someone who is dependent on me and living with me such as a child or partner.)
- I am receiving Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit in my own right.

You will need to include evidence of the above with your application, for example, a letter from your social worker confirming that you are in care or a care leaver, alternatively a letter from the DWP confirming what benefits you are entitled to and that you are able to participate in further education or training.

IF YOU HAVE TICKED ANY OF THESE STATEMENTS GO STRAIGHT TO SECTION 3.

Section 2, Personal Finance:

If you are 16 to 18 and living with a Parent or Guardian, they should complete this section of the form.

If you are 19+, you should complete the below based on your income. If you are living with your parents, we may ask you to complete an additional budgeting sheet. This will be given to you on application.

DO YOU RECEIVE INCOME BASED BENEFITS? IF YES COMPLETE PART A, IF NO COMPLETE PART B:

PART A: Please tick if you receive:

- Income Support.
- Universal Credit.
- Jobseekers Allowance.
- Employment & Support Allowance.
- Pension Credit (Minimum Guarantee).
- Working Tax Credit Run-On.
- Support Under Part VI of the Immigration & Asylum Act 1999.
- Child Tax Credit (providing you are not entitled to working Tax-Credit and have an annual gross-income of no-more than £16,190.)

If you don't receive any of the above, do you receive any of the below?

- Working Tax-Credit.
- Child Tax-Credit (if income is more than £16,190).

PART B: Please complete as applicable:

Your Gross-Annual Income:

Your Partners Gross-Annual Income (if applicable):

Your Total Savings & Investments (if applicable):

EVIDENCE:

We require of you & your partner (if applicable): One month's bank statement that covers July 2018 onwards and two recent payslips (one of which must be July 2018 onwards).

EVIDENCE:

We require ALL the pages from a benefits agency letter (for one of the above) that is dated from July 2018 onwards or which covers the period 2018-2019. If your letter is dated earlier in 2017/2018, please submit this along with a month's bank statement showing transactions from July 2018, with the benefit highlighted.

Section 3, Student Bank Details:

If you are awarded funding we may pay this directly into your account, please complete the following:

Name of Account Holder:

Account Number:

Sort Code:

Section 4, Other Support:

You must answer all the following questions:

Do you have an Education Health Care Plan?

Do you live in Social/Council Housing?

If "YES" may we contact your housing provider? You may qualify for additional support.

Do you have any caring responsibilities, e.g. caring for a parent or other relative? By answering this question we can ensure you get the maximum support.

Section 5, Assistance Required:

Completing this application is not a guarantee of money being awarded.

Items bought through the Bursary, Learner Support Fund, or Advanced Learner Loan Bursary Fund remain the property of Kendal College and must be returned in good condition upon the completion of your course. If your attendance falls below 85% any money awarded may be withheld, including childcare.

Please tick the item/s you are applying for:

- Transport (please specify): Bus Pass. Mileage. Other (please specify):
- Childcare. Equipment.
- Meal Card. Uniform.
- Trip Costs. Netbook.
- Course Fees (19+ Students on a Level 1 or 2 Programme).
- Emergency Living Costs (if homeless or applying for supported housing).
- Rent, through the Residential Support Scheme (we require a copy of your tenancy agreement).
- Other (please specify):

Have you already made FULL or PART payment towards any of these items:

If "YES" please state the full amount:

EVIDENCE:

If you have made payment towards any of these items please provide receipts.

BUS PASS INFORMATION:

In order to apply for a bus pass you will also be required to complete an application form, these are available from Student Services or Online.

CHILDCARE INFORMATION:

If you are aged under 20, assistance is via Care to Learn, please contact Student Services for more information. If you are aged 20 and over you will be required to ask your childcare provider to complete an application form, these are available from Student Services or Online. Once complete, please submit this to us with a copy of your child's/children's Birth Certificate.

Section 6, Supporting Statements:

Funding cannot be granted on the basis of income related evidence alone. There must also be proof of hardship; this means you must tell us why without financial support you may be unable to complete and succeed on your course. We require a statement from both the student and a Parent, Guardian or Support Worker:

Student Statement:

Parent, Guardian or Support Worker Statement:

Section 7, Declaration:

Please read all the following statements:

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 2018/19.

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 in a good condition at the end of the course.

Applications are only seen by staff involved in the delivery of these funds. From time to time it may be necessary for additional supporting information to be sought from other college staff in order for a decision to be made.

Kendal College is committed to compliance to the and protection of personal data as specified in the General Data Protection Regulations (GDPR). We will only hold personal information relevant to your interest in the College, we will store the data securely and will only retain it for the duration required for the purpose of its capture or a statutory period as laid down by legislation or other formal obligation. Our full privacy statement is available at www.kendal.ac.uk/privacy.

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 repay any monies given.

If you accept and understand these statements please sign below:

Student Signature:

Date:

Parent or Guardian Signature:

Date:

INFORMATION:

Please return this application, in-person or by post, to Student Services, Kendal College, Milnthorpe Road, Kendal, Cumbria, LA9 5AY.

We are unable to assess your application if it is incomplete or missing the relevant evidence, consequently, this will delay a decision.

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

Students are advised they can appeal to the Director of Curriculum and Quality within ten-days of receipt of the letter notifying them of the decision if they are dissatisfied.

WHAT HAPPENS NEXT?

1) Your Application will be assessed.

2) You will be notified of the decision by POST.

3) If you need to apply for additional items throughout the year you can collect the relevant forms from Student Services, you will be notified of the decision by COLLEGE EMAIL.

4) We are unable to give items to applicants prior to enrolment being completed.