

## **16 -19 BURSARY NOTES – PLEASE READ BEFORE COMPLETING YOUR APPLICATION**

This fund is aimed at helping students with the costs associated with attending college. For full details of the fund, please refer to our 16-19 Bursary Policy and 16 -19 Bursary Guidelines 2019 - 2020 which can be accessed on the college website: <https://www.colchester.ac.uk/students/student-finance/> - select the financial support tab. If you would prefer a printed copy, please let us know and we will post a copy to you.

### **Section 1 – Student Details**

Contact details: please ensure that address details, phone numbers and email address are printed clearly on the form. We will contact you by email if you provide an email address, so please make sure that you check your emails regularly.

If you do not provide an email address, we will contact you by letter.

Please note that at extremely busy times (usually from the end of August to the end of September) we may contact you by phone and we will leave a message if we are unable to speak to you. During this busy period, please check your voicemails regularly for information regarding your award.

3<sup>rd</sup> party details: if you are happy for us to leave messages regarding your application or discuss your application with anyone other than yourself, please complete the third party details on the application form. If you over 18 and have not shown any third party details we will only discuss your application with you. If you are under 18, we can also discuss your application with the next of kin nominated by you on your enrolment form.

### **Section 2 – Course Details**

It is important for us to know which course you are on when assessing your award but it is not essential for you to give us your course code when completing the application.

### **Section 3 – Course Costs**

This section contains a list of course costs that the fund can typically help with. Please tick the appropriate box for any course costs that you may feel you need help with. If there is any item not listed that you feel is essential for your course, please show details in the 'other course costs section'

DBS (Disclosure Barring Service) checks maybe required for students undertaking childcare, health & social care and some sport courses.

AAT membership fees – a contribution towards membership fees can be made for students on accounting courses

### **Section 4 – Bank Details**

Where possible the college makes awards 'in kind' rather than making a cash payment to students. However, in some instances it will be necessary to make a BACS payment and we will then need details of the STUDENT'S bank account. It is not compulsory for the student's bank account to be entered when completing the application form but payment may be delayed if bank details are not shown and we need to make a BACS payment.

### **Section 5 - Supporting evidence**

Please provide a COPY of any documents required as supporting evidence. You can find photocopying services in libraries or local retailers. Student Services are unable to photocopy documents for you. If you send us an original document, this will be retained with the application form. We do not return original documents. If more than one benefit is claimed it is not necessary to provide evidence for each benefit.

#### **Acceptable evidence for discretionary bursary**

Income Support	Letter from benefits agency dated within the last three months or a current bank statement showing income support payment. Bank statements must show the account holder's name and be currently dated
Jobseeker's Allowance (income based)	Letter from benefits agency dated within the last three months confirming that jobseeker's allowance is INCOME BASED. If letter more than 3 months old, please also provide current bank statement showing JSA payment. Bank statements must show the account

	holder's name and be currently dated
Employment and Support Allowance (income related)	Letter from benefits agency dated within the last three months confirming that employment and support allowance is INCOME RELATED. If letter more than 3 months old, please also provide current bank statement showing ESA payment. Bank statements must show the account holder's name and be currently dated
Working Tax Credit	2019 / 2020 award notice showing income £21,000 or below. If tax credits are renewed online, evidence to show whether the claim is a joint or single claim, a current bank statement to show tax credits are still being received, P60 and current payslip to confirm income of each employed person on the claim
Child Tax Credit	2019 / 2020 award notice, showing income £21,000 or below and not entitled to working tax credits. If tax credits are renewed online, a current bank statement to show child tax credits are still being received and that working tax credit is not being claimed.
Pension Credit	Letter from benefits agency dated within the last three months or current bank statement showing pension credit payment. Bank statements must show the account holder's name and be currently dated
Universal Credit (gross annual earned income under £21,000)	Last 3 months universal credit statements + current payslip if employed

#### **Acceptable evidence for vulnerable bursary**

Please note that the full £1200 vulnerable bursary is not automatically given if there is no financial need. Awards will be based on the amount that you need to participate in education. There is the possibility that the outcome of your application will be an award of less than £1200 or no award if you do not have any relevant costs. Awards from this bursary cannot be used to support living costs

Income Support	As above
Universal Credit	<ul style="list-style-type: none"> <li>•Last 3 months universal credit statements.</li> <li>•Evidence that universal credit has been awarded because the student is financially supporting themselves and anyone who is dependent on them and living with them (such as a child or partner) eg tenancy agreement in student's name, child benefit receipt, child birth certificate, utility bills</li> <li>•The evidence <b>must not state</b> any conditions that prevent the student from participating in further education or training</li> </ul>
Employment and Support Allowance (or Universal Credit) AND Disability Living Allowance or Personal Independence Payments	Letter from benefits agency dated within the last three months or current bank statement showing ESA / UC AND evidence of DLA or PIP. UC – Evidence from DWP confirming which ESA group the student has been placed in.
In care	Letter from Local Authority or Social Services confirming looked after status under either section 20 or section 31 of the Children's Act (relevant child)
Care Leaver	Letter from Local Authority or Social Services confirming previous looked after status (former relevant child)

Applications from households with an income exceeding £21,000 are not normally considered. However, if you feel that your household is in financial hardship, please submit an application, together with a supporting statement and evidence of the serious financial difficulties being experienced.

Students on apprenticeship programmes or any waged training are employed rather than being in education and as such are not eligible for help from the 16 – 19 Bursary Fund.

Completed applications and supporting evidence will be accepted from 1<sup>st</sup> June 2019 but will not be assessed until the beginning of July 2019