

16-19 BURSARY & FREE MEALS APPLICATION 2022-23 ACADEMIC YEAR (NCB)

Bursary Applications will only be successful if gross household assessed income is £21,000 or below including Tax Credits. If in receipt of Universal Credit assessed net income should be £17,000 or below to qualify.

Applications may take up to 4 weeks to process. Late applications will be paid pro-rata based on the remaining term weeks in the academic year. If successful, you will be notified of the payment amounts and dates on your decision letter.

1. STUDENT PERSONAL DETAILS

Full Name: _____

ID No: _____ Date of Birth: _____

Address: _____

Post Code: _____

Contact No: _____ Age at 31 August 2022: _____

2. STUDENT BANK ACCOUNT DETAILS: *(to be completed by the student)*

You must provide us with details of **your own** bank account. If you *do not* currently have a bank account in your own name you should arrange to open one with a bank or building society **before** submitting this application. **Payments cannot be made into an account in any other name.**

Name of account holder: _____

Account Number (8 digits):

Sort Code (6 digits): - -

Building Society roll number (if applicable): _____

3. FINANCIAL NEEDS ASSESSMENT

If your application is successful, please tick the areas that the funds will be used for (tick all that apply)

Meals	Essential Books & Equipment	Transport To/From College	Course Trips	Interviews / Open Days	Other	There is currently nothing I need
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you ticked that you require financial support with travel costs, please indicate below how you intend to travel to college on most days (tick one option)

Walk/Cycle	Drive own car	Public transport	Car /Taxi (passenger)	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you ticked **Other** to either question above, please provide details below;

4. ARE YOU ELIGIBLE FOR AN ENHANCED BURSARY?

You may be considered for an enhanced bursary if any of the following applies to you. Please **tick** any relevant statement(s), if applicable:

- I am currently in care (*letter from Social Worker required as evidence*);
- I am a care leaver (*letter from Social Worker required as evidence*);
- I receive 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 receive Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own right **as well as** Employment and Support Allowance or Universal Credit in my own right. (*you must be in receipt of both benefits and provide evidence for each one*).

IF TICKED COMPLETE THE REMAINING SECTIONS YOURSELF

SECTION 5-8 TO BE COMPLETED BY PARENT / GUARDIAN STUDENTS ONLY TO COMPLETE IF TICKED IN SECTION 4

OTHER CHILDREN (aged under 18)

5. Set out below the names of each dependent child who is:

- a) Living at home and is under school leaving age or
- b) In full attendance at school or other educational establishment or
- c) Living at home and has left school but has no wages or state benefits

Names in Full	Date of Birth	College / School Attending

6. Your Full Name: _____

Relation to Student: _____

7. Your husband, wife or partner's name if he, she or they live with you: _____

If no such person lives with you, please write 'None' here: _____

8. **INCOME*** (see note below)

PLEASE TICK TO INDICATE ALL THE INCOME THAT YOU RECEIVE (tick all boxes that apply)

Earnings:

Full / Part-time wages (Myself) Yes

Full / Part-time wages (My Partner) Yes

Self-Employed (*provide copy of 2021/22 accounts*) Yes

Other Income:

Do you receive any benefits/tax credits/other income? **YES / NO.** If **YES** tick all that apply;

CHILD/WORKING TAX CREDIT (*provide **ALL** pages of 2022/23 Award Notice*) Yes

UNIVERSAL CREDIT (*provide latest 3 months of Award Notices*) Yes

INCOME SUPPORT (*provide letter/bank statement dated within last 6 months*) Yes

JOB SEEKERS ALLOWANCE (*provide letter/bank statement dated within last 6 months*) Yes

INCAPACITY BENEFIT / EMPLOYMENT AND SUPPORT ALLOWANCE (*provide letter/bank statement dated within last 6 months*) Yes

PENSIONS (including Retirement, Disability, Widow's, Army, Other) (*provide letter/bank statement dated within last 6 months*) Yes

SUPPORT UNDER PART VI OF THE IMMIGRATION AND ASYLUM ACT 1999 Yes

ANY OTHER INCOME e.g. Carers Allowance (*provide relevant evidence*) Yes

Please state type of income: _____

*Evidence for **ALL** income must be included with your application and must be dated within the last 6 months. Applications submitted without evidence will be returned.

Please submit photocopies as originals will not be returned.

9. UNDERTAKING BY STUDENT AND PARENT / GUARDIAN

- a) I declare that the evidence given in support of my application is correct and complete to the best of my knowledge and belief and I authorise the college to verify the information stated.
- b) I agree to notify the college immediately of any change in my financial circumstances and to supply any additional information which may be required to verify the facts stated.
- c) I understand that if this application is successful, payments will be subject to **evidence of effort, good attendance and work performance** (payments will be withheld if I am placed on a Senior Management contract or above)

Sign (Student): _____ Date: _____

Sign (Parent/Guardian): _____ Date: _____

The information provided on this form is confidential and will only be seen by authorised College staff. It is required and will only be used to process your 16-19 Bursary Fund and Free Meals Application and for the prevention of fraud.

If false or incomplete information is submitted, or if you do not inform college of any part of your income that is relevant, the matter may be referred to the Department for Education or the police. You could face prosecution and college will seek to recover any payments that you are not eligible.

10. APPLICATION CHECKLIST

Please ensure that the application is completed fully and correctly and includes all the required evidence. Failure to do so will result in the application being returned to you and the assessment being delayed. Please make sure that you have:

Completed all relevant sections

Included photocopied evidence for all income.

*If claiming tax credits include **all** pages of your most recent award letter.*

*If claiming universal credit **include** copies of your last 3 months statements.*

*(If you have been on universal credit less than 3 months, please **include all** available statements and include a note of the start date).*

If you are self-employed include a copy of your 2021/22 annual accounts

Provided the student's own bank account details in section 2

Signed and dated section 9 by **both** student and parent/guardian (if applicable)

RETURNING YOUR APPLICATION

The initial deadline for applications is 26 August 2022, applications can be returned;
By hand to Student Services (Pontefract) or Reception (Doncaster and Bradford).
By post; please ensure that you have paid the correct postage for the weight/size of the envelope.
Applications should be posted to:
Bursary Application, New College, Park Lane, Pontefract, WF8 4QR.

If you have any queries regarding this application please email them to: studentfinance@nclt.ac.uk