



Please return this form to:
 Funding Team
 Canterbury College
 New Dover Road
 Canterbury
 CT1 3AJ
 E: fundingteamCC@eastkent.ac.uk

For Office Use Only

Date Received	
Date Processed	
Staff Initials	

16-19 Guaranteed Bursary Application 2019-20

The 16-19 Guaranteed Bursary of up to £1200 is available for students who meet at least one of the following criteria:

- Child in Care
- Care Leaver
- A student personally in receipt of Income Support or Universal Credit in place of Income Support
- A student personally in receipt of Employment Support Allowance or Universal Credit **and** Disability Living Allowance or Personal Independence Payments

Students must also be:

- Aged 16, 17 or 18 on 31/08/19 (students can turn 19 within the academic year)

Section 1: Student Details

First Name

Last Name

Date of Birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Age on 31/08/19

Student ID No (If known)

Course Title

Address & Post Code

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Telephone number

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Email address

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What is your preferred option for contact? Please tick

Letter	<input type="checkbox"/>	Telephone	<input type="checkbox"/>	Email	<input type="checkbox"/>
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Section 2: Student Eligibility Criteria

I confirm I am: (Please tick all that apply)

A Child in Care (*please provide contact details of the Local Authority in the box below)	
A Care Leaver (*please provide contact details of the Local Authority in the box below)	
A student personally in receipt of Income Support/Universal Credit	
A student personally in receipt of Employment Support Allowance/Universal Credit and Disability Living Allowance/Personal Independence Payments	

*Local Authority contact details

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Section 3: Supporting Evidence

In order for your application to be processed you (or Social Worker/Personal Adviser) will need to provide evidence of your status. If you do not provide evidence your application will be delayed.

I am enclosing the following evidence: (Please tick all that apply)

A letter from Social Services confirming I am a Child in Care or Care Leaver	
Income Support/Universal Credit letter from DWP	
Personal bank statements showing Income Support/Universal Credit payments	
DLA/PIP letter and ESA/Universal Credit letter from DWP	
Personal bank statements showing DLA/PIP and ESA/Universal Credit payments	

Staff confirmation of evidence being seen

Signed	
Print name	
Date	

Evidence will be stored securely and then destroyed once the application outcome is confirmed.

Section 4: Bank details

The 16-19 Guaranteed Bursary is paid by monthly instalments via BACS payments into a nominated bank account. Please Bank Account details*.

Account name (e.g. Mr J M Smith)	
Account number	
Sort Code	
Roll number (if applicable)	
Signature of account holder	

*If this is not your bank account please sign to give permission to pay into the above person's bank account.

Signature		Date	
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Section 5: Essential Costs

Travel

If you are a Child in Care/Care Leaver **and** your local authority is Kent County Council, you may be eligible for a free KCC Young Persons Travel Pass. Your Social Worker/Personal Advisor will need to apply for this directly from Kent County Council.

Tick here if your Social Worker/Personal Advisor is applying for a Young Person's Travel Pass for you.	
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If you are **not** a Child in Care/Care Leaver and are resident in Kent, we can order a **KCC 16+ Travel Saver** pass for you. This pass gives you unlimited bus travel throughout Kent. The cost of this is £400 and would be deducted from your Bursary.

Would you like a KCC 16+ Travel Saver purchased out of your Bursary?	Yes		No	
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Please provide details, cost and evidence of the support required.

Food Allowance

If you are a **student personally in receipt of Income Support/Universal Credit/Employment Support Allowance** you are eligible for **Free Meals** of up to £2.41 per day.

Are you in receipt of Income Support/Universal Credit or Employment Support Allowance?	Yes		No	
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If you are **not** eligible for Free College Meals, you can request a daily **Bursary Food Allowance** of £2.41 that will be **deducted** from your bursary.

Would you like a daily food allowance deducted from your bursary?	Yes		No	
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If you are applying for **Free Meals** or the **Bursary Food Allowance** please tick how many days a week you are in College.

1		2		3		4		5		Not known	
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Section 6: Terms and conditions

The 16-19 Guaranteed Bursary:

- Is limited to the value of £1200 per applicant.
- Is up to £1200 but may be issued on a pro rata basis in some circumstances e.g. for part time courses.
- Is subject to you maintaining good behaviour, punctuality and **at least 90% attendance** at College. Any support you receive may be temporarily stopped, including Childcare, if this is not maintained.

- Will cease upon withdrawal from College, including the cancellation of any bus passes purchased out of the bursary.

Students in receipt of certain benefits, such as Income Support, Housing Benefit and Universal Credit, must declare any support received to the Department of Work & Pensions (DWP).

Section 7: Declaration

By signing below you confirm that:

- The information you have given in this form is correct and true to the best of your knowledge. You agree to inform the College in writing of any changes to your personal, family or financial circumstances.
- You agree to abide by the terms and conditions of the Guaranteed Bursary.

You understand that:

- You are committing a criminal offence if you omit to disclose any information or give incorrect information that may affect your application.
- If you leave your course early the College may ask you to return any funds or equipment that have been given to you.
- Until your application outcome is confirmed you are liable for all costs.

I have read and understood the above Terms & Conditions.

Student Signature		Date	
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What happens next

- You need to return your application to the College, along with all relevant supporting evidence. Failure to provide supporting evidence will delay your application being processed and you will be responsible for your costs until evidence is supplied. **These are not refundable.**
- If your application is successful you will receive your offer of support by email or letter. This will explain what support you will be receiving and when and how to access this support
- If there is any further information required in order to assess your application, we may contact you or your application may be returned to you for more information

If you are unsuccessful you will be notified by email or letter. You may appeal within 28 days of receiving the outcome letter. Appeals should be made in writing to the College.

If you have any queries about this form or need help to complete it, please contact:

Name/team	Funding	T: 01227 811197	E: fundingteamCC@eastkent.ac.uk
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