



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	

Bursary Application 2019-20

The Bursary is available for students with a household income of less than £23,000 to assist with travel, equipment and childcare. You may also be eligible for free meals.

You will need to provide the relevant evidence to support your application. If evidence is missing your forms will be returned to you and will delay your application. All applications are treated as confidential. Please complete the following areas of the form:

Sections 1 and 2 – MANDATORY

Sections 3, 4, 5 and 6 OPTIONAL (dependent on the support you are applying for)

Section 7 – Bank Details (if payments are to be made via BACs)

Section 8 – to be used to check your application is complete before submission

Section 9 – Student Declaration – MANDATORY

Original documents cannot be returned. Please send copies only. Please note we cannot take copies for you.

Section 1: Student Details

Last Name

First Name

Date of Birth

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Age on 31/08/19

Student ID No (If known)

Course Title/Pathway

Address & Post Code

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Telephone number

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Email address

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If you are at least 19 years old and are studying for a level 3 or level 4 qualification, are you applying for an Advanced Learner Loan?

Yes

No

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: Income Details (supporting evidence)

To allow us to assess your application you or your parent/carer must provide evidence of household income. Please send in **all evidence to prove your household income**:

Universal Credit (please provide your last 3 most recent monthly award statements)	
Working/Child Tax credits (please provide copies of all pages of your awards notice)	
Income Support	Job Seekers Allowance
Employment Support Allowance	Housing Benefits
Pension Credits	Council Tax Benefits
Wages (past 3 months wage slips)	2 Recent Bank Statements
Other state benefits or income e.g. Child Maintenance or Private Pension	

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 3: Travel

Only complete this section if you require help with travel costs. The maximum College Contribution is £1200. We may be able to assist with a contribution towards travel costs on the days that you attend College if you live **more than 3 miles away** from the College. We reserve the right to decide which type of transport to fund.

What travel funding are you applying for? Please tick the appropriate box:

Bus	
Train	
Park & Ride/Fuel Costs (If you drive to College you could receive a monthly contribution towards your costs)	
Other (Please state the reason for other means of transportation and provide a medical certificate or Doctor's letter to support this)	

Section 4: Course Equipment/Uniform

Please provide details, cost and evidence of the support required.

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Section 5: Free Meals

If you are aged 16-18 years and were entitled to "free school meals" at your secondary school in year 18/19, you may be entitled to free meals at College. To qualify for free meals you (or your parents/carers) need to be in receipt of one or more of the following. Please tick all that apply.

Income Support	
Income-based Jobseekers Allowance or Employment and Support Allowance (ESA)	
The guaranteed element of State Pension Credit	
Support under part VI of the Immigration and Asylum Act 1999	
Child Tax Credit only and gross income of no more than £16,190 (If in receipt of Working Tax Credit, there is no eligibility)	
Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum	
Please tick the box if you are 19-25 , have an EHCP and would like to apply for free meals	

Section 6: Childcare

If you are aged 16-19 you may be entitled to claim Care to Learn towards the costs of childcare. Please contact 0800 121 8989 or <https://www.gov.uk/care-to-learn/how-to-claim> for further information. **You will also need to submit a copy of your child's birth certificate.**

If you are aged 20+ please complete the details below so that we can assess your application

You will need to provide evidence for each child with your application:

- ✓ Birth certificate / passport / adoption papers*
- ✓ KCC Registered Childcare Providers Certificate with Ofsted Number*

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

Please give details below of the children you require childcare for:

Name of Child	Childcare Provider Name, address, email & contact number	Vouchers Received
1.		
Birth certificate seen Staff signature		
2.		
Birth certificate seen Staff signature		
3.		
Birth certificate seen Staff signature		
4.		
Birth certificate seen Staff signature		

Please remember to submit the evidence mentioned above with your application; applications will not be assessed without it. If more space is required please add a separate sheet

Section 7: Bank 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

Student Signature		Date	
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Section 8: Check List

In order for your claim to be assessed the following information is required. Have you (please tick):

Completed the application form in full?	
Provided evidence of proof of income? If in receipt of a benefit, we need current evidence to support this. If working, we need evidence of wage(s) for the last 3 months as either 3 monthly or 12 weekly wage slips from your employer.	
If in receipt of Working Tax/ Child Tax Credit, have you attached a copy of the 2018/19 Final Tax Credit Award Notice (TCAN) - all pages?	
If in receipt of Pension Credit, have you attached a copy of the 2018/19 Pension Credit Award Notice?	
Included bank account details?	
If applying for childcare support, have you included birth certificate(s)/passport(s)/adoption papers?	

Section 9: 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 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.
- Any support granted to you 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.

I have read and understood the above.

Student Signature	
Date	
Parent/Carer Signature (to be signed where parent/carers has provided financial information)	
Date	

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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