

Date application received:	Continuing student: <input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant has supplied sufficient evidence to demonstrate hardship: <input type="checkbox"/> Yes <input type="checkbox"/> No	Evidence checked: Checked by:

COLLEGE: BANBURY AND BICESTER COLLEGE CITY OF OXFORD COLLEGE READING COLLEGE

INFORMATION FOR LEARNERS

If you would like any part of this document explained, translated or provided in another format such as large print, audio or Braille, please contact the Advice and Admissions team. Please note: our website has accessibility functions, allowing you to adjust the size of the text and colour of the background.

Bursary fund application 2017-18

For students aged 19+

This form will only be processed if it has been completed in full and the required evidence is included with your application.

As funds are limited and cannot be guaranteed, applications will be processed on a first-come, first-served basis. We strongly recommend that you submit your application before Monday 4 September, as applications received after this date may not be processed within our standard timescales. Bursary payments will not be backdated for applications made after the start of your course.

Eligibility

Please use this form to apply for support if you are aged 19 or over on 31 August 2017, a 'home' student and enrolled at an Activate Learning college on a funded further education course. You must be in a household which is in receipt of an income-assessed benefit or an annual gross income of £30,000 or less.

To be eligible for consideration, you will need to provide evidence of your exceptional financial hardship and financial independence.

Section 1: Your personal details

First names:		Family name:	
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mx	Age:	Date of birth: DD / MM / YYYY	
Address line 1:			
Address line 2:		Town/City:	
County:		Country:	
Postcode:	Nationality:	Primary phone number:	
Mobile number:	Email:		
I would like to be contacted by: <input type="checkbox"/> Email <input type="checkbox"/> Post			
Are you an EU citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have an Education, Health and Care Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you continuing on a study programme that began when you were aged 16-18? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you an asylum seeker or an accompanied asylum seeker living with a parent or relative? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you live independently? <input type="checkbox"/> Yes (Move to next question) <input type="checkbox"/> No			
If no, please provide the names of ALL the adults you live with and their relationship to you.			
1. Name:		Relationship:	
2. Name:		Relationship:	
3. Name:		Relationship:	

I am applying for an Advanced Learner Loan. (You must include a copy of the loan confirmation letter).

Section 2: Your household income

If you are in local authority care or a care leaver, provide evidence from your support worker in the form of a letter or email studentfinance@activatelearning.ac.uk, then go to section 3.

Does your household pay Council Tax? Yes Submit a copy of your most recent bill No Submit a copy of your tenancy agreement.

Applicants are required to apply for all statutory government benefits before applying for a bursary.

For further information on what government benefits you are eligible for, please visit: www.gov.uk/benefits-calculators

Are you eligible to receive Tax Credits?

Yes (Provide a copy of all the pages of your Tax Credit Form (TC602) showing your income for 2017/18 and, if you are in receipt of an income-assessed benefit, a copy of the letter dated within the past three months.)

No (Provide a copy of a letter dated within the past three months showing you receive an income-assessed benefit or three months of payslips for each adult in the household, or evidence income from self-employment to include a Tax Return.)

Section 3: Bursaries requested

Please see back page for eligibility, evidence required and support available.

Travel bursary: If you receive a Disabled Person's bus pass or receive assistance from another source, you can apply for support with an alternative pass. Would you like to apply for a travel bursary?

Yes (Please complete travel details below) No (Move to next bursary section)

Travel details: You must live three miles or more away from college (using Google maps **walking** distance tool). **Miles:**

Journey:

Train Company: From stop/station:

Bus Company: From stop/station:

Cycle

Other (If other provide details):

Where public transport is not available, would you like to claim travel expenses? Yes No

Course costs and trips bursary:

Would you like to apply for support with course and trip related costs? Yes (Provide details below) No (Move to next bursary section)

Course cost/trip details:

Amount requested:

Childcare bursary:

Applicants are required to apply for all statutory government benefits before applying for this bursary. **For further information on what government benefits you are eligible for, please visit www.childcarechoices.gov.uk**

Would you like to apply for support with childcare costs?

Yes (Provide details below) No (Move to next bursary section)

If you are entitled to statutory Early Years funding please state the fund you will receive:

When does the funding begin?

Please provide details of your childcare provider(s) Ofsted number(s):

We will contact your childcare provider with confirmation when a decision has been made.

Name of child	Date of birth	Type of childcare needed
1		
2		

Childcare provider details:

First name:	Family name:	Company name:
Postcode:		
Address:		
Town/City:	Country:	Daytime contact no.

First name:	Family name:	Company name:
Postcode:		
Address:		
Town/City:	Country:	Daytime contact no.

Free meals bursary: Would you like to apply for free meals? Yes No (Move to next section.)

Free meals are available up to the value of £2.41 each day you attend college if you, your parent(s) or carer(s) receive one of the following:

- Income based Jobseeker's Allowance
- Income related Employment and Support Allowance
- Support under section VI of the Immigration and Asylum Act 1999
- Income support
- Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual gross income of £16,190 or below
- Working Tax run-on payments: paid for four weeks after you stop qualifying for tax credits
- The guaranteed element of State Pension Credit
- Universal Credit

Section 4: Your bank details

Only complete bank details if you are applying for travel expenses or course costs. If we need to make a payment to you we will use a direct payment system.

Please provide details of the bank account which you would like us to pay funding into. Please note: we are unable to make payments into Post Office accounts.

Account holder's name:										
Bank name:										
Branch:										
Sort code (6 digits long):			-			-				
Account number (8 digits long):										

Section 5: Declaration

The form must be signed, any form without a signature will be returned.

Activate Learning may approve this application before you start your course but funding will only be allocated once your enrolment is completed and you have started your course and paid any contribution. The funding can be withdrawn if your attendance falls below 92% or you fail to adhere to the college Code of Conduct.

It is your responsibility to inform the college about any of the following:

- Change of circumstance which might affect your eligibility for financial support
- Change of address
- Change of bank account details
- Changes to your course of study
- Withdrawal from your course
- Change of childcare provider if awarded a childcare bursary

Any award made will be for the 2017-18 academic year only. Financial support in future years may change.

You agree to pay the required contribution if you have been awarded a travel bursary. You will also be confirming the information you have provided is accurate to the best of your knowledge and belief. Any awards made as a result of giving false or incorrect information may result in the stoppage of future payments and the recovery of funds that have already been paid. It may also result in a referral to the police, with the possibility of the student and/or their family facing prosecution.

By signing this form you will be giving explicit consent to Activate Learning to collect 'personal data' and 'sensitive personal data' on you and your household (and children if applying for a childcare bursary) to assess and record your application for financial support. You will also be giving your explicit consent to Activate Learning to disclose your 'personal data' and your 'sensitive personal data' to other agencies that require it for the sole purpose of assessing, recording or providing support.

Activate Learning will store your 'personal data' and 'sensitive personal data' securely.

Signed:	Date:
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You will be informed about the outcome of your application within four weeks of receipt.

If you require support completing this form, or would like to receive information in an alternative format, please contact the Advice and Admissions team. Please print and complete the form by hand and return by post, for the attention of the Student Finance Team, to:

Activate Learning, c/o Banbury and Bicester College, Broughton Road, Banbury, Oxfordshire OX16 9QA - 0800 612 6008

We advise that you send postal applications by Recorded or Special Delivery and only include photocopies, not original documents.

Alternatively, if you have completed the form on your computer, you can return it to us by email. Please send your completed form to studentfinance@activatelearning.ac.uk along with the required evidence. **Before submitting your application please check that you have attached scanned copies of any evidence required.**

If you are not satisfied with the outcome of your application and want to appeal, please write to the Group Manager - Advice and Admissions via the address above.

Summary guide - financial support for students aged 19+

Activate Learning has five bursaries and other financial support for students aged 19+ that might help you. This guide explains the schemes available, who can get them and how to apply.

Bursary	To be eligible you must....	You could get....
	<p>Standard requirements:</p> <ul style="list-style-type: none"> • Be aged 19 or above • Be a home student • Have a gross household income of less than £30,000 a year or be in receipt of an income related benefit • Provide evidence of household income or benefit and your financial independence (where necessary) <p>It is your responsibility to tell the Department for Work and Pensions about any financial support that you receive from Activate Learning, as learner support payments may affect your eligibility to some benefits.</p> <p>You will need to provide evidence that you have been awarded an Advanced Learner Loan with your application, if applicable.</p>	
Travel bursary	Live more than three miles walking distance from college (using Google maps).	Help with the cost of travel to and from college. The travel bursary will be made by the most cost efficient method. Apply by 11 August 2017 to ensure your pass is available for the start of term.
	Cycle scheme	A bike and cycle kit worth £300. You will need to pay a £30 contribution.
	Full travel bursary	A travel pass subject to availability or half-termly fuel expense payments by BACS. You need to pay a £30 termly contribution towards a travel pass (subject to availability). 15p per mile will be paid in exceptional circumstances.
Residential bursary	<p>Meet the standard requirements above plus:</p> <ul style="list-style-type: none"> • have had to relocate to the local area where the Activate Learning college is the closest learning provider offering your chosen course or the cost of travel makes it too expensive to attend 	<p>Support with accommodation costs. Each award is made based on individual circumstances and the type and length of accommodation required by the student.</p> <p>This is for students attending a specialist course where that provision is not available in the area where the student lives. Available at Oxford city centre and Bicester campuses only.</p>
Course costs and trips bursary	<p>Meet the standard requirements above plus:</p> <ul style="list-style-type: none"> • not fully funded (e.g. paying your own fees and not eligible for an Advanced Learner Loan) 	A percentage contribution towards: fees, essential materials, trips and examination fees, accreditation fees, professional membership fees and any fees or charges due to external bodies.
Childcare bursary	<p>Meet the standard requirements above plus:</p> <ul style="list-style-type: none"> • Be using an Ofsted registered childcare provider 	The amount of funding is discretionary but will normally be for a maximum of £160 per week per child. Funds will be initially allocated for up to two children per household. Funding for any additional children will be subject to availability. Funding is for timetabled classes, it does not support independent study.
Free meals bursary	<ul style="list-style-type: none"> • Be aged between 19 and 25 and have a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHCP) or be continuing on a study programme that began when you were aged 16 -18 and you or your parents/carers are in receipt of the benefits listed in section 3. 	A free breakfast or lunch for the days you are in college.
How to apply	Complete this application form. Application forms should be submitted wherever possible by hand along with the required evidence. Students may find it useful to get help completing the forms from the Advice and Admissions team. Students will be notified of the outcome within four weeks of receipt.	

Bursaries are made subject to availability, so early application is recommended. Payment is subject to attendance of 92% and adherence to the college Code of Conduct. Any award made is for academic year 2017-18 only.