# UTC South Durham 16-19 Bursary Fund Application Form

#### It is important that you read the UTC Bursary Policy before completing this form. If you have any queries please direct them to [Finance@utcsouthdurham.org](mailto:Finance@utcsouthdurham.org).

This form must be completed by the student. All details submitted are the students apart from information about household income.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student Details | | | | | | | |
| First name |  | Surname |  | DOB | |  | |
| Address |  | | | | | | |
| Postcode |  | Telephone |  | Email |  | | |
| Have you the right of abode and been resident in the UK for the last 3 years? | | | | | Yes | | No |

|  |
| --- |
| Bursary Criteria |
| To qualify you must be aged 16 or over and under 19 on 31 August of the start of the academic year. You also must meet the EFA’s residency criteria. The bursary is paid to support you in your studies at the UTC and will only be paid if your attendance and attitude meet the required standard. |

|  |  |
| --- | --- |
| Vulnerable Bursary Criteria | |
| To qualify you must fall into one of the below categories and produce the required evidence as stated. | |
| Are you in receipt of Income Support or Universal Credit? (evidence required - Income Support or Universal Credit Statement Letter) | Yes  No |
| Care Leaver or currently looked after in care or unaccompanied asylum seeker? (evidence required - letter from Local Authority) | Yes  No |
| Disabled student in receipt of both Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/Personal Independence Payments (evidence required, financial statement showing both ES + DLA/PIP) | Yes  No |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Discretionary Bursary Criteria | | | | | |
| If you would normally qualify for pre-16 Free School Meals or live in a household with total income less than £20,000 you will be able to apply for Discretionary Bursary. | | | | | |
| Please tick to indicate what type of evidence you have provided. | | | | | |
| P60 |  | Income Support/Universal Credit (award letter) |  | Full TCAN Notice |  |
| Self employed earnings (official tax return) |  | Other benefits/pension (award letter) |  | Wage slips for household |  |
| Please list the names of the household members and relationship to Student: | | | | | |
| Name | | | Relationship to Student | | |

## Financial Assistance Required

|  |  |  |
| --- | --- | --- |
| The amount of financial assistance you will receive is dependent on your personal circumstances and how many other students apply. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning  Using the table below, please tell us what you think you need financial assistance for and how much you believe you will need for each **day** in education. This information is strictly confidential and will only be used for this assessment purpose.  We will discuss the details of your request with you if anything is unclear. Please be aware that the total fund is limited and will be allocated fairly on the basis of need so we may not be able to meet all of your requests. | | |
|  | **How much will you need?** | **How many days?** |
| Travel to the UTC |  |  |
| Books, materials and equipment |  |  |
| Personal protective equipment and clothing |  |  |
| Borrowing a UTC laptop |  |  |
| Travel and additional costs to access industry placements |  |  |
| Costs of course trips |  |  |
| Travel and additional costs to access interviews/open days |  |  |
| Meal subsidy for food while in the UTC (standard allowance) |  |  |
| Other: specific support relating to your individual circumstance |  |  |

## Student Payment Details

* Please provide your bank details below, as printed on your bank card or statement.
* Bursary payments will be paid directly into the Student’s bank accounts only (by BACS).
* Please be aware that the UTC can choose to pay Bursary awards ‘in kind’ e.g. by purchasing any equipment required or providing Students with a travel pass.

|  |
| --- |
| Account Name:  BIB Reference (Admin use): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­­  Account Number: Sort Code: |

## Student Declaration

* I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may result in prosecution.
* I understand that if I refuse to provide information which may be relevant to my claim, the Application will not be accepted.
* I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and attitdude, as explained in the Bursary Fund Policy.
* I understand that support is for term time only.
* When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm will notify the UTC immediately.
* I will notify the UTC immediately with any changes to my Bank / Building Society details.
* I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop.
* I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided..
* I understand I have the right to appeal if I disagree with the outcome of my Bursary Application.This appeal should be made to my institution, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained on the UTC website

This completed form and evidence must be handed in to the finance office or sent to [Finance@utcsouthdurham.org](mailto:Finance@utcsouthdurham.org). Assessment will take place as soon as possible and the applicant notified in writing of the outcome.

#### I confirm I have read and understood the Bursary Fund Policy which is available on the UTC website.

Applicant Signature:

Date:

# Assessment and Approval

## FOR OFFICE USE ONLY

### Eligibility – please tick appropriate box (✓)

|  |  |
| --- | --- |
| Student Name: | D.O.B: |

|  |  |  |
| --- | --- | --- |
| Vulnerable Bursary |  | * Those young people who receive income support/universal credit * Care Leavers or young people who are looked after children, or unaccompanied asylum seekers * Disabled young people in receipt of both Employment Support Allowance/Universal Credit equivalent and Disability Living Allowance/PIP |
| Discretionary Bursary |  | * Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met. |

|  |  |  |
| --- | --- | --- |
| Assistance Requested | Awarded | Details |
| Travel to the UTC |  |  |
| Books, materials and equipment |  |  |
| Personal protective equipment and clothing |  |  |
| Borrowing a UTC laptop |  |  |
| Travel and additional costs to access industry placements |  |  |
| Costs of course trips |  |  |
| Travel and additional costs to access interviews/open days |  |  |
| Meal subsidy for food while in the UTC (standard allowance) |  |  |
| Other: specific support relating to your individual circumstance |  |  |
| **Total award** | |  |

SIGNED:       DATE:

NAME: ­­­