

# APPLICATION FOR



## 16-18 DISCRETIONARY LEARNING GRANT/BURSARY/FREE COLLEGE MEALS 2019/20

Please read the guidelines carefully to ensure that you meet the criteria and are eligible to apply for the fund.

Office Use

### Section 1: Personal Details

Student Number: ..... Date of Birth: .....

First Name: ..... Surname: .....

Address: .....

Post code: ..... Mobile: .....

### Section 2: Residential Status

British Citizen

EU/EEA citizen

Indefinite Leave to Remain

Asylum Seeker

Other - please specify .....

### Section 3: Assistance Requested

**Travel will be our main priority and then, if funds permit, assistance may be given in other areas listed below:**

**Travel (You will only be awarded travel if you live more than 2 miles away). Please indicate method of transport.**

**BUS**  KEYCARD NO: .....

**Do you have a Direct Debit/Monthly payment or a BUS PASS already on this card? Yes / No?**  
(The Brighton & Hove Bus Company cannot top up your keycard if you do.)

**TRAIN**  STATION: From: ..... To: .....

Transport to nearest station (if over 2 miles way) .....

**NOTES** .....

**Travel for Work Placements Required?**  **Details** .....

#### College Costs — Payments

- Creative Arts Materials fee (payable at start of course)
- CACHE L3 & Health & Social Care L3 Vocational students - DBS checks and CACHE essential kit
- Exam Resits/Remarks and Essential Trips and Duke of Edinburgh

#### Additional Costs — Please apply for the following using the Additional Costs form:

- Equipment/Materials (eg. Sports kits, Maths calculators, Art Materials, Text Books, etc.)
- UCAS fee and contribution to travel for University visits and interviews (maximum of 3 visits)

**We are unable to accept incomplete applications or those without evidence.**

**Section 4: Living Arrangements & Household Income.** (The information shared on this form will be treated in the strictest confidence).

Priority Group	✓	Evidence
<p><b>PRIORITY GROUP 1 (Vulnerable Bursary)</b> I live alone and independent of parents/guardians <b>and</b></p> <ul style="list-style-type: none"> <li>• receive Income Support <b>or</b> Universal Credit.</li> <li>• receive Disability Living Allowance <b>or</b> Personal Independence Payments in their own right as well as Employment Support Allowance or Universal Credit in their own right.</li> <li>• I am in Care or a Care Leaver.</li> </ul>		<ul style="list-style-type: none"> <li>• Statement or letter showing proof of Income Support, Employment Support Allowance, Universal Credit, Disability Living Allowance, Personal Independence Payments, dated within 3 months of the start of the course.</li> <li>• Letter confirming Care/Care Leaver status from Social Services or Support Worker .</li> </ul>
<p><b>PRIORITY GROUP 2 (Free College Meals and Discretionary Learning Grant)</b> My parents/guardians are in receipt of one of the following means tested benefits:</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Universal Credit (where the household income is <b>less</b> than £7,400).</li> <li>• Income based Jobseekers Allowance.</li> <li>• Income related Employment and Support Allowance.</li> <li>• Child Tax Credit (where the household income is less than £16,105 and there is <b>no</b> Working Tax element).</li> <li>• Working Tax Credit run-on (Paid for 4 weeks after someone stops qualifying for Working Tax Credit).</li> <li>• Guaranteed Element of State Pension Credit.</li> <li>• Support under part VI of the Immigration and Asylum Act.</li> </ul>		<ul style="list-style-type: none"> <li>• TC602 (Tax Credit Notice – most current 2019/20 Award Notice) <b>Please supply all pages or</b></li> <li>• Evidence of one of the means tested benefits stated, dated within 3 months of the start of the course. <b>Please supply all pages.</b></li> </ul>
<p><b>PRIORITY GROUP 3 (Discretionary Learning Grant)</b> My parents /guardian are currently in receipt of:</p> <ul style="list-style-type: none"> <li>• Universal Credit (where the household income is <b>more</b> than £7,400).</li> <li>• Child Tax Credit (where the household income is less than £16,105) where there <b>is</b> a Working Tax element.</li> <li>• Contribution based Jobseekers Allowance.</li> </ul>		<ul style="list-style-type: none"> <li>• TC602 (Tax Credit Notice-most current 2019/20 Award Notice). <b>Please supply all pages.</b></li> <li>• Evidence of one of the means tested benefits stated, dated within 3 months of the start of the course. <b>Please supply all pages.</b></li> </ul>
<p><b>PRIORITY GROUP 4 (Discretionary Learning Grant)</b> My parents /guardian are currently in receipt of:</p> <ul style="list-style-type: none"> <li>• Child and/or Working Tax Credit Award Notification with household income below £27,000.</li> </ul>		<ul style="list-style-type: none"> <li>• TC602 (Tax Credit Notice-most current 2019/20 Award Notice). <b>Please supply all pages.</b></li> </ul>
<p><b>PRIORITY GROUP 5</b></p> <ul style="list-style-type: none"> <li>• The financial and /or personal circumstances of my family have changed during the year.</li> </ul>		<p>Please outline the circumstances fully in Section 5 and <u>provide relevant evidence</u> such as bank statements or other supporting information. Continue on separate sheet if necessary.</p>

***We are unable to accept incomplete applications or those without evidence.***

**Section 5: Additional Information**

Applying for Free College Meals? Yes / No      Do you have an EHC Plan? Yes / No

Are you a Young Parent? Yes / No      Are you a Young Carer? Yes / No

If yes please specify .....

.....

(Young Carers and Young Parents will be awarded Discretionary College Meals, evidence will be required)

How many 0-18 year olds live in your household? .....

Are you receiving financial assistance from any other source? Yes / No

If yes, please specify who from and how much? .....

Are there any particular circumstances we should be aware of? (Please continue on a separate sheet if required).

**Section 6: STUDENT Bank Details (Named in Section 1)**

You have applied for financial assistance and should your application be successful any assistance not paid by internal transfer, will be paid directly into you the **STUDENT'S bank account**.  
Bursary students will be paid on a monthly basis.

**If you, the student, do not already have a bank account, you will need to open one as we cannot make payments by cheque or into another persons bank account.**

**Please complete sections 6a & 6b below.**

**Please provide a BANK STATEMENT or BANK LETTER** confirming these details.

**Section 6a: I wish to have monies paid into the STUDENT'S account (named in Section 1) detailed below**

Name Of Bank \_\_\_\_\_

Branch Address \_\_\_\_\_

Postcode \_\_\_\_\_

Account in the name of: \_\_\_\_\_ **(Named in Section 1)**

Sort Code        -   -

Account Number     

Signature: \_\_\_\_\_      Date \_\_\_\_\_

**Please sign and provide a bank statement or bank letter for the account**

**We are unable to accept incomplete applications or those without evidence.**

## Section 7: Student and Parent Declaration

The declaration below **must** be signed by the student and also parent/guardian if in Priority Groups 2-5.

- I/we certify that I have read and understood the 16 -18 Application Guidance Notes.
- I/we certify that the information given is correct, to the best of my/our knowledge, and I/we undertake to inform the College immediately if I, the student, decide to leave my course. I/we understand that if the student leaves their course of study before completion the College will reclaim any monies allocated.
- I/we understand that any monies given for specific purposes such as travel or trips will need to be repaid or deducted from future payments if the student does not attend.
- I/we understand that the student is expected to maintain attendance at above 95% and to attend all entered exams and to meet College expectations with regard to behaviour and homework/coursework as set out in the Student Contract and College Code of Conduct.
- I/we understand that the payments may be stopped if I, the student, do not meet College expectations.
- I/we understand that a fraudulent claim could lead to prosecution.
- I/we understand that it may be necessary to use and share information on this form with other departments in the College and ESFA and other funding agencies.
- I/we understand that it may be necessary to share information with the Brighton & Hove Bus Company if I, the student, has provided a Bus Key Card Number.
- I/we understand that the data I/we have provided for my application will be used in accordance with the College Data Protection Policy.

Students Signature ..... Date .....

Parents Signature ..... Date .....

### Contact Details (if we have any queries regarding the application).

Name .....

Mobile ..... Email Address .....

### Privacy Statement

Your personal data will be processed in accordance with the General Data Protection Regulations and the UK Data Protection Act. We will use the information you have provided on your Application Form to provide financial assistance to support your education within our statutory obligations under the Further and Higher Education Act 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education Skills Funding Agency (ESFA). You can view the privacy notice from the Education and Skills Funding Agency on behalf of the Department of Education at <https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018>.

Our full privacy notice explaining what information we collect and how we use it is available at [https://varndean.ac.uk/privacy\\_notice](https://varndean.ac.uk/privacy_notice).

If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 01273 508011 or by email to [dpo@varndean.ac.uk](mailto:dpo@varndean.ac.uk).

## Section 8: Checklist

- Have you completed all sections of the application form?
- Have you included evidence of household income/circumstances as specified?
- Have you enclosed a copy of a statement or letter from your bank confirming your bank details?
- Have you read and signed the declaration?

**Your Completed form with any evidence must be returned to the Registry.**

**We are unable to accept incomplete applications or those without evidence.**

## **16-18 DISCRETIONARY LEARNING GRANT/BURSARY/FREE COLLEGE MEALS APPLICATION GUIDANCE NOTES 2019/20**

The 16-18 Bursary, Discretionary Learning Grant & Free College Meals aims to help 16-18 year olds overcome any financial barriers they may face when attending a sixth form or further education college. These notes are intended to help you complete the application form.

### **Important Information**

- **Learners will not necessarily receive assistance with any/or all of the funds for which they apply. We are given a limited amount of money and the demand from students may be high. The College will use the priority groupings to award discretionary grants with the exception of Priority Group 1 who will receive a guaranteed Bursary of £1200 (pro rata for part time students) in line with government guidelines.**
- **Although you can apply throughout the academic year, funds are limited so completed applications should be submitted as early as possible.**
- **Students applying for Free College meals will automatically be assessed for the Discretionary Learning Grant.**
- **Students applying for the Vulnerable Bursary (Priority 1) will automatically be assessed for Travel and Free College Meals.**
- **Application forms will be available from 26th June 2019.**

**You must complete all sections.**

### **Section 1: Personal Details**

Date of Birth: you must be 18 or under on 31st August in the year in which you start your programme of study.

### **Section 2: Residency**

You must have been resident in the UK/EU for the last 3 years. Refugees are not required to meet the 3 year residency rule, if refugee status was confirmed in the 3 years prior to starting the course.

### **Section 3: Assistance Requested**

Where possible we will fund in kind e.g top up of a bus Key card, payment of your Art materials fee or DBS fee.

### **Travel**

- We will not fund travel for students who live within a 2 mile radius of the College unless there are exceptional or medical circumstances which will be treated on a case by case basis.
- Students should be aware that they will need to cover their own travel costs for the first few weeks of College. However a contribution will be paid at a later date, funds permitting.
- Students requiring assistance with bus travel within the Brighton and Hove area must have a Bus ID card and their Key card number. Bus Key Cards and Bus IDs can be obtained from the One Stop Travel Shop at 24 North Street, Brighton, BN1 1EB or online at [www.buses.co.uk](http://www.buses.co.uk)
- Students travelling by rail from outside Brighton and Hove will be expected to have the relevant Student Saver card. We will fund the cost of three 3 month railcards bought with either the Sussex Student card or a Brighton Unizone card.
- To obtain a Unizone ticket you will need to have a NUS card or College ID card and a 16-25 RailCard ([www.16-25railcard.co.uk](http://www.16-25railcard.co.uk)) and buy your ticket at the counter of a station within the area (not at a ticket machine). For further information visit [www.southernrailway.com](http://www.southernrailway.com) We will provide a one off payment of £30 for your RailCard.
- We will base train travel on the cheapest ticket which can be purchased with a Sussex Student Card, which gives 34% off rail season tickets (minimum £30.80\*\* per month). The application form can be downloaded from [www.westsussex.gov.uk](http://www.westsussex.gov.uk) or collected from the Welfare Office. Tickets can be purchased from [www.southernrailwaytickets.com/further-ed/](http://www.southernrailwaytickets.com/further-ed/) 7 days in advance of travel, 14 days in advance over Christmas/Easter periods.
- If you also have to travel more than 2 miles from your home to your nearest station we will cover the costs of your Plusbus ticket. You will receive an additional £10 per week, term time only.

***We are unable to accept incomplete applications or those without evidence.***

### **Section 3 (continued)**

#### **Free College Meals (Free School Meals)**

- This is a separate fund made available by Government from September 2014. The criteria is very specific and you will not be eligible if you are on Working Tax Credit or Contribution based Jobseekers Allowance or Universal Credit where the household income is more than £7,400. Meals are purchased in the canteen using your College ID Card which will be pre-loaded with money. You will only be eligible for the days you are in College and so if you only attend 4 days a week you will only be eligible for 4 meals. We have allocated £3.00 for a meal which will buy a main meal in the College canteen. Students who are Young Parents or Young Carers or who are awarded a Discretionary Bursary will be awarded Discretionary College Meals as well.

#### **Creative Arts Materials fee**

- Fees can be found on our website. If you have already paid this but are awarded the Discretionary Learning Grant we will reimburse you.

#### **Additional Costs**

- You can apply for such items as calculators, art materials, text books etc. by handing in receipts to Registry with an Additional Costs form. Up to £100 can be awarded and thereafter any awards will go to the Financial Panel for consideration. Any Costs which are over £100 will be sent to the Financial Panel for consideration as payment is not guaranteed.  
***You may not necessarily receive assistance with any/or all of the funds you have requested. We have been given a limited amount of money and demand from students each year is high.***

#### **Essential trips and Duke of Edinburgh**

- Assistance with trips will be limited to those considered essential by the College. These will be listed on the College website. If you are going on an essential trip or Duke of Edinburgh, you need to attach a copy of your Award letter to the trip form in lieu of payment.

#### **UCAS fee, University visits and interviews**

- We will reimburse your UCAS fee, please submit an Additional Cost form, with your UCAS receipt to Registry.
- You may be able to claim travel for up to 3 university visits and interviews, up to a maximum total for all visits/interviews of no more than £100. Please submit an Additional Cost form to Registry, providing travel receipts and evidence of the invitation, ie. email or letter from the university.

#### **CACHE Level 3 students and Level 3 Vocational Health & Social Care students**

- Students on the CACHE Level 3 course are able to claim for their DBS check and for essential kit.
- Health & Social Care Level 3 Vocational students can claim for their DBS check.

#### **Exam Resits and Remarks**

- If you are applying for exam resit/s or remarks for any exam/s taken at College, indicate on the exam resit/remark form that you have been awarded the Discretionary Learning Grant and you will not need to pay. Resits/remarks need to be approved by your subject tutor.

### **Section 4: Priority Groups**

Please indicate which priority group you are in by ticking the section that is relevant to you. We will require students to submit evidence as indicated to support their application.

**The evidence you provide must be dated within the specified time scale of 3 months before the start date of your course. Evidence which is older than 3 months must be supported by a bank statement.**

Your identification within any priority group will be kept in the strictest confidence.

### **Section 5: Additional Information**

- The more we know about your individual circumstances, the more we can support you while you are at College.
- Please state if you are in receipt of any financial assistance from any other bodies.
- If you are in Priority group 5 please give details of your financial and personal circumstances and provide evidence as appropriate. Please use a separate sheet if necessary.

### **Section 6: Bank details**

Students applying to the fund will have to have their own bank account in their own name. We cannot make payments to you in cash or by cheque and we cannot make payments to your parents or guardian.

***We are unable to accept incomplete applications or those without evidence.***

## **Section 7: Student and Parent Declaration**

The declaration must be signed by the student. The form must also be signed by a parent if applying for Priorities 2-5.

## **The Application Process**

Once your application is received in the Registry it is checked for completion. If anything is missing we will contact you. We cannot send incomplete applications to the Discretionary Learning Support Panel. The Panel sits every 2 weeks in the first term and thereafter when required. Once your application is approved we aim to inform you of the outcome by letter, within 5 working days and to make any payments due within two weeks. At the beginning of term the first payments will not be made until the week ending 11th October 2019.

**Once you have received your confirmation letter, you will receive further communications about your Discretionary Learning Grant through your College email account.**

Payments for bus travel are put on your Bus Key card where possible but if your application form is not approved by 16th September we will give you a BACS payment (a transfer of money into your bank account) for the cost of a 3 month Young Persons online Bus ticket for the first term.

**If you already have a pass or a Standing Order or a Direct Debit on your Key Card then you will receive a BACS payment instead as the Brighton & Hove Bus Company cannot top up your keycard if you do.**

**Forms cannot be processed if they are incomplete.**

IF YOU HAVE ANY QUESTIONS OR QUERIES ABOUT THE VULNERABLE BURSARY, FREE COLLEGE MEALS OR DISCRETIONARY LEARNING GRANT PLEASE CALL INTO THE REGISTRY OR CONTACT US ON **01273 546636**.

The Vulnerable Bursary and Free College meals are funded directly by the Government .

**However the Discretionary Learning Grant is a limited fund and we cannot guarantee that all applications will be successful and that all categories of assistance will be supported. Early application is recommended.**

## **Welfare Adviser**

There is a Welfare Adviser at College, Daniela Sramova, who you can talk to about other possible sources of support. Daniela can be contacted on 01273 508011 ext 110.

## **Appeals**

You have the right to appeal if you believe your application has been assessed incorrectly or if you believe it has not been processed correctly. Your appeal should be made in writing, within 2 weeks of receiving either your award/grant notice or a letter refusing support addressed to the **Learner Support Fund Appeals Panel c/o the Registry** and will be dealt with through the Colleges Complaints procedure.

**All applications and information shared with us will be dealt with in the strictest confidence and in line with our Data Protection Policy.**

Completed application forms must be returned to:

The Registry, Varndean College, Surrenden Road, Brighton BN1 6WQ

The information in this application form is correct as of June 2019.

***We are unable to accept incomplete applications or those without evidence.***