



APPLICATION FORM

16-19 Student Bursary Fund

To be eligible for a bursary from St John Rigby College the student for whom the application is being made must:

- Be aged over 16 and under 19 at 31st August 2018
- Meet the residency criteria stated in the EFA 2018-19 funding regulations for post-16 provision
- Have applied to, and subsequently been enrolled at, St John Rigby College

The 16-19 Bursary Fund has two elements:

1. A bursary of £1,200 a year for young people in the following defined vulnerable groups:
 - a. In care
 - b. A care leaver
 - c. In receipt of Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them
 - d. In receipt of **both** the Employment Support Allowance (or Universal Credit) **and** Disability Living Allowance (or Personal Independence Payments) **in their own right**

Notes:

If you claim Employment Support Allowance in order to meet the last of these eligibility criteria, then your family will no longer be able to claim Child Benefit.

If you are claiming Universal Credit, you must confirm which benefit it has replaced. Only Universal Credit that replaces the Employment Support Allowance meets the above eligibility criteria.

Other eligible groups:

- e. Unaccompanied asylum seekers are treated as being in care.
- f. A young person placed with a foster carer by a local authority.

No other groups are eligible.

2. A discretionary award is made to young people in a way that best fits the needs and circumstances of our students. Bursary awards will be targeted towards those young people who face the greatest financial barriers to participation; such as the costs of transport, meals, books and equipment.

St John Rigby College is free to determine the assessment criteria for eligibility for discretionary bursaries, and the frequency of and conditions for all awards; subject to the requirements of the Equality Act 2010. St John Rigby College's criteria are as follows:

- a. Students with a Family Income less than £26,500
- b. Students who received free school meals at the time of leaving High School
- c. Students whose family is in receipt of Income Support (or Universal Credit, where it replaces Employment Support Allowance)

Note regarding '2a': When two or more children from a particular household attend St John Rigby College, the income threshold is adjusted in multiples of £26,500. The bursary fund entitlement is shared equally between the children.

In line with best practice outlined by the Education and Skills Funding Agency the College will pay awards in kind. Cash payments will **only** be made if in kind payments are not possible or appropriate.

The size and nature of the award made will be subject to the amount of funds available and the type of support requested.

Discretionary Awards may consist of the following:

- Travel passes
- College meals
- Books and equipment (specified equipment must be returned at the point of leaving College)
- Print credits over and above any free credit awarded by the College to all students
- Trips and visits (excluding residential visits abroad)
- Other miscellaneous costs incurred as a result of attending College.

Students should note that all awards from the Student Bursary Fund will be subject to the expectations outlined in the Student Charter. The College reserves the right to defer or cancel awards in the event of unsatisfactory student conduct and in the event of the College being made aware of a change in circumstances which has resulted in a student no longer satisfying these eligibility criteria.

Should any alternative payments be approved these will be paid directly to the student's bank account.

If you have any queries regarding the bursary please contact the College on 01942 214797 or e-mail bursary@sjr.ac.uk.

Student Details:

Student Forename:	
Student Surname:	
Student Address:	
Student Home Telephone:	
Student Mobile:	
Student Date of Birth:	
Student personal Email:	

Parent/Guardian 1 Details:

Parent/Guardian 1 Forename:	
Parent/Guardian 1 Surname:	
Parent/Guardian 1 Address:	
Parent/Guardian 1 Home Telephone:	
Parent/Guardian 1 Mobile:	
Parent/Guardian 1 Email:	
Parent/Guardian 1 Relationship to Student:	

Parent/Guardian 2 Details:

Parent/Guardian 2 Forename:	
Parent/Guardian 2 Surname:	
Parent/Guardian 2 Address:	
Parent/Guardian 2 Home Telephone:	
Parent/Guardian 2 Mobile:	
Parent/Guardian 2 Email:	
Parent/Guardian 2 Relationship to Student:	

In line with the best practices outlined by the Educational Funding Agency, the College pays the bursary in kind through subsidised meals and transport.

If your claim is successful, the student for whom the application is being made will be eligible to receive both subsidised meals and transport

In the event the College is unable to provide both subsidies, please indicate below which would be your priority by ticking the relevant box.

Subsidised Meals or Transport

To enable us to arrange for the correct travel pass, please tell us which area the student for whom the application is being made will be traveling from:

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Guaranteed bursary for vulnerable students:

Please confirm if any of the following are true. If any are true, you will be required to supply documentary evidence. If none apply, please leave blank.

Are you a student in care? YES / NO

Are you a student care leaver? YES / NO

Are you a student in receipt of Income Support or Universal Credit, where it replaces Employment Support Allowance, **in your own right**? YES / NO

Are you a student in receipt of Employment Support Allowance **plus** Disability Living Allowance (or Personal Independence Payments) **in your own right**? YES / NO

If you have answered YES to any of the above questions please skip the rest of this form and go to the declaration on Page 5

College Discretionary Bursary:

Please confirm if any of the following are true. If any are true, you will be required to supply documentary evidence. If none apply, please leave blank.

I received free school meals at the time of leaving high school: YES / NO

My family is in receipt of Income Support or Universal Credit where it replaces Employment Support Allowance: YES / NO

If you have answered YES to any of the above questions please skip the rest of this form and go to the declaration on Page 5

Gross Annual Household Income:

You will be required to provide **photocopies** of official evidence or bank statements or a copy of the **full 8 page** Working Tax Credit documents to support the information you enter in the table below. Original documents will not be accepted and may delay your application.

You must supply copies of the above documents along with this form.

	Parent/Guardian 1	Parent/Guardian 2
Gross Annual Salary		
Annual Child Benefit		
Annual Income from Absent Parent		
Annual Disability Living Allowance		
Annual Working/Child Tax Credit		
Other Annual Income (i.e. Pension / Lettings)		
Annual Income Support/Universal Credit		
Total Annual Income		

Note: If your gross annual income is over £26,500, your application will be refused.

Privacy Notice

The information that you provide on this form, and any accompanying documentation, will be treated in the strictest confidence and only used for assessing eligibility for the College’s Bursary awards.

The application and documentation will be stored securely. It may be subject to audit from the College’s internal auditors, or from the Educations and Skills Funding Agency’s (ESFA) auditors. These audits are conducted from time to time to ensure that the College is making Bursary awards in line with national policy. The College may report cases where Bursary Awards have been made, and the application is subsequently found to be fraudulent, to the ESFA.

Bursary applications and supporting documentation will be retained for six years after the student leaves College and will then be securely destroyed.

If you would like further information regarding your privacy, please contact Dominic Jones, Data Protection Officer, St John Rigby College, Gathurst Road, Orrell, Wigan, WN5 0LJ.

Declaration:

- I/we confirm that I/we have exercised my/our eligibility to other forms of financial support before pursuing this application for the 16-19 Bursary Fund.
- I/we have read and understood the guidance notes supplied with this application form, and the information I/we have provided is a true reflection of my/our financial status.
- I/we share responsibility for the information given with any partner named on this form.
- I/we take full responsibility of informing the College immediately should my/our financial status change.
- I/we understand that should the student for whom this application is made leave their learning programme they will not be eligible to receive further payments and overpayments may have to be repaid.
- I/we acknowledge that the student for whom this application is made is eligible for 16-19 Bursary Funds on residency grounds and can provide suitable evidence of proof if required.
- I/we understand the College reserves the right to withhold Bursary payment for non-compliance with the student Charter.

Student Signature: Date:.....

Parent/Guardian 1 Signature: Date:.....

Parent/Guardian 2 Signature: Date:.....

Please return this completed form with all evidence to:

**The Bursary Office
St John Rigby College
Gathurst Road
Orrell
Wigan
WN5 0LJ**