



For Office Use Only
Student ID
Date Received
Staff Initials

## 16-19 Student Bursary Fund Application Form

### PART A: Personal Information

#### Student Details:

First Name:		Surname:	
Address:			
		Postcode:	
Home Telephone:		Mobile:	
Email Address:			
Date of Birth:		Age:	
Have you been resident in the UK for the past three years? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If No, what was your Country of Birth?		Date of Entry into UK:	

#### Parent/Carer Details:

	Parent/Carer 1	Parent/Carer 2
Forename:		
Surname:		
Address:		
Home Telephone:		
Mobile:		
Email:		
Relationship to Student:		

If your claim is successful, the amount of award that you will receive will depend on your individual circumstances. For example, the College will consider the number of dependants within the household, the household income, course of study and distance needed to travel. Therefore, it is important that you provide the following information:

#### Please provide details of your course:

Course Title/s:	
Year of Enrolment:	

#### Please tell us which area you will be travelling from:

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#### Please tell us how you will travel to College by ticking the relevant box:

Bus/Coach <input type="checkbox"/>	Train <input type="checkbox"/>	Walk/Cycle <input type="checkbox"/>	Drive <input type="checkbox"/>	Taxi <input type="checkbox"/>	Get a Lift <input type="checkbox"/>
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**Part B: 16 – 19 Bursary (evidence will be required for all applications)**

Please answer <b>ALL</b> of the questions below:	
Are you a student in care or an unaccompanied asylum seeker?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a student care leaver?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a student in receipt of Income Support or Universal Credit, where it replaces Employment Support Allowance, <b>in your own right</b> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a student in receipt of Employment Support Allowance <b>plus</b> Disability Living Allowance (or Personal Independence Payments) <b>in your own right</b> ?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**If you have answered ‘YES’ to any of the above questions then you will need to provide evidence to support your application. The evidence must include copies of your own bank statements for the last three months. Now please go to Part D: Bank Details and complete all other sections of this form (there is no need to complete PART C).**

**Please complete PART C (and all other sections) if you have answered ‘NO’ to all of the questions in PART B.**

**PART C: College Discretionary Award (evidence will be required for all applications)**

Household Income:	
Please state how many dependants are in the household and provide their names and ages: (evidence could include birth certificates or award notices)	
If you have <b>ONE</b> dependant is your household income below £25,000?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have <b>TWO</b> dependants is your household income below £32,000?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have <b>THREE</b> dependants is your household income below £37,000?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have <b>FOUR</b> dependants is your household income below £42,000?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have <b>FIVE OR MORE</b> dependants is your household income below £47,000?	Yes <input type="checkbox"/> No <input type="checkbox"/>

**You must supply copies of evidence with this form to prove your household income – the application cannot be processed without this evidence (some examples of the types of evidence that can be used are shown below). Please write the relevant amounts in the spaces provided:**

	Parent/Carer 1	Parent/Carer 2	Examples of Evidence Required
<b>Annual</b> Salary (take home pay)			Payslips for last 3 months or recent tax return if self employed
<b>Annual</b> Income Support/ Universal Credit			Screen shots of UC Portal showing payments for last 3 months
<b>Annual</b> Child Benefit			Most recent award notice or Bank Statement
<b>Annual</b> Child Maintenance			Bank Statement or letter dated within last 3 months
<b>Annual</b> Working/Child Tax Credit			<b>All Pages</b> of most recent Tax Credit Award Notice
Other <b>Annual</b> Income (i.e. Pension / Lettings)			Bank Statement or letter dated within last 3 months
Other <b>Benefits</b>			Bank statement or most recent entitlement/award letter
<b>Total Annual</b> Income			

**PART D: Bank Details**

If necessary BACS transfers need to be paid to the student's bank account – they cannot be paid to a Parent / Carer's account. Students can open a basic bank account at aged 16 which will allow BACS transfers and allow the student to make withdrawals. Therefore, if you do not already have a bank account, and your application is approved, you will need to open one as soon as possible. Please complete **ALL** of the boxes below if you already have a bank account:

Bank Name (e.g. Halifax, Santander etc.):			
Branch Location (e.g. Market Street, Wigan):			
Name of Account Holder (i.e. Student):			
Sort Code:		Account Number:	

**PART E: 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 Education 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.*

**PART F: Declaration**

By signing the declaration below, you are agreeing to the following statements:	
1	I, and my parents/carers, have exercised my/our eligibility to other forms of financial support before applying for the 16-19 Bursary Fund.
2	I have fully completed each relevant section of this application form.
3	I have enclosed all of the required evidence to support my application.
4	I, and my parents/carers, have provided accurate and correct information to support my application. I understand that St John Rigby College may carry out checks to verify the evidence provided and subsequently may need to take action if any evidence provided is proven to be false or incorrect.
5	I, and my parents/carers, 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.
6	I, and my parents/carers, take full responsibility for informing the College if my/our financial status changes.
7	I, and my parents/carers, understand that the conditions for receiving bursary awards are subject to student attendance and engagement with their studies.
8	I, and my parents/carers, 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.
9	I, and my parents/carers, 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.
10	By signing and submitting this application, both I and my parents/carers, agree to the collection of the personal and financial information contained in this form which will be held in accordance with General Data Protection Regulations – see Part E.

Student Signature: ..... Date: .....

Parent/Carer 1 Signature: ..... Date: .....

Parent/Carer 2 Signature: ..... Date: .....

**Please return this completed form to:** The Bursary Office, St John Rigby College, Gathurst Road, Orrell, Wigan, WN5 0LJ (emailed copies of this application form will not be accepted).

*Please note that you can submit your evidence in the same sealed envelope or email your evidence to [bursary@sjr.ac.uk](mailto:bursary@sjr.ac.uk)*

FOR OFFICE USE ONLY:			
All required evidence received:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>
Decision:	<input type="checkbox"/> Approved Bursary <input type="checkbox"/> Approved Discretionary Award <input type="checkbox"/> Rejected <input type="checkbox"/> Further Information Needed		
Reason for Approval:	<input type="checkbox"/> CIC / Unaccompanied Asylum Seeker <input type="checkbox"/> Care Leaver <input type="checkbox"/> Claiming IS/UC in own right <input type="checkbox"/> Receives ESA and DLA (or PIP) in own right  <input type="checkbox"/> Household Income under Threshold for 1 Dependant <input type="checkbox"/> Household Income under Threshold for 2 Dependants <input type="checkbox"/> Household Income under Threshold for 3 Dependants <input type="checkbox"/> Household Income under Threshold for 4 Dependants <input type="checkbox"/> Household Income under Threshold for 5 or more Dependants		
Reason for Rejection:	<input type="checkbox"/> Household Income over Threshold <input type="checkbox"/> No financial need evidenced <input type="checkbox"/> No response to contact attempts within 8 weeks of application receipt		
Applicant Notified of Decision:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>
Comments:			
Appeal Letter Received:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>
Result of Appeal:			
Applicant Notified of Result:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/>