

**16-19 BURSARY FUND APPLICATION FORM**

**2021/2022**

**Please read the information below:-**

* You should read the attached 16-19 Bursary Fund Guidelines to make sure you are eligible to apply.
* Please ensure that all sections of this form are fully completed and that the relevant evidence is provided as we are unable to process incomplete forms.
* The funds awarded may vary according to your financial circumstances
* The bursary funds are limited so we cannot guarantee that we will be able to provide you with the financial support you request.
* Payments of all bursaries are dependent upon your attendance, behaviour and commitment to your course, with no unauthorised absence or lateness.
* You will need to re-apply for this bursary, with new evidence from August 2021 if you have not completed your current course.

**Section 1: Personal Details**

**Full Name: ……………………………………………………………………………….**

**Date of Birth: ………………………………….. Age on 31.08.2021……………………….**

**Address: …………………………………………………………………………………..**

**………………………………………………………………………………………………**

**Post Code: ………………………….………Mobile: …………….………………………**

**Email Address: …………………………………………………………………………….**

**Section 2: Travel – Please tell us how you intend to travel to/from your place of study. Tick all boxes that apply:-**

 **Walk Cycle Car Bus Train**

**Section 3: Nationality**

**What is your Nationality? Please tick 1 box**

 **UK EU/EEA Please enclose evidence Other**

**What is your current Immigration Status in the UK?**

**You will only need to complete this if you answer “Other” to the question on Nationality. Please enclose evidence**

**Asylum Seeker Refugee Other**

**Section 4 Bursary Fund Levels:- Please tick 1 box only**

**Level 1: Vulnerable Bursary**

**1. In Care**

**2. Care leavers**

**3. Receiving Income Support (IS)**

**4. Receiving Universal Credit because they are financially supporting themselves (or financially supporting themselves and someone such as a child or partner – who is dependent on and living with them.**

**5. Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in their own right. Students could receive a Bursary of up to £1200.00 a year for a course lasting 30 weeks, pro rata for a course less than 30 weeks.**

**Evidence Requirements for Vulnerable Bursary – Please provide relevant evidence dated within 6 months as Bursary Forms cannot be assessed without this evidence**

**1 & 2 Letter/Email confirming status from Local Authority**

**3. A copy of the Student’s Income Support Award Notice. The Student must be entitled to Income Support in their own right**

**4. A copy of the Student’s Universal Credit Award Notice (this can be printed from the online journal and the Student must be entitled to UC in their own right**

**5. A copy of the Student’s Employment and Support Allowance or Universal Credit Award from DWP (UC claimants will be able to print the last UC statement from their online account) and evidence of receipt of DLA or PIP must also be provided.**

**Level 2: Discretionary Bursary**

**Students who were in receipt of Free School Meals or have a total Household Income of £16,190 or less. These Students receive full payment of any travel costs if they live more than 2 miles from NTG and Lunch up to the value of £4.00 per day whilst attending at NTG and at their Work Placement.**

**Level 3: Discretionary Travel Bursary**

**Students whose household income is more than £16,190, but less than £30,000. These Students will receive a contribution towards the cost of travel if they live more than 2 miles from NTG/Work Placement and Lunch up to the value of £4.00 per day whilst attending NTG.**

**Level 2 & Level 3 Evidence Requirements – Discretionary Bursary & Travel Bursary**

**Evidence should be dated within 6 months of the application. Household Income will relate to the Student and their family members with whom they reside.**

**Working Tax Credit/Child Tax Credit 2021/22 if evidencing gross household income of up to £30,000 per annum (including earned income) All pages of the most recent 2021/2022 Tax Credit Award Notice**

**Universal Credit – An Award Letter/ or Printout of last 3 statements from online UC account**

**Income Support – An Award Letter**

**Income Based Employment and Support Allowance – An Award Letter**

**Job Seekers Allowance – An Award Letter**

**Pension Credit (Guarantee Credits only) – An Award Letter**

**Support under Part V1 of the Immigration & Asylum Act 1999 – documentation confirming support which is no more than 3 months old.**

**Earned income with no additional benefits, not totalling more than £30,000 per annum – the last 3 months payslips or P60 of everyone working in the household**

**Self employed earnings with no additional benefits, not totalling more than £30,000 per annum – audited accounts of your most recent tax return**

**Section 4: Household Income ( Required for Level 2 & Level 3 Bursary Applications)**

**Please include the required original supporting documentation with this form. All evidence will be scanned and dealt with in the strictest confidence.**

**My Total Household Income is: £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per annum**

**Section 5: Bank Account Details**

**Please fill in this section carefully and ensure the information you provide to us is accurate. We can only make payments to our Students directly by BACS. For that reason you must have a bank account in your name.**

**Student Name: ……………………………………………………………….**

**Name of Bank: ……………………………………………………………….**

**Sort Code:**

**Account Number:**

**Please note: Payment will be transferred weekly to the Student’s bank account via BACS upon authorisation that the student has satisfied all attendance and behaviour requirements. These payments will be made in arrears and there may be delays where there is a query relating to attendance.**

**Section 6: Student Declaration**

**This declaration must be signed by all Students.**

**I certify that the information given in this application is true and accurate.**

**I accept that if I have intentionally given incorrect, misleading information that I may be liable to repay any amount paid to me or on my behalf in full immediately.**

**I understand that it is my responsibility to inform NTG of any changes to my financial circumstances in writing without delay.**

**Please note that giving false information which leads to incorrect or overpayment may result in the stoppage of future bursary payments and recovery of monies already paid.**

**I understand that payments may be delayed or stopped if I do not maintain the minimum NTG requirement of attendance and good behaviour during the period of my course**

**Student Signature: ……………………………………………………………**

**Date: ……………………………….**



**Free Meals Application Form**

**Please note you are not eligible for Free Meals if you are in receipt of Working Tax Credit**

**Student/Parent Declaration:**

**I/We confirm that the Student will be aged between 16 and 18 on 31st August 2021**

**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 our current financial status.**

**I/We take full responsibility of informing NTG immediately should my/our financial status change.**

**I/We acknowledge that the Student is eligible for free meals on residency grounds and can provide suitable evidence of proof if required.**

**I/We understand that any misuse of the free meals system may result in the Students entitlement to free meals being withdrawn.**

**Student Name: ­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed by Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian/Carer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed by Parent/Guardian/Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office Use Only**

**Date Application Received: …………………………………….**

**Application Status - Evidence received**

**Complete: Yes No**

**If incomplete please give more information on evidence required/action taken:-**

**……………………………………………………………………………………………………………………….**

**……………………………………………………………………………………………………………………….**

**Date: …………………………… Staff Signature………………………………………………………..**

**Allocation of Funding – Please complete relevant section**

**Vulnerable Bursary Total Amount Awarded £**

**Discretionary Bursary Travel/ Other Costs Awarded £**

**Travel Bursary Monthly Travel Costs £**

**Other Costs £**

**Date Decision Letter Sent**: **……………………………………………..**

**Bank Details Entered on Yorpay: ……………………………………..**

**Staff Signature:……………………………………………………………**