Please complete all relevant sections of the form with income evidence (if applicable) to: Sadie Paradise Student Experience Manager, The Walled Garden Moreton, Dorset, DT2 8RH, email [sadie@employmyability.org.uk](mailto:sadie@employmyability.org.uk) or telephone: 01929 405685.

|  |  |
| --- | --- |
| Personal details | |
| Full Name |  |
| Date of Birth |  |
| Address |  |
| Email |  |
| Contact number |  |
| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Days attending | Mon |  | Tues |  | Wed |  | Thurs |  | Fri |  | | |

**Area of bursary request (please use Bursary Guidance notes)**

|  |  |  |  |
| --- | --- | --- | --- |
| Free lunch meals – if eligible. Only available on days you are funded to attend college | |  |  | | --- | --- | | Number of days |  | |
|  | Amount of bursary requested (see guidance for maximum amounts) |
| Travel costs (bus / train / fuel) | £ per day |
| Books / equipment / uniform / footwear (boots / steel toe caps) | £ |
| Trips / Educational visits | £ |
| IT Equipment required to support learning | £ |
| OTHER – please specify | £ |
| Total | £ |

**Household Income**

You must provide evidence that you live in a household which has a household income of less than £25,000. Please indicate which form of evidence you are providing:

I live in a household which is in receipt of a means tested benefit and I have provided the required evidence.

**Benefit Evidence (tick)**

|  |  |
| --- | --- |
| Job Seekers Allowance |  |
| Employment Support Allowance |  |
| Universal Credit or equivalent |  |
| Council Tax Reduction |  |
| Other – please specify and provide evidence |  |

I live in a household with an income of less than £25,000 net per year and I have supplied the evidence for each adult who lives in the household.

**All evidence provided should be within the last 3 months.**

**Bank Account Details – where you would like the Bursary to be paid**

|  |  |  |  |
| --- | --- | --- | --- |
| Bank Name |  | Name of account holder |  |
| Sort Code |  | Account Number |  |

**Upon approval – you must provide receipts for purchases made with your bursary**

**Exceptional Bursaries**

If your household income is higher than £25,000 per year and you are requesting a bursary – please use the box below to explain your specific circumstances. Please give us details on the financial support you need.

|  |
| --- |
|  |

**LEARNER DECLARATION**

**By signing this form, I confirm that:**

•All the information provided is correct

•I understand that all bursary payments must be spent on what its been approved for

•I will notify the College in advance of any changes in my circumstances

Please check that the application form is complete and that all relevant documentation has been included. If the form is incomplete or documents are not provided this will delay your application.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |

**OFFICE USE ONLY**

**Evidence provided and checked**

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |

**Bursary Application Outcome**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Yes |  | No |  | Please detail the reason below |
|  | | | | |

**Approval or refusal communicate to the student via:**

|  |  |
| --- | --- |
| Letter |  |
| Email |  |
| Other |  |

**Guidance Notes**

The Discretionary Bursary Fund aim is to support learners who are facing financial hardship enabling them to continue with their learning.

The fund can cover the cost of items such as:

|  |
| --- |
| ~Free lunch meals – if eligible. Only available on days you are funded to attend college |
| ~Travel costs (bus / train / petrol) |
| ~ Books / equipment / uniform / footwear (boots / steel toe caps) |
| ~Trips / Educational visits |
| ~ IT Equipment required to support learning |

The fund is limited and therefore awards are on made on the basis of need and on a first come first served basis.

**Who is eligible for funding?**

In order to be considered for funding you must have a combined household income below £25,000 per annum, you will need to provide proof of income for **all** adult members of the household (that is those over 18 and not in full time education). If you do not meet the eligibility criteria, you can apply for an Exceptional Hardship Bursary using the application form and detailing your request and reason for the request.

**What Support is Available?**

**Travel Bursary:** We can help with the cost of travel for the days you attend college (if you are not funded for a taxi by your Local Authority), which would usually mean the reimbursement of public transport fares and/or parking costs.

**Materials Bursary:** The cost of materials needed for your course could be covered by the fund. This includes art materials, books, stationery, and other materials necessary to complete your course. The costs will be reimbursed on the submission of receipts. If you cannot afford to purchase the required materials, we may be able to purchase them on your behalf

**Online Learning Support:** If you are unable to participate in online learning because you do not have internet access at home or do not have a suitable device to complete the necessary online course work, we may be able to support you during your course with: -IT Device and / or costs of internet access as long as online learning is a requirement of your course.

**Exceptional Hardship Bursaries**

If you do not meet the criteria above but are experiencing exceptional hardship due to your current circumstances, then we will consider your application on a case-by-case basis.

**What evidence of income is required?**

If you live in a household which is in receipt one of the benefits below, you will be asked to provide your letter or Universal Credit Statement confirming the benefit (which must be dated in the last three months). Eligible benefits are:

~Job Seekers Allowance

~Employment Support Allowance

~Universal Credit

~Housing Benefit

~Council Tax Reduction

~Other benefits specified on your application form

If you are unable to provide an up-to-date letter, then a current bank statement showing the payments made into your bank account may be accepted if used in conjunction with an out-of-date official document.

If you are not in receipt of benefits but have a household income below £25,000 you will need to provide proof of income for **all** adult members of the household (that is those over 18 and not in full time education). Proof of income includes:

~Current Council Tax Bill or Tenancy Agreement

~Bank statements for the past three consecutive months for each adult

~Payslips for the past three consecutive months for each adult.

If you are self- employed, we may accept a personal tax calculation from HMRC, self-assessment tax return, or annual tax summary.

**How do I apply?**

Please complete the Bursary Application Form and send (either post or drop into reception (Moreton campus only) with original copies of your required evidence to: Sadie Paradise EMA The Walled Garden, Moreton, Dorset DT28RH, email: [Sadie@employmyability.org.uk](mailto:Sadie@employmyability.org.uk)

Your application will be assessed and if we agree to award you funding, you will be notified in writing with details of the amount, what the funding is for and how it will be provided.

Decisions on bursary applications are usually made within two weeks of the receipt of the application form. The offer of support will also include all of the terms and conditions which you will asked to comply with in order to receive the funding. Applications can be made each full term.