

South Devon College Bursary Fund Application 2019-2020

For all ages, excluding Apprenticeships & Higher Education
 For those with an earned household income (before tax) of:
Under £21,000 = Bursary Fund support including course materials (if applicable)
£21,000 to £25,000 = Travel support ONLY

Learner Details:	
Learner Name:	Learner ID Number: <i>(If known)</i>
Address:	Date of Birth:
Postcode:	Age at start of course:
Email:	Phone Number:

Name of Course:
Level of Course, if known:

Learner Type: <i>Please circle</i>	14-16 Home Educated*	South Devon High School*	Aged 16-18	Aged 19+
Travel support ONLY & learner must live more than 2 miles from campus				
Residency:	Have you been resident in the UK or EU for the last 3 years?		Yes / No	
Citizenship:	British Citizen	EU/EEA Citizen	Asylum Seeker	Refugee
Other: _____				
Learner EHCP:	Does the learner have an Educational Health Care Plan?		Yes / No	

Learner Circumstances:	
Who does the learner live with? Parent/Guardian(s) Partner Alone Other _____	
Does the learner have any dependent children? Yes / No	
(16-18 Only) Care Circumstances:	
Has the learner ever been in care? Yes / No	Social Worker Name:
	Social Worker Number:
Is the learner a young carer? Yes / No <i>(Do they help to care for a parent/family member?)</i>	Social Worker Email:
	If yes, for who? _____
We liaise with local Young Adult Carer (YAC) organisations to receive confirmation of this - Are you happy for us to share bursary application information with YAC?	<input type="checkbox"/> Yes, please liaise with YAC
	<input type="checkbox"/> No thank you

Apply Online! You can now apply & track your application directly through the website!
 Or, post with photocopied evidence to; Helpzone, South Devon College, Long Road, Paignton TQ4 7EJ
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Adult 19+ Course Fees - If this section is not completed, we will assume no support is required

If studying a Level 1 or 2 course, are you expected to pay for your tuition & exam fees?

If studying a Level 3-6 course, have you applied for an Advanced Learner Loan to support your fees?



Evidence of household income

****YOU MUST PROVIDE EVIDENCE OF INCOME FOR ASSESSMENT****

Applications submitted without supporting income evidence will not be assessed

We will assess for Free College Meals based upon the evidence provided

DO NOT WAIT, if you are unsure what evidence you can provide, email funding@southdevon.ac.uk



Please provide evidence of household income to support your application. This must be dated within 6 months, or the application will not be assessed. Examples of evidence types include:

* **Full** Tax Credit Award Letter * **Full** Housing Benefit Award Letter * P60 for 2018/19 * 3 months wage slips
* **Full** Universal Credit Award Letter * Income Support letter * Job Seekers Allowance letter * **Full** Employment Support Allowance Award Letter * Self-Employed earnings/profit official accountants letter

Please outline details of earned household income here and provide supporting evidence:
(Parent(s), guardian(s), partner, live alone, aged 19+ but financially supporting yourself?)

Assistance with Travel - By applying for transport, the learner is agreeing to abide by the SDC Transport Code of Conduct (See Website for full document) Failure to comply will result in the pass being revoked

To arrange travel support, South Devon College may need to send the learner's name, date of birth, address and photo to Devon County Council or Torbay Council's Transport Team. This information will be sent securely and will not be used for any purpose other than to order your travel pass.

Do you consent to this information being used & processed, as described above?

Yes - Please securely share my details to order my transport

No - Please note: if you require a travel pass/taxi but select 'no', we won't be able to order this

Consent for College to share data with council: Learner/Parent/Guardian to sign.....

Which type of support do you require?

Please tick

SDC Stagecoach Dayrider Bus Pass	
SDC Stagecoach Dayrider Bus Pass + Ferry Pass (Dartmouth Learners)	
SDC Stagecoach Explorer Bus Pass (Must live in Explorer Zone)	
DCC Kingsbridge Coach Pass (Kingsbridge, East Allington, Halwell, Harbertonford)	
Devon County Council Taxi (You must apply directly to Devon County Council)	
Torbay Council Taxi (Please indicate here & we will send you the form)	
Petrol Allowance (19+ only and based on individual mileage and timetable)	

Childcare Assistance: Please note that if you are **under 20 at the start of your course**, you must instead apply for your Childcare through Care to Learn; <https://www.gov.uk/care-to-learn/overview>

*All Childcare providers must be OFSTED registered

*If your child is eligible for LEA funded sessions, these **must** be used first, you may then apply for additional support, if required

*All payments are made directly to the childcare provider by BACS each month. These payments are dependent upon your attendance

*Retainer and holiday cover costs **cannot** be covered by the fund and must be paid for in full to the provider by yourself. This can only cover costs for **your timetabled lessons during term time.**

Child's Name(s)	Date of Birth(s)	Age

How many days per week will you require bursary support for childcare?

Childcare Provider Details: *(Nursery, child minder or after school club)*

Provider Name:

Provider's OFSTED Registration Number:

Provider Phone Number:

Provider Email Address:

Provider Address:

Provider's Rate: £ _____ per _____ Day / Hour / Session

Is your child eligible for LEA funded/free sessions? Y / N

If so, how many per week?

Bank Details: (These could be the learner's bank details, or a parent's/guardian's)

Please provide details so that payment can be made to you direct (if applicable)

Sort Code: _ _ / _ _ / _ _

8 Digit Account Number: _ _ _ _ _ _ _ _

Person's name on bank card

Additional Comments: *(Is there anything else you would like us to take into consideration)*

Your Declaration: *(Please read carefully)*

- I declare that the information on this form is correct to the best of my knowledge
- I understand I am to advise the Fund Administrators of any change in my financial circumstances
- I understand that I am only eligible for help if I am a current student at South Devon College
- I understand and accept that my data may be shared with other agencies & organisations in relation to the administration of this scheme, but will not be used for any other purposes.
- I understand that giving false or misleading information may result in action taken against me and may jeopardise present and future applications
- I understand that instalments for travel and childcare awards may be withheld if my attendance drops below the minimum requirements
- I understand that South Devon College is under a duty to protect the funds it administers and to this end may use the information provided on this form to prevent and detect fraud
- I understand that I will not be eligible for funds if I have outstanding debts to the college
- **If I withdraw from my course, I will be required to repay my award to the fund**
- **If I withdraw from my course, I will be required to return any travel pass issued**



****THIS FORM MUST BE SIGNED OR WILL NOT BE ASSESSED****

Learner/Parent/
Guardian Signature: _____

Dated: _____

Helpzone Use Only

Fund:

14-16 Home Ed / High School / 16-18 DB / 19 Riser DB / 19-24 EHCP DB / 16-18 GB

CDF / Apprentice Care Leaver / LSF / ALLB / REJECTED

Entitled to Meal Credits?	No	16-18 EFA	16-18 DB	19+ Riser	19-24 EHCP
Course Materials	Department / Learner				
DBS	Department / Learner				
Uniform	Department / Learner				
Travel Type & Cost					
Exam & Tuition Fees	Exam Fee: £		LSF Support: £		
_____ % Support	Tuition Fee: £		LSF Support: £		
Childcare / GB Calculations					
Authorised by:	Date:				