

South Devon College Bursary Fund Application 2018-2019



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:	Level 1	Level 2	Level 3-1 st Year	Level 3-2 nd Year

Learner Type: <i>Please circle</i>	14-16	South Devon	Aged 16-18	Aged 19+
	Home Educated*	High School*		
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

Household Income: *Aged 14-24, living with parent/guardian, we only assess parent/guardian income
 *Aged 25+, living with parent/guardian, we assess the learner's income only
 *If learner doesn't live with parent/guardian, we assess learner's income (+ partner's if living together)
 16+ Free College Meals entitlement will also be assessed, based on the Government benefits you receive
**** Evidence must be submitted or the form will be returned****

Week/month amount

Job Seekers Allowance, Housing Benefit or Pension Payments (Provide all pages of award(s), dated within 6 months)	£
Employment Support Allowance AND Personal Independence Payments (Provide all pages of award(s), dated within 6 months)	£
Income Support or Universal Credit (Provide all pages of award, dated within 6 months)	£
Working Tax Credit (Provide all pages of award, dated within 6 months)	£
Child Tax Credit (Provide all pages of award, dated within 6 months)	£
Earned Household Income (3x monthly wage slips or P60)	£
Self-Employed Earnings (Official letter from accountant or self-assessment official award letter showing last year's earnings)	£ (earned in 2016/17)

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?
 Age 19-23- Do you already hold a Full Level 2 qualification? (5 GCSE's A-C count as a Level 2 qualification)
 Age 19-23- Do you already hold a Full Level 3 qualification? (2 A-Levels/4 AS count as a Level 3 qualification)
 If studying a Level 3-6 course, have you applied for an Advanced Learner Loan to support your fees?

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: _ _ _ _ _ _ _ _

Account in name of:
(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 eligible for help from this fund only 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

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:				