

For office use only

Date received

# Student Bursary for 16-18 year olds 2020/21



TRAFFORD  
COLLEGE

## 1. Will you be under 19 on 31st August 2020 or aged 19-24 on 31st August 2020 AND have an EHC plan?

- Yes ▶ **Go to question 1**  
 No Do not fill in this form. Ask for a 19 plus Learner Support Form – available from Learner Services

## Section 1: Student's Personal Details

<b>First names:</b>	<b>Surname:</b>
<b>Address:</b>	
<b>Postcode:</b>	<b>Date of Birth:</b>
<b>Telephone (Landline):</b>	<b>Mobile:</b>
<b>Email:</b>	
▲ Make sure you enter your email correctly as we may correspond with you using your email address.	

## Section 2: Course Details

What is the **FULL TITLE** of the course you have applied for starting in September 2020?

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Please note it is important that you write the correct full name of the course you will be studying. e.g. BTEC Level 3 Extended Diploma in Travel and Tourism not just Travel and Tourism. If you have received an offer letter it will be on this.

At which College Site will you be studying?

- Altrincham Campus  Stretford Campus  Other

## Section 3: Travelling to and from Trafford College

▲ Please make sure you have filled in your postcode in Section 1.

Do you intend to use an 'Our Pass' for journeys to and from college? (see bursary guidelines)

- Yes  No

'Our Pass' Number: .....

Did you have an Our Pass in the academic year 2019/2020?

- Yes  No

If yes please enter your Our Pass number above

If you will not be using an 'Our Pass' for journeys to and from college, please select one option below that covers your main transport method:

- Bus (outside of 'Our Pass' Area)  Walk  Bicycle  Metro  Train

## Section 4: Free School Meals Entitlement

Were you entitled to receive Free School Meals on 1 April 2020?

- Yes  No

## Section 5: Student's Personal Details

**Are you (the student) a parent yourself who is mainly responsible for a least one child for whom you claim child benefit?**

Yes  No **▲** Please provide evidence of your receipt of child benefit.

Please read through the statements below and tick the one which applies to you (please tick one box only)

<b>A</b>	<input type="checkbox"/> I claim Income Support or Universal Credit in my own right because I live independently or financially support someone living with me such as a child or partner <b>▶ Please go to Section 6</b>
<b>B</b>	<input type="checkbox"/> I am in the care of the Local Authority, a care leaver or living with foster parents Name of social worker ..... Contact Number ..... <b>▶ Please go to Section 6</b> <b>▲</b> If this is a private foster care arrangement please tick box E
<b>C</b>	<input type="checkbox"/> I claim Employment and Support Allowance <b>or</b> Universal Credit <b>as well as</b> Personal Independence Payment or Disability Living Allowance. <b>▶ Please go to Section 6</b>
<b>D</b>	<input type="checkbox"/> I (the student) consider myself to be a Young Carer and am registered with a local carer organisation <b>▲</b> A young carer is a young person who looks after a family member because they have an illness or disability, or has a drug/alcohol addiction. <b>▶ Please go to Section 6</b>
<b>E</b>	<input type="checkbox"/> I live independently <b>▲</b> My circumstances are not any of those described above. If you have ticked this box – We will require additional evidence that you live independently. Please contact Learner Services by emailing <a href="mailto:julie.manning@tcg.ac.uk">julie.manning@tcg.ac.uk</a> .
<b>F</b>	<input type="checkbox"/> I live with at least one of my parent(s)/ carer(s) or guardian(s) who is mainly financially responsible for me. <b>▶ Please ask your parent(s), carer(s)/guardian(s) to fill in Section 7 and 8</b>
<b>G</b>	<input type="checkbox"/> I live with my spouse or partner. <b>▶ Please fill in Section 7 and 8 with your spouse or partner</b>

## Section 6: Evidence Required if you have ticked Boxes **A**, **B**, **C** or **D**

If you have ticked boxes **A**, **B**, **C** or **D** please fill in this section.

Personal Circumstances	Evidence Required	Please tick to confirm evidence enclosed
In receipt of Income Support or Universal Credit <b>and</b> live independently <b>or</b> financially support someone living with you - e.g. child or partner.	Up to date award letter which states entitlement to Income Support. <b>or</b> Up to date Universal Credit Statement which shows your current monthly income. We may also ask for evidence of living independently - e.g. a tenancy agreement in your name.	<input type="checkbox"/>
In care of Local Authority, Care Leaver, Living with foster parents (not a private foster care arrangement).	A letter from your Local Authority which confirms this.	<input type="checkbox"/>
In receipt of Employment and Support Allowance <b>or</b> Universal Credit <b>as well as</b> Personal Independence Payment or Disability Living Allowance.	Up to date award letter which states entitlement to Employment and Support Allowance <b>or</b> Up to date Universal Credit statement which shows your current monthly income <b>and</b> letter showing receipt of Personal Independence Payment or Disability Living Allowance	<input type="checkbox"/>
Registered Young Carer	Letter from your local Carer Organisation which confirms you are registered Young Carer	<input type="checkbox"/>

**▶ IF YOU HAVE FILLED IN THE ABOVE BOX GO STRAIGHT TO Section 9 - THE DECLARATION AT THE END OF FORM**

## Section 7: Household Details

Please enter details of Student's Parent(s)/Carer(s)/Guardian(s) or Spouse/Partner as applicable in table below. If you live with both parents/carers/responsible adults, please enter both their details.

<b>Adult A</b>	<b>First name</b>	<b>Surname</b>
	<b>Relationship to Student</b>	

<b>Adult B</b> (if applicable)	<b>First name</b>	<b>Surname</b>
	<b>Relationship to Student</b>	

## Section 8: Household Income Details

Please tick all boxes which apply to your household and show your current financial circumstances.

Do not include any money the student may be earning from part time employment

**⚠ Do not hand this form in without the correct evidence**

Income/Benefit	Evidence Required	Tick to confirm evidence enclosed with application
Working Tax Credit and/or Child Tax Credit	All pages of your new 2020/2021 Tax Credit award notice or Final 2019/ 2020 tax credit award notice which correctly states your income for 2019/2020 or your Annual Review For Year Ended 05/04/2020.	<input type="checkbox"/>
Universal Credit	Your Three Most recent Universal Credit statements from DWP which state your monthly income.	<input type="checkbox"/>
Earnings from Employment	We need one current wage slip from each person who is working.	<input type="checkbox"/>
Earnings from Self Employment	Self - Assessment Tax Calculation for 2019 - 2020 (Form SA302).	<input type="checkbox"/>
Council Tax	Council Tax bill showing 25% single person discount (if you are the only adult in the household) <b>and</b> you are <b>not</b> providing Tax Credit Award or Universal Credit Award.	<input type="checkbox"/>
Income Support	Recent award letter dated within 3 months which states entitlement to Income Support.	<input type="checkbox"/>
Job Seeker's Allowance	Recent award letter dated within 3 months which states entitlement to Income based or Contribution based Job Seekers Allowance.	<input type="checkbox"/>
Employment and Support Allowance	Recent award letter dated within 3 months which states entitlement to Income Related or Contribution based Employment Support Allowance.	<input type="checkbox"/>
Guarantee Element of Pension Credit	Recent letter from the pension service dated within 3 months which states entitlement to Pension (guarantee) Credit.	<input type="checkbox"/>
Support Under Part VI of the Immigration and Asylum Act 1999	Arc Card and Asylum Support letter or Section 4 - Support Grant letter.	<input type="checkbox"/>
Carer's Allowance	Recent award letter dated within 3 months which states entitlement to Carers Allowance.	<input type="checkbox"/>
Incapacity Benefit	Recent award letter dated within 3 months which states entitlement to Incapacity Benefit.	<input type="checkbox"/>
Bereavement Allowance	Recent award letter dated within 3 months which states entitlement to Bereavement Benefit.	<input type="checkbox"/>
State, Occupational or Personal Pension	Recent award letter from DWP or letter from relevant organisation dated within 3 months which shows the amount of payment received.	<input type="checkbox"/>
Any income (Do not include Child Benefit, DLA, PIP or Attendance Allowance)	We need to know if you have any income other than those listed above. If you have, please provide relevant evidence.	<input type="checkbox"/>

► **NOW GO TO Section 9 - THE DECLARATION AT THE END OF THE FORM**

## Section 9: Declaration

**DECLARATION BY: Parent(s)/ Carer(s)/Guardian(s) Responsible for Student  
Student's Spouse or Partner  
Student**

**Please make sure you have read the declaration below as by filling in and handing in this application form to the college you are agreeing to the following conditions:**

**You confirm that:**

You have read and understood the guidelines which accompany this application form.  
You have filled in all applicable sections and enclosed all necessary evidence.  
The information that you have given on this form is – to the best of your knowledge – correct and true.  
You will inform the College in writing of any change to your circumstances.

**You agree that:**

Trafford College can process your personal data contained in this form along with supporting evidence provided as well as on your Student Learning Agreement in order to assess your eligibility for a Student Bursary. If you have given personal information relating to anyone else on this form you have obtained their permission to do so.  
Your information where relevant will be shared with 3rd party organisations. Application forms and associated evidence is stored securely on campus: for learners studying off site this data will be stored at one of our main sites (Stockport, Trafford or Stretford).

**You understand that:**

You are applying for Public Funds and that you may be committing a criminal offence if you omit to disclose any information that may affect your application.

**You undertake to:**

Repay any award that the student is not entitled to or any amount of money/equipment which has been issued if the student withdraws from their course.

**You understand and accept the following conditions regarding payment of bursary funds**

16-18 Bursary Fund payments to eligible students will only be made if the student has good attendance and behaviour and is making satisfactory academic progress (for example handing in work set on time). If the above conditions are not met payment will **not** be made.

### General Data Protection Regulations Agreement

Please tick **one** of the following options:

I have read and understood the GDPR statement and I agree to the holding and sharing of my data in relation to this application.

I don't agree to the holding of my data in relation to this application and sharing it for funding purposes

Parent/Carer/Guardian Name (please print)

Date

Signature

Student Name (please print)

Date

Signature

## Please go to part 2 of the application form: Your Bank Details

Alternative formats of this application form are available on request

**Is there anyone I can talk to if I need help with any aspect of my application?**

**Yes, you can contact the College's Financial Support Officer at:**

**[julie.manning@tcg.ac.uk](mailto:julie.manning@tcg.ac.uk)**

**⚠** If you email a contact number and the nature of your enquiry, a Financial Support Officer will contact you.

All application forms can be returned **by post** to our Altrincham Campus.

### FREE POST TRAFF COLLEGE

**You do not need to pay postage. Please address your envelope exactly as above - DO NOT WRITE ANYTHING ELSE ON YOUR ENVELOPE**

If possible, please send photocopies of evidence, however any original evidence documents will be returned if you have clearly indicated that you want them to be returned.