

Banking

Payments for equipment will generally be made directly to suppliers. Other payments will be made by BACS directly into your bank account. This information will be securely stored and later destroyed.

Please ensure your bank account accepts BACS payments. **Please provide evidence of your account number with your application.**

Student name:	Student ID:
Name on account:	Bank/building society:
Sort code:	Account number:

Office use only

Received:	Total annual income verified:
Bank details verified:	Enrolment verified:
Allocation awarded: 16-18 Discretionary Bursary / Travel Pass / College Bus Service / Other Travel / Equipment / Trips / Child Care / Advanced Learner Loan Bursary / Free Meal Allowance / Young People's Bursary	
Signed:	
Dated:	Letter sent:

Additional notes:

Student Bursary Funding Application 2020-21



Before you complete this form please read this information carefully. You must complete all sections or we will not be able to assess your entitlement to financial support. Where we ask for documentary evidence, you must provide this when you bring your application form in to the Learner Services (evidence e.g. income evidence, Student ID Card, original bank details).

Please note: DO NOT post this form to the College, you must bring this form and other documentary evidence required to the Learner Services to enable us to fully assess your application. This process may take several weeks. You will receive confirmation of this assessment by letter.

Personal Information

Forename:	Surname:
Course Name:	
Student ID:	Please note: Proof of address required.
Address:	
Contact Number:	Email:
Date of Birth:	Age at 31 August 2020:

What funding do you wish to apply for? (see information and guidelines)

- 16-18 Discretionary Bursary
- 16-18 (independent young people) Young People's Bursary
- 16-18 Meal Allowance
- 19-25 Meal Allowance (LDA or EHC Plan)
- 19+ Bursary (those in receipt of an Advanced Learning Loan – please provide evidence of your loan)
- Course Equipment/Educational Trips
- Childcare (additional form also required) – aged 20 or over
- Travel – please tell us how you travel to college (circle below)
- Arriva Bus / College Bus Service / Car / Other (please specify _____)

Have you been resident in the UK for the last 3 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you live with, or are financially dependant on, parents/guardian/partner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a young parent (under 19)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a young carer? If yes please specify for whom in comments box on page 3.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Who you live with

Please list below the names of the people living in your household, apart from yourself. Write 'not applicable' if you live alone.

Name of person:	Age:	Relationship to you:

Household income

This section relates to any earned income and/or benefits that the household you live in receives. **You will need to provide documentary evidence of this income** (P60, TCAN 2019, recent benefit entitlement letter dated within the last 6 months) when you return your completed application to the Learner Services.

Are you or any member of your family claiming any of the following benefits? (tick all that apply):

- Income Support Income-based JSA Income-related ESA Guarantee Pension
- Working Tax Credits Child Tax Credits (gross income of less than (£16,190) Credits Universal Credit
- Support under part VI of the Immigration and Asylum Act 1999

Do you or any supporting parent/guardian/partner have any income from employment? Yes No

If yes, please give details:

Gross Annual Income (you):

Gross Annual Income (supporting partner/guardian/partner):

Payments

Student Bursary payments will begin as soon as we have verification from college registers. Travel and child care will be assessed in the first instance. Further payments will depend on satisfactory attendance of 90% or more on the course.

Once receiving support you must notify the Learner Services of any change in circumstances:

- Switching to another course
- Timetable changes
- Changes in your family's financial circumstances
- Leaving your course before completion
- Changing your address
- Changing your bank account

Declaration

- I understand that instalments for travel and child care awards may be withheld if my attendance drops below the minimum requirements.
- I hereby undertake to attend regularly and to complete my course.
- I must notify Learner Services of any change in circumstance or course, that may affect my eligibility.
- I understand the monies I receive has been awarded to give me financial assistance to support my studies/training at West Lancashire College, and should be spent appropriately.
- I understand I will not be eligible for funds if I have outstanding debts to the college.
- I understand receiving payments is subject to me continuing as a student at West Lancashire College.
- I understand I must have acceptable attendance over each payment period to receive that payment.
- I recognise false statements may lead to withdrawal/refusal of support and may leave me open to prosecution.
- I understand I will be allocated one meal per full day in College if I receive the meal allowance.
- If I withdraw from my course, I will be required to return any travel pass issued.

Signed:	Date:
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This form must be signed or will not be assessed. If you have any queries, please call in to the Learner Services telephone 01695 52393, or email ask-the-adviser@westlancs.ac.uk

Please add any additional comments that you feel have not been covered in this application: