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| Student name: Ad number: (last 6 digits of card number) |
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**ASFC Bursary Application Form 2025/2026**

**You are eligible to apply for an ASFC bursary if:**

* You have enrolled on a full-time course at ASFC in the academic year 2025/2026
* You are aged 16 to 19 years (**under 19 on 31st August 2025**)
* You are aged 19 or over at 31 August 2024 and have an Education, Health and Care Plan (EHCP)
* You are aged 19 or over at 31 August 2024 and continuing on a study program you began aged 16 to 18 (‘19+ continuers’)
* You satisfy the residency criteria (please see Procedures and Guidelines)

Office use only:

Date received:

EMA number: 3 3 5 0 7 \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_

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**Application Process**

In order to assess your application, we will need you and your parents/carers (except where you are an independent student) to provide us with evidence of your financial and living situation. You MUST provide **full** details of the income of any adults in your household. Failure to include this information with appropriate documentation will mean that it is not possible to process your application. We will deal with your application in the strictest confidence and any personal information provided will remain private and be stored securely. Please see the privacy notice in the guidance notes for further information.

Where evidence is requested, we require clear, high-quality copies. **Please do not send original documents**. We **do not have the facility to photocopy** these and they will be returned to you for photocopying which will delay your application and may mean you will miss the closing deadline. Any applications that do not have any evidence attached will be deemed incomplete and placed at the bottom of the pile.

**Bursary Awards**

Each bursary award will be dependent on each student’s circumstances and programme of study and what cost each subject incurs. **Students will not be awarded a set amount of funding or a flat rate of payment on a weekly basis.** The bursary fund is intended to help students with the essential costs of participating in their study programme and to overcome the financial barriers to education by funding things like essential books/materials, transport costs where appropriate, activities that are essential to their study programme and university open days and trips. Initial admin fee of £10 cost for Our Pass will be reimbursed.

**What is a bursary?**

The bursary fund is there to provide financial support to students aged 16 to 19 to help them overcome barriers to continuing in education or training. It is not a weekly payment. It can help with the cost of travel, books and equipment (only if required by the course), lunch on placement days. We have loan laptops available for those students who do not have IT equipment at home. Here is an example of what the bursary can help with for each subject area:

Calculators

We have loan Casio 991fx calculators for students studying Maths, Core Maths, Further Maths, Business and Physics.

English

We can provide set texts for each English subject if they are required for annotation. If annotation is not essential, please speak to the library or the department to arrange loan books.

Science

Some science subjects require you to obtain certain textbooks – usually around £12 each. We can reimburse for these once you provide us with the receipts.

Sport

We can reimburse the cost of the CITC kits once purchased. Please keep hold of the receipt for this if you wish to be reimbursed.

Geology and Geography

We can help with the cost of walking boots which are a requirement of these courses. We can also reimburse the cost of the field trip (if there is one) as this is a mandatory element of the course.

Art

We can help with the cost of all art supplies required for each Art subject. In the first instance, always ask the department for any equipment required. If you require something that is not provided by the department, please retain receipts in order to be reimbursed for the items.

Drama

We can reimburse the cost of the mandatory theatre trips that you are required to attend as part of the course.

T Levels

We can reimburse the cost of the uniform that you are required to wear on placement as part of your course.

Trips

In order to be reimbursed for a trip, the trip must be a mandatory requirement of the course. So, simply put, if it is not an essential trip and just a “fun” trip or enrichment – the bursary cannot fund this.

Exam Re-sits

If for any reason you are required to re- sit an exam, the bursary will reimburse you for the cost of the resit. Only in extreme circumstances, if you cannot pay upfront, the bursary fund will internally pay for this.

Revision guides

In some subject areas, students will be recommended study materials in order to help achieve the best grades possible. Please speak to your teachers about which ones they recommend and email the bursary officer to order these.

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There are two types of Bursaries:

**For defined vulnerable groups:**

The students who meet specific criteria may be eligible for a bursary of up to £1,200 per year, subject to needs. Although a young person may be eligible for a bursary because they are in one or more of the defined vulnerable groups listed below, some may not have any financial need. This might be because their participation needs are already supported and/or because there are no relevant costs. This will be discussed after the application has been processed.

Eligible students for this category are:

1. In care or are care leavers
2. Receiving Income Support or Universal Credit because they are financially supporting themselves/someone who is dependent on them and living with them, such as a child or partner
3. Receiving Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in their own name, along with Employment Support Allowance (ESA) or Universal Credit.

**Discretionary Bursary:**

This bursary is awarded to those who require help and is based on individual need and circumstances. Students who live in a household whose gross income is less than £35,000 and can provide proof of this will be eligible. Proof required:

1. 3x full Universal Credit Statements – not just the top sheet or a list of awarded amounts.
2. P60 or P45 – whichever is relevant
3. If it’s a single adult household, a Council Tax discount letter.
4. For self-employed, please fill out the form on page 9.

We also encourage students to apply if they may or may not be in the above categories but who are experiencing significant financial hardship due to current/changed circumstances or with an exceptional situation. If you are applying for this, please attach a supporting letter to outline your situation.

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| Name of student: | **First name(s) PLEASE PRINT** | **Surname PLEASE PRINT** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of birth (day/month/year) | D | D |  | M | M |  | Y | Y | Y | Y |

|  |  |
| --- | --- |
| Address 1 |  |
| Address 2 |  |
| Town / City |  |
| Post code |  |
| Telephone No |  |
| Mobile number |  |
| Email |  |
| Nationality |  |

**RESIDENCY**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| UK |  |  | EU/EEA/Swiss nat. | |  |  | Settled status | |  |
|  |  |  |  |  |  |  |  |  |  |
| Other |  |  | Please state .................................................... | | | | |  |  |

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| **What is your course of study at ASFC?**  List the subjects (e.g. Psychology, Biology, Art, Dance or e.g. BTEC First Diploma in Business)  ............................................................................................................................................................................................................................................................................................................................................................................................................ | | | |

**Do you have any siblings who are attending ASFC?** Yes/No

**If yes, please state their name and Admin Number:** ……………………………………………….

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**Which type of bursary are you applying for?**

**Please tick**

**I am in a defined vulnerable group and I have attached the proof with this application**

**I live in a household below the threshold of £35,000 and I have attached all relevant**

**proof of household income**

**I do not fit into the above categories but I have attached a supporting letter**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Household income**  **Are adults in your household in receipt of any of the following benefits:**   |  |  |  | | --- | --- | --- | |  | **ADULT 1** | **ADULT 2** | | **Income Support / Universal Credit** |  |  | | **Jobseekers Allowance** |  |  | | **Employment & Support Allowance** |  |  | | **Personal Independent Payment** |  |  | | **Disability or Carers Allowance** |  |  | | **Child Tax Credit** |  |  | | **Working Tax Credit** |  |  | | **Pensions** |  |  | |
|  |
| |  |  | | --- | --- | | What is your **gross annual income**, without Tax Credits |  | |  |  | | **Answer Yes or No to questions below, do not tick box** |  | | Do adults in your household have any savings/investments, remunerations or dividends?  If so, please provide full details. |  | | Do adults in your household have any other income / job not stated above? Please provide full details |  | | Do adults in your household have any property income? If so, please provide full account details and property value. |  | | Do adults in your household own, are directors in or have controlling interest, or any interest in any company or business or partnership? Please give full details. |  | |
| |  |  |  | | --- | --- | --- | |  | YES | NO | | Do adults in your household receive Housing Benefits? |  |  | | Do adults in your household pay Council Tax? |  |  | |

# HM GovernmentSelf-employment declaration form

**Please only complete this page if you are self employed**

**Free meals in further education (FMFE) – self-employment eligibility declaration form**

This form is for completion by self-employed parents claiming FMFE eligibility for the student. Parents should provide evidence demonstrating that they are in receipt of Universal Credit (such as their Universal Credit award letter), that they are self-employed (such as their company registration form or tax return) and that their net earned income has not exceeded either £616.67 over the previous month, £1,233.34 over the previous two months, or £1,850 over the previous three months. This evidence should take the form of monthly accounts, like those provided on a monthly basis to DWP, supported by actual receipts where requested.

**Universal Credit eligibility**

I have attached evidence proving that I am in receipt of Universal Credit **Y/N**

**Self-employment status**

I have provided evidence proving that I am self-employed **Y/N**

**Earnings**

I have provided evidence that my net earnings over the period \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_ were £\_\_\_\_\_\_\_\_ **Y/N**

(If net earnings for the latest month exceed £616.67, fill out details for the latest two months. If net earnings for the latest two months exceed £1,233.34, fill out details for the latest three months)

**Declaration**

I certify that the information I have provided is complete and correct and understand that it is fraudulent to give false information. I agree that the information provided with this form can be used to check the student’s for FMFE.

**Printed Name**:

**Signature**:

**Date**:

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**To be completed by all applicants:**

* I declare that all the answers given in this form are true.
* I have read the guidance and accept the conditions of any bursary awarded to me.
* I understand that if I give false information or withhold information my application will be cancelled and action will be taken, where appropriate, to recover any money paid to me.
* I accept that I will need to refund any sum arising from an overpayment for any reason.
* I understand that, if I do not keep to the conditions of my learning agreement, payments may be withheld.
* I understand that, if I leave college, I will not be entitled to further payments.
* I understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. Cases of fraud may be prosecuted.

Signed (student) ............................................................................. Date ..............................

Print name ………...............................................................................

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**This section must be completed by the applicant’s parent/carer(s) as applications for the ASFC Discretionary Bursary will be assessed against household income.**

* I/We declare that, to the best of my/our knowledge, all the information given in connection with the application is full and correct in every respect.
* I/we will provide any additional information which may be required by the college to verify my/our circumstances.
* I/we will inform the college of any changes in financial circumstances which may affect the award.
* I/we understand that if my/our child does not keep to the condition of their Learning Agreement, payments may be withheld.
* I/we understand that, if my/our child leaves the college, he/she will not be entitled to any further payments.
* I/we understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. Cases of fraud may be prosecuted.

**Adult 1**

Signed .....................................................

Print name ............................................Date …………

**Adult 2**

Signed .....................................................

Print name ............................................Date………….

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**Free College Meals Application Form**

**Please state which of the following benefits (if any) you or your parents / guardians are claiming for. Please supply up to date documentary proof.**

**To qualify for free meals students must be in receipt of, or have parents/ guardians who are in receipt of, one or more of the following benefits. Please tick the appropriate box and attach proof:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  | | --- | --- | --- | --- | |  | **ADULT 1** | **ADULT 2** | **STUDENT** | | Income Support |  |  |  | | Income-based Jobseekers Allowance |  |  |  | | Income-related Employment & Support Allowance |  |  |  | | Universal credit with net earnings not exceeding the equivalent of £7,400 pa |  |  |  | | Support under part VI of the Immigration and Asylum Act 1999 |  |  |  | | The guarantee element of State Pension Credit |  |  |  | | Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC. |  |  |  | | Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit |  |  |  | | You were entitled to Free school Meals in your last year of School (written confirmation from school/FSM voucher as proof is required). |  |  |  | |



**Student’ bank details form for reimbursement purposes**

**Please enter the students bank details below. (not parents or guardians details)**

|  |  |
| --- | --- |
| **Student Name:** |  |
| **Account Name:**  **(Name on Bank Card)** |  |
| **Account Number:**  **This is 8 digits, not the long card number** | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | |
| **Sort Code:**  xx-xx-xx | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | - |  |  |  |  |  | |
| **Bank name:** |  |
| **Bursary Services signature:**  **Ashton Sixth Form Office Staff use only** |  |
| **Bursary Category**  **Ashton Sixth Form Office Staff use only** | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | |  |  | - |  |  |  |  | |