|  |  |  |  |
| --- | --- | --- | --- |
|  | **Student to complete details below:** | |  |
| **Your First Name (Please Print):** | **Surname (Please Print):** |

**ASFC Bursary & Meals Continuation Declaration Form 2024/2025**

You are eligible to **use this form to re-apply** for an ASFC bursary and meals if:

* You have enrolled on a full-time course at ASFC in the academic year 2024/2025
* If you received the 16-19 Bursary and or Free College Meals in the academic Year 2024/2025
* You are aged 16 to 19 years (**under 19 on 31st August 2025**)
* You are aged 19 or over at 31 August 2025 and have an Education, Health and Care Plan (EHCP)
* You are aged 19 or over at 31 August 2025 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  Date received:  Ref No: Cat Ad No.   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 3 | 3 | 5 | 0 | 7 |  |  |  |  |  |  |  | |

**PLEASE READ 16-19 Bursary 2023-2024 Procedures and Guidance BEFORE COMPLETING THIS FORM**

Applications for the Bursary will fall into three categories. Please indicate which category you fall into.

|  |  |  |
| --- | --- | --- |
| **Defined Vulnerable Groups Bursary** | **Please tick** | **Documentation required** |
| * in Care |  | Written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority |
| * care leavers/or on a special guardianship order |  |
| * receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner. |  | A copy of their Income Support and/or Universal credit award notice. They must be entitled to the benefit in their own right and the evidence must confirm that the young person can be in further education or training, for students in receipt of Universal Credit must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the student’s name, a child benefit receipt, children’s birth certificates, utility bills etc. |
| * receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right. |  | A copy of the student’s Universal Credit or ESA award from DWP (UC claimants will be able to print off details of their award from their journal). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided |
| Students in category A are eligible to a Bursary, paid in cash or goods, (determined by the College) up to £1,200 per year **subject to them requiring financial assistance** | | |
| **Discretionary Bursary** | | |
| * Students from households in receipt of Working Tax Credits or Child Tax Credits or Universal Credit Letter where the total gross annual income (including any benefits or Tax Credits) is less than £35,000. Students who fall near the threshold are advised to apply as we constantly review the bursary |  | 3x previous months full statements from Universal Credit – not just the top sheet. **P60 or P45 whichever is relevant**. If the household is a single adult household, we will also need a copy of documentation to confirm this e.g. Council Tax Discount letter. Full details of Self Employment – SA32 from previous tax year. |
| **Other** | | |
| * Students who 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. * NOTE: Students making a category C application must complete the ‘Additional Information’ section (section 5). |  | Supporting letter from parent signed by both the student and the parent/carer. Further documentation may be required.  **Proof of household income (as above).** |

**Eligibility and payment**

Eligibility and payment amounts are dependent upon the number of applications received. Thresholds may be adjusted in the event of a high/reduced number of applicants who meet the criteria. Ourssessment will consist **only** of your household income (with consideration of whether you have exemption from Council Tax and your housing benefit status).

**Payment Method**

Payments may be made either by bank transfer to the students account, or travel passes, or meal vouchers, or maybe a combination of both, or any other method deemed appropriate. The payment method is at the discretion of the college and may be amended at any time at the discretion of the college.

**Application Process**

In order to assess your continuation declaration form, we will may request you and your parents/carers\* (\*except where you are an independent student) to provide us with evidence of your financial situation. You MUST provide **full** details of the income of any adults in your household if requested. **Failure to include this information with appropriate documentation will mean that it is not possible to continue with 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. When assessed, you will receive an E Mail outlining the decision with details as to your allocation (if successful) **or** a letter informing you as to the reason why the application was unsuccessful.

****

**SECTION 1 - PERSONAL DETAILS (Student)**

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

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

|  |  |
| --- | --- |
| What mode of transport do you usually use to get to college? |  |

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

|  |
| --- |
| **YOUNG CARER**   1. Are you (The Student) currently a young carer registered with your local authority?   If so, please name authority and attach proof.     1. Who do you care for?   NAME(S) RELATIONSHIP TO YOU  \_\_\_\_\_\_\_\_\_\_ |

**RESIDENCY**

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

|  |  |  |
| --- | --- | --- |
|  | **YES** | **NO** |
| Have you lived in Britain for the last three years |  |  |
| Did you receive the Bursary in previous years |  |  |
| Have you received free school meals in the last academic year |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IF YES, please supply evidence of free school meals.** |  |  | |  | | | |  |
| **What is your course of study at ASFC?** List the subjects.  (e.g. AS Psychology, AS Biology, AS Art, AS Dance or e.g. BTEC First Diploma in Business)  ...........................................................................................................................................  ........................................................................................................................................... | | | | | | |
|  | | | **YES** | | **NO** |
| Do you have any siblings (brothers / sisters) who **currently study** at ASFC | | |  | |  |
| Has the sibling named below applied for the Bursary? | | |  | |  |

**Name of sibling: ……………………………………………………………**

**Date of birth of sibling: ………………………………..**

**SECTION 2 - HOUSEHOLD DETAILS**

|  |  |
| --- | --- |
| How many adults live in your household?  **Please do not count older siblings (brothers/sisters) in this number** |  |

**Who do you live with?** Please tick appropriate option.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mother & Father |  |  | Grandparent/s only, no parents |  |
| Mother only |  |  | I live Independently |  |
| Father only |  |  | Children’s Res Home / Foster Care |  |
| Mother & Mother’s Partner |  |  | With my partner only, Boy/Girl Friend |  |
| Father & Father’s Partner |  |  | Other |  |

**SECTION 3 - DETAILS OF ADULTS WHO ARE RESIDENT IN**

**THE STUDENT’S HOUSEHOLD (to be completed by all students)**

|  |  |  |
| --- | --- | --- |
| **Adult 1** | **Adult 2** | |
| Name | Name | |
| Address | Address | |
| Postcode | Postcode | |
| Relationship to applicant (student) | Relationship to applicant | |
| Contact telephone number  Home:  Mobile: | Contact telephone number  Home:  Mobile: | |
| Email address | Email address | |
| Employment status (e.g. employed, unemployed, self-employed) Please state | Employment status (e.g. employed, unemployed, self-employed) Please state | |
| Occupation | Occupation | |
|  | |

* **This continuation declaration form can be used if you were accepted on the Bursary and/or Free College meals in the academic year 2024/ 2025 and your annual household income has not changed by more than 10% and is less than £35,000.**
* **If your annual income has changed by more than 10% you must complete a new application form and submit it before you leave for the summer to college with the relevant photocopies of evidence required.**

|  |
| --- |
| **We hereby declare that our household income has not changed since we submitted our Application Form last year. Not Changed Yes No** |

**SECTION 6 - DECLARATIONS**

**STUDENT DECLARATION**

**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 ………...............................................................................

**ADULT DECLARATION**

*This section must be completed by the applicant’s parent/carer(s) as applications for the ASFC 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………….

**Please check your declaration form and make sure all the following areas have been completed and supporting documentation COPIES submitted.**

**Please check and 🗸**

1. **Student’s name on front of documents (Page 1) 🗌**
2. **Course of study 🗌**
3. **Adults’ employment status 🗌**
4. **Student name, date and signature 🗌**
5. **All relevant adults’ names, date and signature**
6. **Completed bank details form. 🗌**

**Please make sure all documentation and supporting evidence copies are supplied. There are no photocopying facilities available so please supply copies, if original documentary evidence is submitted, they cannot be returned and may cause a delay in processing the documentation and YOU missing the deadline. No backdated payments will be made to students missing the deadline.**



**Completing the bank details at this point will help to speed up the process should you be eligible for bursary, however this may be completed later if preferred.**

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

**Student’ bank details form**

**Please return to the Bursary Office or Finance Dept.**

|  |  |
| --- | --- |
| **Student Name:** |  |
| **Account Name:**  **(Students’s name on Card)** |  |
| **Account Number:**  **This is 8 digits, not the long card number** | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | |
| **Sort Code:** | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  |  | - |  |  |  |  |  | |
| **Bank name** |  |
| **Student Card Number:**  **(last six numbers)** |  |
| **Bursary Services signature:**  **Ashton Sixth Form Office Staff use only** |  |
| **Bursary Category**  **Ashton Sixth Form Office Staff use only** | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | A |  | - | B |  |  | **ENH** |  | |
| **Finance Reference:**  **Ashton Sixth Form Office Staff use only**  O |  |