

ACADEMIC YEAR 2017/18

PART A**SITE ATTENDED:**

Joseph Wright Centre Hudson Building Other - please specify

Roundhouse Broomfield Hall

Johnson Building Ilkeston

Term applied for:

Term 1 (September - Christmas) **Term 2** (January - Easter) **Term 3** (Easter - Summer Break)

An Ongoing Application Form must be submitted at the beginning of each term for travel payments to continue. Incomplete forms will not be processed and will be returned to you.

All applicants must be home students or have special residency status under the Bursary guidelines and cannot be supported through another Government Training Scheme or undertaking a waged Apprenticeship. Applicants can only be supported if their course is funded by the Funding Body.

You must be aged 16-18 on 31st August 2017; or were aged 18 on 31st August 2016 and are now in the second year of your 2-year course in 2017/18; or aged 19 to 24 on 31st August 2017 and have an Education Health and Care Plan. You must also satisfy the income criteria.

STUDENT DETAILS:

Student Identification Number:

Surname / Family Name:

Male Female

First Name:

Address:

Postcode:

Home Telephone Number: Mobile Number:

Date of Birth: Age on 31st August 2017:

Who do you live with? (please tick)

Alone Parent(s) Foster parent(s) Partner

Children (under 18). Please put names and ages:

Other relative - please state:

How many adults live in the household (excluding siblings)?

RESIDENCY STATUS:

- A** Have you been a permanent resident in the European Union (including the UK) for the last three years?
Evidence required - Copy of passport if from any country outside of the UK
- B** Have you been granted Refugee status by the UK Government and have been ordinarily resident in the UK since so recognised, or the spouse, civil partner or dependant of such a person?
Evidence required - Home Office document confirming Refugee status
- C** Have you been granted Discretionary or Exceptional Leave to enter or remain and have been ordinarily resident in the UK since so recognised, or the spouse, civil partner or dependant of such a person?
Evidence required - Home Office document confirming status
- D** Are you the spouse of a person with settled status, who has been both married and resident in the UK for 1 year?
Evidence required
- Copy of marriage certificate (translated)
 - Copy of spouse's proof of UK citizenship
 - Copy of passport showing date of entry to UK.
- E** Are you an Asylum Seeker or an unaccompanied minor?
Evidence required - Home Office document confirming status
- F** None of the above
You are not eligible to apply for help from the Bursary. Do not proceed any further with the application form.

YOUR COURSE DETAILS:

Are you undertaking a waged Apprenticeship?

No Please continue with the application.

Yes **Apprenticeships cannot be funded from the Bursary. Please do not continue with the application**

Course applied for:

Qualification level:

College start date:

College finish date:

Days per week attending course:

GUARANTEE BURSARY:

Students could be eligible for up to £1,200 over the academic year if they can tick any of the following:

- You are in Care (looked after by the local authority).
Evidence required - letter of confirmation from key Support/Social Worker.
- You are a Care Leaver.
Evidence required - letter of confirmation from key Support/Social Worker.
- You receive Income Support (in your own name).
Evidence required - Department of Work and Pensions benefit letter and bank statement.
- You are in receipt of Universal Credit In place of Income Support (in your own name).
Evidence required - Department of Work and Pensions benefit letter and bank statement.
- You receive Disability Living Allowance (DLA) **OR** Personal Independence Payment (PIP) **and** Employment Support Allowance (ESA) **OR** Universal Credit combined (e.g. PIP **and** ESA).
Evidence required - Department of Work and Pensions benefit letter and bank statement.

If you have ticked one of the above please move on to page 4.

PLEASE TICK IF ANY OF THE FOLLOWING APPLY TO YOU:

- **You are aged 19 and continuing on the second year of your 2-year course**
(and were aged 18 on 31st August 2016)
- **You are aged 19 to 24 and have an Education Health and Care Plan**
(we will verify this with the relevant Derby College Department)

PART B

FINANCIAL INFORMATION:

Do you or your parent(s)/guardian(s) in the household receive one of the following?

- Income-based Job Seekers Allowance (work group related)
- Employment Support Allowance (work group related)
- Income Support
- The **Guarantee** element of State Pension Credit
- Universal Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Child tax Credit (without Working Tax Credit) with an annual gross income of no more than £16,190
- Working Tax Credit **run-on**

**Evidence required - a photocopy of your Benefit letter, Home Office or full Tax Credits letter.
All evidence must be dated within the last 6 months.**

None of the above but the net annual household income is under £20,000

**Evidence required - photocopies of 3 recent payslips, or a photocopy of your full Tax Credits letter.
All evidence must be dated within the last 6 months.**

If your household is not in receipt of the above but would face financial hardship, please provide further financial information and your application will be reviewed by a Management Panel.

If you live with family, how much is the net annual household income?
Do not include any income from Disability Living Allowance

£

If you live independently or with a partner how much is the net annual household income?
Do not include any income from Disability Living Allowance

£

Please deduct £2,500 per dependent child (under 19)

£

Divide this by the number of adults dependent upon this income

£

**Evidence required - proof of income as above dated within the last 6 months.
(photocopies only)**

BANK DETAILS:

Please complete this section if you are applying for help with travel costs.

If you do not have a bank account you will need to open one before you apply for help from the Bursary. Payments will be made directly into your bank account or building society account. Please make sure that your bank can accept BACS Direct Credits. **Please write clearly.**

Bank Name:

Bank Address:

Name on Account:

Sort Code:

Account Number:

Roll Number (Building Society only):

Note: If bank details are unclear or incorrect, we may not be able to retrieve payments sent due to this error.

PART C

ASSISTANCE REQUIRED:

Please tick the assistance you would like:

• **Mandatory equipment / kit support**

Not all equipment can be supported.

Receipts included

Items still to be purchased

• **Mandatory trips support**

Optional trips are not supported

• **Travel support**

You must access appropriate saver fare (e.g b_line, Student Mango etc) and live more than 1 mile from the College.

• **Meal support**

Loaded onto your Student ID Card

Please note that there is limited funding available, and you will not necessarily be able to obtain all the support requested.

ADDITIONAL INFORMATION:

Please use this space to tell us anything that we may need to know to support your application.

PART D

DECLARATION:

I declare that the information I have given is correct with nothing being omitted that would affect this application. Any false applications will be subject to disciplinary action.

I understand that any assistance provided is subject to enrolling on the course of study and maintaining satisfactory progress and levels of attendance of at least 90%, and agree that consultation may take place with my Tutor. I understand I may need to complete an attendance review form if my attendance falls below 90%. Failure to do so may result in non payment.

I declare that the bank details given are correct and I confirm this is the account I would like my payments made to.

I understand that all or part of any financial assistance provided may be repayable or stopped if I withdraw from my course for any reason during the Academic Year. Any amount repayable will be determined by Derby College.

I give permission to speak to my parent/guardian or a named person.

Nominated Guardian/Support Worker name

Student Signature:

Print Name:

Date:

NOTES:

Any information provided will be used for data processing relevant to the College and is subject to the Data Protection Act 1998.

Appeals Procedure

If you wish to appeal against the outcome of your application you can appeal in writing to the Head of Learner Support Services, Derby College, The Roundhouse, Roundhouse Road, Pride Park, Derby DE24 8JE.

Your completed application form, along with any documentation requested can be returned to Learner Services at any of the following sites.

Roundhouse Campus, Roundhouse Road, Pride Park, Derby DE24 8JE

Joseph Wright Campus, Cathedral Road, Derby DE1 3PA

Broomfield Hall Campus, Morley, Ilkeston DE7 6DN

The Johnson / Hudson Building, Locomotive Way, Pride Park, Derby DE24 8JH

Ilkeston Campus, 2 Pimlico, Ilkeston DE7 5JS

OFFICE USE ONLY:

Appeal:

Approved: Yes No Specify Support:

Refused - please give reason:

Relevant Documents checked:

Staff signature:

Date complete application received:

Date student advised of outcome:

Equipment:

Guarantee Group

Homeless

Nottingham Postcode

OTHER NOTES:

OTHER NOTES:

