



2021/2022 - Application Form
16-19 Discretionary and Vulnerable Bursary Fund and
Further Education Free Meals

(Including 19+ EHCP holders and 19+ Continuers)

Office Use Only	
Date received:	
Application No:	

(Please read the Guidance for Applicants before completing this form)

1. Learner details

First name:	Last name:
Date of birth:	Age at 31/08/21:
If you are over 19 do you have an EHCP? Y / N / NA	
Your post code:	

2. Course details

Learner ID / Ref No:	Days in college and placement (if known): M T W T F
Course:	Place of study: Rochford / Spalding / SNMC / PPPC / Ingelow

3. Living arrangements at your term time address (tick as appropriate)

Alone <input type="checkbox"/>	With spouse or partner <input type="checkbox"/>
With parent or guardian <input type="checkbox"/>	In halls of residence or shared house <input type="checkbox"/>

How many other dependants living at the same address are under 18 years old?	
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4. Vulnerable Bursary (VB). Do I qualify?

ESFA make specific bursary funds available to learners who are under 19, in one of the following groups and have a college related financial need. Please tick “yes” if any of the following statements apply to you, the learner, (not your parent or guardian). A Learner Support Officer will contact you to discuss if and how this support is awarded and what additional documentation is required.

Qualifying criteria	Yes
I am in care/classed as a “Looked After Child” by the local authority	
I have been in care and am now classed as a Care Leaver	
I receive Income Support/Universal Credit as I am financially supporting myself	
I receive Income Support/Universal Credit as I am financially supporting myself and someone who is dependent on me and living with me such as a child or partner	
I receive ESA <u>or</u> Universal Credit <u>and</u> DLA <u>or</u> PIP in my own right	

5. Requested support

What costs do you need help with?	Tick
Further Education Free Meals	
Travel	
Books, equipment and uniform	
Trips	
Food	
UCAS fee	
Why do you need this support?	

6. Income

a. If you or your parent/guardian receive any of the following benefits, you will qualify for Further Education Free Meal (FEFM). Tick appropriate box and include awarding letters as evidence. If not, go to 6b.

Working Tax Credit Run On (not Working Tax Credit)		Income Support	
Income Based Jobseekers Allowance		Income Related ESA	
Support under part VI of Immigration and Asylum Act 1999		Guarantee Element of State Pension Credit	
Child Tax Credit (provided not entitled to WTC) with annual gross income of £16,190 pa as assessed by HMRC		Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and excluding any benefits)	

b. If you or your parent/guardian do not receive any of the benefits listed above, please complete this section. Please provide copies of Tax Credit, Universal Credit, wage slips, P60 etc.

Parent / guardian gross earnings (before deductions) per year		
Parent / Guardian 1	£	pa
Parent / Guardian 2	£	pa

7. Your travel options Please see guidance notes and then tick the appropriate box

LCC travel pass. Insert TRA number here:	
Not eligible for LCC travel pass. Include copy of LCC decline letter	
Other. Give details below of how you will travel to college:	

8. Data Protection statement

The College is a Data Controller in terms of the Data Protection Act 1998 and the General Data Protection Regulation (GDPR) 2016. The Learner Services Department follows College Policy in matters of Data Protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act and GDPR. Personal data will be used solely within the Learner Services Department for the purpose of determining whether you should receive assistance from the Bursary Fund. Your application form and any accompanying documents will be kept for 7 years and then destroyed through a confidential waste disposal system. Some of the information gathered in this form is required by the Education and Skills Funding Agency (ESFA). Information supplied will be anonymised and aggregated before it is sent to the ESFA. In addition, external auditors are obliged to certify that Bursary Funds have been allocated in accordance with ESFA Guidelines. As part of this process, auditors will wish to view a small sample of application forms. The data will not be passed to any other third party without your consent, except where the College is legally required to do so.

9. Applicant declaration

I understand that:

- Due to Coronavirus, Boston College may have to make changes to the bursary in line with ESFA guidance during the 2021/2022 period and this may affect how I receive my award.
- There are “Guidance for Applicants” notes for the 16-19 Bursary Fund which I have read.
- I will be notified of details of my award through email. In addition, if I have given permission below, a copy will also be sent to my parent email if held by the college. Once enrolled any further correspondence will be sent to my college email account only.
- Awards from the 16-19 Bursary Fund are made on a non-repayable basis; however, I may not receive my full award if I do not meet the required attendance and progress criteria. If I leave my course early the College may ask me to return any funds, equipment or travel pass that has been given to me from the Bursary Fund.
- Any award or payment is dependent upon me having an attendance level of 90% or over, engaging with any home learning provision and demonstrating appropriate behaviour. If I fail to maintain these requirements my Bursary award or payments may be affected.
- If false or incomplete information is submitted, or if I do not tell the college about any part of our income that may be relevant, the matter may be referred to the Department for Education or the police. I understand that I could face prosecution and that the college will seek to recover any payment I am not eligible for.
- **Boston College may discuss my award with the following to assist with delivery of support and I give permission for this (clearly indicate your choice for each):**

Lincolnshire County Council for travel / travel pass payment	Yes / No
Boston College staff	Yes / No
My parent/carer	Yes / No

I confirm that I have read the applicant declaration, that all the details I have provided on this form are correct, and I will notify Learner Services of any changes to my circumstances.

Signed (learner) _____

Date _____

Signed (parent/carer) _____

Date _____

10. Bursary office use only - Award calculations

Tier	Qualifying status / income	Evidence?	Support available by Tier
FEFM	Had FSM/FEFM from 1/4/18 or Section 6a benefits		Further Education Free Meals
VB	LSO - evidence provided		College related costs as agreed by LSO
1	Under £16,190 or listed benefits		Travel, books, equip, uniform, UCAS fee, trips, food
2	From £16,191 to £25,000		Travel, books, equip, uniform, UCAS fee
3	From £25,001 to £32,000		Travel, books, equip, uniform
Over 19 and an EHCP holder or 19+ Continuer			Y / N / NA
Enrolled and ESFA funded?			Y / N
FEFM "Protected" status confirmed?			Y / N
Use this space to show calculations for awards			
<u>Travel</u>			
FEFM <input type="checkbox"/> / <u>Discretionary food</u> <input type="checkbox"/>			
<u>Books, equip and uniform</u>			
<u>Other</u> <input type="checkbox"/> / <u>maths pack (£5 IDT)</u> <input type="checkbox"/> / <u>stationery (£20 BACS with receipt)</u> <input type="checkbox"/>			

11. Bursary office use only - Award information

Item DB or VB	Total forecast cost £	Sign/date as initial action by Bursary Office	Sign/date as authorised by AP(LE) or LLSO	Payment method	Sign/date as action complete by Bursary Office
Travel					
FEFM <input type="checkbox"/> Discretionary food <input type="checkbox"/>					
Books, equip, uniform					
Other <input type="checkbox"/> maths pack <input type="checkbox"/> stationery <input type="checkbox"/>					