

Office use only	
Date Received:	
Application No:	

## 2021/2022 – Loans Bursary Fund (LBF) – Application Form

(Please read the guidance notes before completing this form)

### 1. Learner Details

First name:	Last name:
Date of birth:	Age at 31/08/21:
Do you hold a concession or mobility pass entitling you to free travel?	Y / N
Will you receive help from Jobcentre Plus with travel or childcare costs?	Y / N
Advanced Learner Loan number:	
Your postcode:	

### 2. Course Details

Learner ID / Ref no:	Days in college if known: M-T-W-T-F
Course:	Place of study: Boston / Spalding / SNMC / PPPC / Ingelow

### 3. Living Arrangements

Please tick or complete any of the following as they apply to you:

Live alone/with partner with <b>household</b> income under £32,000 (tier depends on income)	
Live with parent and receive personal income (tier depends on <b>your</b> income)	
Live with parent and <b>you</b> have no income	
You are receiving one of the benefits listed in 4	
How many dependants, under 18 years old, are living at the same address?	

### 4a. Income

If you receive any of the following benefits tick appropriate box and include all pages of awarding letters. If not, go to section 4b.

Working Tax Credit Run On ( <b>not</b> 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 £16190 max as assessed by HMRC		Universal Credit with net earnings not exceeding the equivalent of £7,400 pa, (after tax and excluding benefits)	

**4b. Income**

If you do not receive any of the benefits shown in 4a, please complete this section providing copies of all pages of Tax or Universal Credit or wage slips or P60s.

Gross earnings (before deductions) per year		
You	£	pa
Your partner	£	pa

**5. What support are you requesting?**

What costs do you need help with?	Tick
Travel	
Books, equipment and uniform	
Trips	
Childcare fee support (please complete a separate Financial Support for Childcare application form in addition to this form)	
Other (please specify)	
Why do you need this support?	

**6. How will you travel to college?**

If you travel more than 3 miles to college, please tick the appropriate box below and include cost of daily return ticket if appropriate

Brylaine bus	£	
Stagecoach bus	£	
Other bus	£	
Train	£	
Car or motorcycle	N/A	

## **7. 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 Loans 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 Learner Support 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.

## **8. Applicant declaration**

### **I understand that:**

- It is my responsibility to tell Department of Work and Pensions about any support I receive from the Loans Bursary Fund and that this may affect my eligibility to some benefits.
- Due to Coronavirus, Boston College may have to make changes to the Loans Bursary Fund in line with ESFA guidance during the 2021/2022 period and this may affect how I receive my award.
- 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.
- I will be notified of details of my award through my personal email account as shown on the college EBS system.
- If I leave my course early, payments to my childcare provider will stop and Boston College may ask me to return any funds or equipment that have been given to me from the Loans Bursary Fund.
- 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.
- Please indicate you sharing preference below:

To assist with delivery of support, details of my award may be shared with <b>appropriate college staff</b>	Yes / No
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I confirm that all the details are correct, and I must notify Learner Services of any changes to my circumstances.

Signed (learner) \_\_\_\_\_

Date \_\_\_\_\_

**9. Bursary office use only - Award calculations**

Tier	Qualifying status / income	Evidence?	Support available by Tier
1	Under £16,190 or listed benefits		Travel, books, equip, uniform, UCAS fee, trips
2	From £16,191 to £25,000		Travel, books, equip, uniform, UCAS fee
3	From £25,001 to £32,000		Travel, books, equip, uniform
Tier based on income or benefits from section 4			1 / 2 / 3 / over
Enrolled and Advanced Learner Loan funded?			Y / N
Is learner showing present on register?			Y / N
<b>Use this space to show calculations for awards</b>			
<u>Travel</u>			
<u>Books, equip and uniform</u>			
<u>Trips</u>			
<u>Other</u>			

**10. Bursary office use only - Award information**

Item	Total forecast cost	Sign / date as initial action by Bursary Office	Sign / date as authorised by APLE / LLSO	Payment method	Sign / date as action complete by Bursary Office
Travel					
Books, equip, uniform					
Trips					
Other					