



2022/2023 - 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 31/08/22:
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 / PPC / 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?	

4. Vulnerable Bursary (VB). Do I qualify?

Please tick “yes” if any of the following statements apply to **you, the learner.**

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 / food	
Books, equipment, uniform	
Trips	
UCAS fee	
Maths pack	
Stationery	
Travel – Lincolnshire County Council travel pass	
Travel – other (please give details below)	
Why do you need this support?	

6. Income

a. If you or your parent/guardian receive any of the following, tick appropriate box. 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 above, please complete this section.

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

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 Bursary Fund. Your application form and any accompanying documents may be scanned and kept electronically for 7 years and then securely deleted. Paper copies of all documents may be destroyed through a confidential waste disposal system once scanned. 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.

8. Applicant declaration

I understand that:

- All application forms and associated documents may be scanned and stored electronically, and if that happens, all paper copies will be disposed of through confidential waste once my application has been processed. I have included evidence or supporting documents that:

Evidence type	Tick one box only
can be disposed of as explained above <u>or</u>	
must be returned to me and not disposed of	

- There are “Guidance for Applicants” notes for the 16-19 Bursary Fund which I have read.
- My award will be notified to me by email and where permission given below, a copy will be sent to my parent email if held. Once enrolled any further info will be sent to my college email.
- 16-19 Bursary awards 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 16-19 Bursary Fund.
- Any award or payment is dependent upon me having an attendance level of 90% or over 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.
- I give permission for Learner Services to discuss my award with the following if required:

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 _____

9. Bursary office use only - Award calculations

Tier	Qualifying status/income	Evid?	Support available by Tier (if requested)
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 (if required)
1	Under £25,000 or Section 6a benefits		Travel, books, equip, uniform, maths pack, UCAS/resit fee, trips, food, industry placement cost
2	From £25,000 to £35,000		Travel, books, equip, uniform, maths pack, industry placement cost
3	From £35,001 to £45,000		Travel, industry placement cost
Over 19 and an EHCP holder or 19+ Continuer			Y / N / NA
Insert enrolled and ESFA funded status from EBS			
Insert residency status from EBS			
FEFM "Protected" status confirmed?			Y / N
Original evidence returned? Learner/parent sign..... if by hand / post / NA			
Use this space to show calculations for awards			
<u>Travel</u>			
FEFM <input type="checkbox"/> / 16-19 Food <input type="checkbox"/>			
<u>Books, equip and uniform</u>			
Trip <input type="checkbox"/> / maths pack (£5 IDT) <input type="checkbox"/> / UCAS <input type="checkbox"/>			

10. 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 HoLS	Payment method	Sign/date as action complete by Bursary Office
Travel					
FEFM <input type="checkbox"/> 16-19 food <input type="checkbox"/>					
Books, equip, uniform					
UCAS <input type="checkbox"/> Trips <input type="checkbox"/>					
Maths pack <input type="checkbox"/>					