

Date rec'd

Learner surname

Learner Support Fund

Application for Financial Support through the College Bursary Scheme 2011/12



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16-18

The EMA (Educational Maintenance Allowance) scheme is closed to new applicants. If you wish to apply for financial help while you are attending College please complete this form. Please read the enclosed policy to check eligibility and priorities for the scheme. The amount awarded will depend on your circumstances, other educational funding you receive and the terms and conditions of the offer. It is recommended that you apply as soon as possible as funding is limited.

Section 1: Personal Details

First Name		Surname	
Address		Date of Birth	
.....		Age on 31 August 2011	
.....		Student Number <i>found on your student card</i>	
.....		Contact Tel Number	
Post Code			
Email Address			
.....			
<i>If you use email on a regular basis and don't mind us contacting you this way</i>			

Section 2: Residency Status

If you been ordinarily resident in the European Economic Area for the past 3 years please tick one of the following	UK		Other <i>Please specify</i>	
If you have not been ordinarily resident in the EEA for the past 3 years what is your nationality?				
Do you have any residency restrictions? <i>If yes, please provide a copy of passport/visa documentation</i>	Y		N	

We may request evidence of your residency status as this affects entitlement to funding

Section 3: Previous Studies and Current Course Details

Course taken in 2010/11 (if applicable)	Course	Level
2011/12 Course		
Level		
Tutor		
Full Time/Part Time <i>Please tick</i>	Full	Part

NB National Trainees, Modern Apprentices, Work based Learners are not eligible for support

Section 4: Household information and Financial Statement

4.1 Please tick one of the following statements

4.1a I live with my parent(s)/guardian(s)

Please confirm the names below of those who have parental responsibility for you

Person 1		Go to 4.2
Person 2		

4.1b I live independently and receive Income Support

Please provide an official letter confirming your entitlement to this benefit

Go to 4.3

4.1c I am a looked after young person (in care)

Please provide written confirmation from the relevant local authority

Go to 4.3

4.1d I am a care leaver

Please provide written confirmation from the relevant local authority

Go to 4.3

4.1e I am a young person receiving Employment and Support Allowance and I am also in receipt of Disability Living Allowance

Please provide an official letter setting out your entitlement to these benefits

Go to 4.3

4.1a Other please specify

Go to 4.2

4.2 Household Income

Please give details of all income and support received in your household by your parents/guardians. To be eligible for assistance total annual household income for the tax year ending 2011-12 must be less than £16,190.

Please provide

- a copy of the Final HMRC Tax Credit Award Notification for 2011-12, **or**
- all applicable P60s,
- **and**, if applicable, an official letter from the relevant agency detailing the benefits received in your household.

If household income has fallen below the annual threshold level of £16,190 since April 2011, please provide evidence in the form of 3 recent monthly payslips or 4 recent weekly payslips.

4.2a Please tick all that you or your household receive

Person 1 Person 2

Income Support			Please provide a letter from the relevant benefits agency/local authority
Job Seekers Allowance			
Employment & Support Allowance			
Housing/Council Tax Benefit			
Child/Working Tax Credit			Please provide your Tax Credit Award notification for 2011-12
Other (please specify)			Please provide the relevant evidence

4.2b Income from employment/pensions

	£ Person 1	£ Person 2	£ Total
Total Annual Household Income from Employment			
Total Annual Household Income from Self Employment			
Any other income from savings/investments/pensions			

4.3 Educational Maintenance Allowance (EMA) This is only available to learners who received a £30 per week EMA payment in 2010-11 or received £10, £20 or £30 per week in EMA in 2009-10 and 2010-11 and are continuing their studies in 2011-12. If you are entitled to the guaranteed bursary of £1200 you will not be able to claim EMA in addition to this. Please speak to the Learner Adviser Welfare for further advice.

I have received a notice of entitlement and I am eligible for a weekly payment in 2011/12 of £.....

Section 5: Course Costs

Please identify all your **compulsory** course costs and expenses. This will give an indication of the cost, to you, of attending your course. Your course costs will be taken into consideration when making award decisions.

Item	Details	Estimated Cost
Fees	Materials	
Equipment costs		
Travel Costs	By Bus	per week/term
	By Train	per week/term
	By Car	per week
Other		
Childcare	Learners under 20 years old when they start their course should apply for childcare assistance through the Care to Learn scheme. Please speak to the Learner Adviser (Welfare) for more information.	

Payments

All payments from the Learner Support Fund are required to be paid **directly to the learner**, by bank transfer. Learners are therefore required to have their own bank account. Please give payment details on the mandate form provided along with proof of the bank account (statement or letter from the bank) with name & address of account holder, account number and sort code.

If you need to open a bank account, please do not let this delay the submission of an application. However payments cannot be made until we receive these details.

Failure to provide correct bank details may result in a delay to payments.

Payments are dependent on attendance and commitment to your course. This is monitored.

Learners are required to take responsibility for their own expenditure of the College Bursary Awarded.

Section 6: Personal Statement

You must complete the box below, otherwise your application will not be considered.

Explain in your own words why you are requesting assistance. You can include more details about your circumstances or special circumstances which you would like us to take into account.

Please Turn Over to Sign The Declaration

Section 7: Declaration

Please read this before you sign so that you are aware of your commitment

- I declare that all the information I have given is true and complete
- If my personal or bank details change I undertake to notify the Learner Adviser (Welfare)
- If my or my household's financial circumstances change, I undertake to notify the Learner Adviser (Welfare)
- I understand that I am responsible for managing the spending of any award I receive and the College reserves the right to see proof of purchase of essential course equipment before considering any further assistance.
- I understand that if information provided is found to be false, the College will undertake to reclaim any money paid and future payments will be stopped.
- I understand that the administrator will liaise with my Course Tutor and/or Information Services with regard to my attendance on course, and my commitment to the course.
- I understand that my award may be adjusted to reflect my attendance
- I wish to accept any offer of assistance from the Learner Support Fund and accept all these terms and conditions
- I understand the level of award given this year may be changed in future years

.....
Student Signature

.....
Date

.....
**Parent/Guardian/Carer/
 Appropriate Professional Person Signature**

.....
Date

Submission of an Application Does NOT Guarantee 100% Assistance with Costs.

**Please return completed application form with evidence of household income and, if applicable a letter from the relevant local authority (looked after young people and care leavers) to:
 Vanessa Brown, Learner Adviser (Welfare), Learner Services, Lowestoft College, St Peters Street, Lowestoft, NR32 2NB**

FOR OFFICE USE ONLY

Priority Group Identified IS IC CL DLA/ESA

Awards Panel Assessment Initials Date Initials Date

Correspondence Sent Initials Date Records Updated Initials Date

Total Award for 2011/12	Autumn	Spring	Summer

Attendance monitoring

Comments

If you would like this Application Form in larger print or alternative format, eg Braille or Audio tape, please contact Study Skills Support on 01502 525191.

It is the policy of this College that all people are entitled to equality of opportunity in education and training.