

# Inspire and Support All Students to Achieve Exceptional Success.

**Bursary Fund Application Form and**

**Further Education Free Meals 2022/2023**

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| **Bursary Criteria:** To qualify you must be aged 16 or over and under 19 on 31 August 2022 and meet the ESFA’s residency criteria and Wyke 6th Form College must be your main education provider. If you are 19 or older you may be eligible if you are continuing a course from last year. If you are 19 or older starting a new course, you are **not** eligible for this bursary unless you have an EHCP. Please contact the College directly about possible alternative  Financial Support options. |
| Please see our website for our Privacy Notice <https://wyke.ac.uk/about-wyke/data-protection/>  **Wyke ensures confidentiality for all students related to bursary applications.** |

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| **Learner Details** | | | | | | | | |
| S Number |  | First name: |  | | Surname: | |  | |
| DOB: |  |  | Age on 31st August 2022: *(You must be 16, 17,18 on 31st August 2022 to apply. If you are 19 or older you may be eligible if you are continuing a course from last year)* | | | |  | |
| Address: **this must be your main household address where you live.** |  | | | | | | | |
| Postcode: |  | Landline: | |  | | | | |
|  | | Mobile: | |  | | | | |
| You **MUST** provide an email address which is checked regularly as we will use this to communicate with you about your bursary application, including information about how to obtain bus passes, and to advise of the outcome of the application. **If it is not possible to contact you by email, please state this below.** | | | | | | | | |
| Student Email address: | | | | | | | | |
| Parent/Guardian Email address: | | | | | | | | |
| Have you the right of abode and been resident in the UK for the last 3 years? | | | | | | YES | | NO |

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| **Bursary for Vulnerable Groups Criteria: to qualify you (the student) must fall into one of the below categories and produce the required evidence as stated. Please circle the boxes that apply to you.** | | |
| 1. Are **you (the student)** in receipt of Income Support or Universal Credit because **you (the student)** support yourself or support someone dependent on you? | YES | NO |
| If **YES** evidence required Income Support letter or Universal Credit Statement **plus** additional documents  confirming independent status such as a tenancy agreement in your name, utility bills, evidence of receiving  child benefit. **We cannot assess eligibility for this bursary without all of these documents.** | |  |
| 2. Are you a Care Leaver or currently looked after in care? | YES | NO |
| If **YES** evidence required - letter from Local Authority confirming status |  |  |
| 1. Are you a Disabled student in receipt of **both:-**    1. Employment Support Allowance or Universal Credit **and**    2. Disability Living Allowance/Personal Independence Payments | YES | NO |
| If **YES,** evidence required for both (a) and (b) – ESA award letter or UC statement and DLA/PIP |  |  |
| I am a student living independently who does not qualify for the vulnerable bursary and **I have provided a covering letter fully explaining my circumstances**.   *Please note your application will be assessed for the* ***Discretionary Bursary****.* | | |
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| **Please indicate how you would like your Vulnerable /Discretionary Bursary to be provided. You can tick to request either a travel pass, meal allowance or both as part of your bursary. Additional support available from**  **your bursary will be assessed based on your individual circumstances.** | | |
| **Travel pass for the year to use on College EYMS buses and minibuses**  **and /or Meal allowance**   Please tick both, if both required | | |

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| **Government funded Free Meals criteria:** to determine if you are eligible for guaranteed free meals, you or your parent (s)/ guardian (s) **must** be in receipt of any of the benefits below**.** If you are not in receipt of any of the benefits below, you will not receive guaranteed free meals, but may still receive the discretionary award if you qualify. You must provide evidence of the benefits below, **and** total household income of below £33,000, in order to receive both the discretionary award and guaranteed free meals. | | |
| **Please tick the boxes that apply to you and attach a copy of the evidence required** | | |
| **Type of Benefit** | **Evidence required** |  |
| Universal Credit (minimum 3 months) - if you applied on or after 1 April 2018 your household income must be **less than £7,400** a  year (after tax and not including any benefits you get) | 3 x most recent monthly Universal Credit statements – **full statement not just payment amounts** |  |
| Child Tax Credit **but not entitled to Working Tax Credit** and have an annual gross income of **no more than £16,190**, as assessed by HMRC | 2022/2023 Tax Credit Award Notification  – **all pages required** or 4-page annual Tax Credit Award Notification ending  April 2022 |  |
| Working Tax Credit run-on – paid for 4 weeks after you stop  qualifying for Working Tax Credit | Tax Credit Award Notification – **all pages**  **required** |  |
| Income Support | Letter from DWP/Benefits Agency |  |
| Income based Job Seekers Allowance (JSA) / Income-related  Employment and Support Allowance (ESA) | Letter from DWP/Benefits Agency |  |
| Support under part VI of the Immigration & Asylum Act | Letter from DWP/Benefits Agency |  |
| Guarantee element of State Pension Credit | Letter from DWP/Benefits Agency |  |

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| **Discretionary Bursary Criteria: to qualify** your **TOTAL\*** Household income must not exceed £33,000 per annum. You must provide evidence of **TOTAL\*** household income e.g.   1. we **cannot** accept P60 or wage slips on their own, we would also **require** a tax credit award notice /universal credit statements (if you receive tax credits/UC), or a signed declaration confirming you do not receive tax credits /UC  <https://wyke.ac.uk/wp-content/uploads/2021/05/Standard-Financial-Support-Declaration.docx> 2. we cannot accept evidence of benefits on their own, we would also require a tax credit award notification/   UC statements.   1. we cannot accept evidence Self employment (Tax return) on its own, we would also require a tax credit   award notification/ UC statements or declaration.  *\*Attendance Allowance, Carers Allowance, Child Benefit and DLA (Disability Living Allowance) and are disregarded as income for the purposes of eligibility for College awards.* | | |
| **Please tick the boxes that apply to you and attach a copy of the evidence required** | | |
| **Type of Evidence** | **Evidence required** |  |
| Universal Credit | 3 x most recent monthly Universal Credit statements – **full statement not just payment amounts** |  |
| Tax Credit Award Notification | 2022/2023 Tax Credit Award Notification – **all pages required** or 4-page annual Tax Credit Award Notification ending 04/2022 |  |
| P60 or minimum of 3 months’ salary slips | **Plus** additional evidence per (a) above |  |
| Income Support /Income-based Job Seekers Allowance (JSA) / Income-related Employment and Support Allowance (ESA) / Support under part VI of the Immigration & Asylum  Act / Guarantee element of State Pension Credit | **Plus** additional evidence per (b) above |  |
| Self-employed earnings (official tax return) | **Plus** additional evidence per (c) above |  |
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| Any financial support provided through the Discretionary Award will initially take the form of:-  **Tier 1** – total household income less than £25,000 both a travel pass **and** meal allowance for use in College. **Please specify if travel is not required**.  **Tier 2** – total household income more than £25,001 but less than £33,000 either a travel pass **or** meal allowance for use in College. You **must** indicate which would be most beneficial to you, should your application be successful. Failure to do so will lead to a delay in receiving the award. Students living in the Hull  travel zone do not need a bus pass to travel and can pay cash or contactless card payment each way on the bus. Students travelling within this zone could consider choosing a meal allowance dependent on circumstances.  Students who qualify for guaranteed free meals who are also eligible for the discretionary award will automatically receive both meals and travel. **Please specify if travel is not needed**. | | |
| **Travel pass for the year to use on College EYMS buses and minibuses** **and/or Meal allowance**  | | |
| The amount of financial assistance you will receive is dependent on your individual circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning. Wyke College will assess essential items, which are identified as being necessary for your individual study programme, and provide these through the bursary, and this will be **managed through Parent Pay**. You will automatically receive these essential items unless you indicate otherwise. Additional requests for specific additional items, **which are not managed through Parent Pay**, can be made by emailing [financialsupport@wyke.ac.uk](mailto:financialsupport@wyke.ac.uk) and these will be assessed once you have enrolled as part of your individual assessment of what is needed to cover your personal participation costs.  **This information is strictly confidential and will only be used for this assessment purpose.** | | |

## LEARNER DECLARATION & BURSARY FUND AGREEMENT

* I declare that the information on this form is true and accurate to the best of my knowledge and belief.
* I agree to all the conditions and eligibility criteria of the scheme.
* I have made this claim for bursary support, fully aware that any false statements can lead to withdrawal/

refusal of any financial support. I am aware that the College in the event of any overpayment will stop any future payments, and seek repayment of anything paid to date.

**Please note**: the matter may also be referred to the police with the possibility of the student and/or their family facing prosecution.

* I understand that if I refuse to provide information, which may be relevant to my claim, the application will not be accepted. If I am unable to provide the relevant information, Wyke may not be able to accept the application if there is no alternative evidence available.
* When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify Wyke College immediately.
* I understand that support that I receive under the Bursary Scheme will be provided on condition of standards of attendance and behaviour, as explained in the Financial Support Policy Statement. I will attend regularly and complete the course for which my bursary is supporting me.

**Please note**: Students are expected to achieve attendance of 95% and above in order to maintain any assistance awarded – the bursary support may be adjusted to take account of less than full attendance.

Please be aware if you do not complete your full programme, you may be asked to repay some of the award.

* I understand that I do not have an automatic entitlement to bursary support, and any financial support provided is based on the information I have provided.
* I am clear that the bursary support I receive is to provide me with means to remain in learning and is used for essential items such as books, equipment, travel costs, meals, additional costs.
* All students who are in receipt of any of the 16 - 19 Bursary awards **must activate their Parent Pay account** in order to ensure that they receive all of the support.
* Awards are dependent on meeting residency criteria set by the Education Skills Funding Agency and evidence must have been provided to the College if needed before any applications can be awarded successfully.
* I understand I have the right to appeal if I disagree with the outcome of my bursary application.

## I confirm I have read the notes attached to this application. I am submitting my application without a signature electronically, I confirm that by emailing my application I accept all above conditions.

**Student Signature: ………………………………………………………….………. Date: ……………………………...**

**Parent Signature: ……………………………………………………………………….. Date: ……………………………….**

**If you require a copy of the College’s Financial Support Policy Statement (FSPS) please request one, or refer to the Wyke College website** [**https://wyke.ac.uk/**](https://wyke.ac.uk/)