

# **GUIDANCE NOTES – BURSARY CEDAR APPLICATION**

## **16-19 Bursary fund /Free Meals Support Application 2020/2021**

If you require any help or assistance completing this application or further clarification please contact the Student Finance Desk on 01782 848736 Ext 295, or email [bursary@stokesfc.ac.uk](mailto:bursary@stokesfc.ac.uk).

**These notes are to help you complete your cedar bursary application**

**Log onto your cedar account**

**Workflow**

**Student Finance and Support**

**16 – 19 Bursary Application**

**Start Bursary Application**

**New 16-19 Bursary Application Record**

**Full Name – your full name as it appears on your cedar account**

### **1. Eligibility**

Please answer each of these questions carefully to allow us to check whether you are eligible for support from our bursary funds:

**Have you been a UK/EU resident for the last 3 years?**

**Have you lived in the UK/EU for the last 3 year?**

**Your age in years on the 31<sup>st</sup> August this year?**

**How old are you on 31<sup>st</sup> August this year – please answer in years – 16/17/18**

**Do you have a current Educational Health Care Plan (EHCP)?**

**Answer yes or no**

Please tick all of the boxes that apply to **you** – this section is mandatory if none of the questions are relevant you please tick none of the above.

- I am an unaccompanied asylum seeker
- I am classed as a 'Looked After Child'
- I am a Care leaver
- I live independently and receive Income Support
- I live independently and receive Universal Credit
- I am in receipt of DLA or PIP and Employment Support Allowance or Universal Credit.
- None of the above

If any of these apply to you, we will require a copy of your award notice in the evidence box further down. You must be entitled to the benefit in their own right and the evidence must confirm that you can be in further education or training, you must also provide additional documentation to confirm your independent status, for example a tenancy agreement in their name, a child benefit receipt, utility bill etc.

**Select any one of these which applies to your PARENT/GUARDIAN – this section is mandatory, if none of these apply to your parent/guardian please tick the 'none of the above' box.**

You can apply for Free Meals if your parent/guardian claim one of the following benefits:

- Income Support
- Universal Credit-only if your household income is less than £7,400 a year
- Income based Job Seekers Allowance
- Income related Employment Support Allowance
- Asylum Support from NASS
- The Guaranteed Element of State Pension Credit
- Child Tax Credit (provided you are **not** entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 as assessed by Her Majesty's Revenue and Customs
- None of the above

If you qualify for Free Meals, you will automatically be entitled to the Discretionary Bursary.

## **Section B: Discretionary Bursary Only**

You can apply for the Discretionary Bursary if:

- Your current household net income is **£27,000** or less (after deductions)
- There are exceptional circumstances (at the discretion of the College).

Please tell us what income your household receives by **uploading** copies of the evidence to your Cedar bursary application.

## **Evidence**

<b>Income Source</b>	<b>Evidence Required</b>
Asylum Support from NASS	NASS receipt of payment
Monthly Earnings	4 weekly/3 monthly current salary slips.
Self Employed Earnings	SA302/Latest Tax Return/Audited Accounts
Income Support/Universal Credit	Latest award letter issued since April 2020 *
Employment & Support Allowance	Latest award letter issued since April 2020 *
Job Seekers Allowance	Latest award letter issued since April 2020 *
Incapacity Benefit/Universal Credit	Latest IB award letter issued since April 2020* UC - All pages of your last Universal Credit payment letter
Child Tax/Working Tax Credits	<b>All Pages</b> of Tax Credit Award Notice (TC602) *
Guaranteed Pension Credit	Most recent letter issued since April 2020 *
Disability Living Allowance/ PIP (Personal Independence Payment)	Latest award letter issued since April 2020 *
Other Income	Relevant and up to date supporting evidence

\*If you do not have the specified evidence, please contact the Bursary Administrator on 01782 848736 extension 295, or email [bursary@stokesfc.ac.uk](mailto:bursary@stokesfc.ac.uk) to discuss alternative evidence option. Please note we **cannot** accept the following evidence unless agreed in advance in exceptional circumstances:

Bank Statements; Building Society Statements; P60 End of Year Notice.

Please note that funds are managed at the College's discretion but in line with funding body guidance and requirements. Each application is assessed on the basis of relative financial need and the College will determine the nature of financial support. Not all applications will be successful. You will be notified of the outcome by letter.

## 2: Transport

Please tell us about your travel to and from College

I will be travelling to and from College by – foot/bike/bus/train/car/other

Please select one – this question is mandatory.

The bursary can provide the student with either a bus pass or train payment. No monetary equivalent payment will be given towards petrol.

### Bus passes

At the college we provide 2 types of bus passes either a First Pass or a Smart Pass.

The information about the different bus passes is on the college web site – see the 'getting here' section

or [www.stoke.gov.uk/travel](http://www.stoke.gov.uk/travel) or [www.firstgroup.com/potteries](http://www.firstgroup.com/potteries).

If you require a different type of bus pass please let us know in the supporting information section.

**If this is the student's first year with the college - they will need to attach a passport size photo to the application form.**

### If you will be travelling by Train

You will need to purchase a 16-17 saver ticket (costing £30) either on-line or with the app and with that you can then purchase your season pass. Once your bursary is approved your train money (including your 16-17 saver ticket) will be refunded into the account below. Following on from this payment your train money will be paid on or before the first of the month. The payment can be made to either the student or the parent. The student will be required to show proof of purchase of train tickets monthly.

Train station travelling from – which train station will you be coming into college from

Name of Bank – the name of the Bank you want us to use for the payments

Sort Code – A six-digit number

Account Number – A eight-digit number

## Section 5: Supporting Information

Please use this area if you need to tell us anything else about your application and to help us to understand any exceptional circumstances which are causing you any financial hardship.

## Section 6: Declaration

The Student and a Parent/Guardian if applicable must sign and date the application form, by submitting the application form you are telling us that:

- You have read and understood these guidance notes
- You have read and understood the How we use your data section
- You give the City of Stoke on Trent 6th Form College permission to speak to those named in your application i.e. Parents, adults responsible for you, any other relevant agency or organisation.

- You understand and agree to adhere to the terms and conditions under which you will receive financial support and that failure to do so may result in the withdrawal of this support.
- All information given in support of this application is correct and complete to the best of your knowledge

Please ensure that you return your completed application, including relevant up to date evidence, as soon as possible so that the application can be assessed prior to the commencement of the academic year. **Forms received without the correct evidence will result in a delay in processing your application.**

### **Application approval process:**

If a contact email address has been provided we will acknowledge receipt of the application form. Unfortunately to keep administration costs to a minimum to ensure funds are used effectively we will **not** acknowledge receipt of applications by post.

Your application form will be assessed against the relevant criteria to confirm eligibility. If we require further evidence or information we will contact you initially using the contact email address on the application form then by any other suitable method of contact.

You will be notified of the outcome of your application by post. If your application is successful, your letter will include details of the type of support you have been given. A copy of the letter will be provided which the student **must** sign and hand in at the Student Finance Desk to register for their support.

Please note that all support is subject to terms and conditions in accordance with the signed application form including a requirement for full attendance. Attendance will be closely monitored and will include subject lessons and tutorials please see the conditions for absent marks detailed in the declaration section of the application form.

Students will have to re-apply each year for financial support even if they are currently receiving support. Up to date evidence will need to be provided with the new application form. The college cannot guarantee the level of support will continue into the following year. The 'discretionary' funding element will be dependent on the allocation from the funding body and the anticipated number of applicants.

### **Appeals Process**

Where the applicant is not satisfied with the original decision he/she may appeal formally in writing within ten working days to the Assistant Principal (Student Services), who is totally independent of the assessment process. Appeals can be considered on the grounds of extenuating circumstances, which have not previously been disclosed, or new financial evidence that has not previously been considered. A photocopy of all pages of any additional evidence must be included with the appeal. Appeals will be assessed by the Assistant Principal (Student Services) and a decision notified to the applicant in writing within 15 working days of receipt. This decision is final.

### **Terms and Conditions**

### **Equality and Diversity**

The Sixth Form College will promote this scheme and take the necessary actions to ensure that all students can easily access information and advice on financial assistance.

### **Confidentiality**

When data is provided to us, we use it solely for the purpose for which it was supplied. Your information may be shared with College staff but we will not share your information with any other organisation.

## **How we use your data**

The information you provide on this application is collected to help us make a judgement on your eligibility for Bursary funds and free meals. It is collected under the 'legitimate interests' rights detailed in article 6 and article 9 of the GDPR. It will be kept for 6 years for audit purposes and treated with the strictest confidence and will not be shared with any external organisations.

## **Fraudulent Claims**

If you are awarded funding on the basis of false information, you will be asked to repay any money you were awarded. This will be subject to disciplinary proceedings and the matter may also be referred to the Department for Education and/or the Police.

## **Disclaimer**

All of the information in the guidance is accurate at the time of publication. Please note that if you withdraw from your course, payments will stop and the College may take the necessary steps to reclaim any monies that were issued.

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