

App.Rec'd	ID No.	App.No.
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2017/2018 FREE COLLEGE MEALS / 16-19 BURSARY FUND

This form should be completed using the accompanying Guidance Notes.
If you need any help, please ask the Business Director.

1st APPLICATION DEADLINE: AUTUMN TERM – 22nd September 2017

PART A – TO BE COMPLETED BY THE STUDENT

Part A: Section 1 - Personal Information		
Surname/Last Name	First Name(s)	
Date of Birth	Age (at 31/08/17)	
Your address Post Code	Your Telephone Number Your email address	
Have you been resident in the UK or EU/EEA for the last 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Part A: Section 2 - Course Details		
What course/subjects will you be studying?		
Part A: Section 3 - £1,200 Bursary for Vulnerable Students		
Are you in Local Authority care, a care leaver or living with foster parents?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you in receipt of Income Support/Universal Credit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Are you in receipt of Employment Support Allowance and Disability Living Allowance (or Universal Credit and Personal Independence Payment)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
You must enclose a letter from your key worker or local authority or proof of benefit dated from Mar 2017		
If you have answered Yes to any of the above and provided evidence, you qualify for the £1,200 Bursary and Free College Meals. Go to Part C , you do not need to complete Part B		
If you have answered No to the above:		
Do you live with adults who are mainly responsible for you?	Yes <input type="checkbox"/>	No <input type="checkbox"/> If YES parents to complete Part B

PART B – TO BE COMPLETED BY THE PARENT(S) / GUARDIAN(S) / CARER(S)

Applications without proof of benefit / income will not be processed

Part B: Section 1 – Eligibility Check		
Does the student live with you at the address shown?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you claim Child Benefit for the student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Part B: Section 2 – Free College Meals		
Students will only be eligible for Free College Meals if parent(s)/guardian(s)/carer(s) receive one or more of the following benefits: (Please tick all that apply)		
Income Support		
Income-based Jobseekers Allowance		
Income-related Employment Support Allowance		
Child Tax Credit (provided you are <u>not</u> working/not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190		
State Pension Credit (guarantee credit only)		
Universal Credit (during initial roll out only)		
Support under part V1 of the Immigration and Asylum Act 1999		
You must enclose a copy of your letter showing benefit entitlement from Mar 2017 or a copy of ALL pages of your 2016/17 Tax Credit Award Notice.		
If you have provided evidence of one of the above, go to Part C . The student will also qualify for the discretionary bursary		
Part B: Section 3 – Discretionary Bursary		
Does the student live in a household with a gross household income of £22,500 or less?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
You must enclose a copy of ALL pages of your 2016/17 Tax Credit Award Notice. If you are not in receipt of Tax Credits enclose P60s or if self-employed SA302		

Does the student live in a household with a gross household income of £22,500 or more but facing exceptional financial circumstances?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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You must enclose proof of household income/benefits plus supporting statement

Part C: Discretionary Bursary Request

From the discretionary bursary you may be eligible for the following support, please ✓ the options you wish to be considered for

Financial Assistance with travel to and from the College	<input type="checkbox"/>
Essential course equipment/kit/visits (please provide details if known)	<input type="checkbox"/>
If you have already paid for any of the above and require a refund, you must provide receipts/ proof of purchase	

Part D: Section 1 - Student Bank Details

Most awards will be made by internal transfers in college. Any awards to students will be made direct into the student's bank account. Please fill this in carefully and ensure the information is accurate.

Name of Account Holder
.....

Account Number: Sort Code:

Part D: Section 2 - Parent Bank Details

If eligible for Travel assistance /equipment refund, payment should be made to:

Name of Account Holder
.....

Account Number: Sort Code:

Part E: Student and Parent/Guardian Declaration

- I/we declare that the information given is accurate and correct to the best of my knowledge
- All income/benefit sources are shown and the required evidence enclosed
- I/we understand that any assistance is subject to maintaining satisfactory levels of attendance (100%), behavior and progress/attainment
- I/we will inform the Business Director immediately if the details given on this form change
- I/we understand that all or part of any payment may be repayable if I withdraw from my course for whatever reason during this academic year. The amount to be repaid will be determined by the College.

Student signature**Date**

Parent/Guardian signature**Date**.....

Parent/Guardian Name

Returning your application

Completed application forms and any supporting documentation can be handed in at **Reception** for the attention of the **Business Director**. Postal applications should be returned to: **Mr Richard Marinelli, Cowes Enterprise College, Crossfield Avenue, Cowes Isle of Wight. PO31 8HB.**

COLLEGE USE ONLY

Proof of benefit/income requested.....Received.....

Additional information requested.....Received.....

Interview requested.....Interview date.....Staff Initials.....

Outcome/comments

AUTHORISATION

APPROVED **REJECTED**

Senior Leadership Team.....Date.....

Head of Sixth Form.....Date.....

Appeal received..... Appeal decision.....

Application logged Date decision letter sent

Category	Amounts Awarded		
	Autumn	Spring	Summer
£1,200 Bursary			
Transport Assistance			
Equipment/Books			
FCM			
Visits			
Other Costs (please state)			