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Please complete this form and bring it to the college office with your **ORIGINAL** supporting evidence (e.g. benefit statements or letter from your local authority), not copies.

***Please note that our policy is to maintain strict confidentiality in the review and storage of any information that is held.***

**QUALIFYING CRITERIA**

Students aged 16 or over but under 19 on 31 August 2023 can apply for a bursary if they are on a study programme with the College, and meet the eligibility criteria. A bursary will only be paid if attendance and behaviour meet our required standards. You will need to be in one of the following groups:

* in care
* care leavers
* receiving Income Support (IS), or Universal Credit (UC) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner
* receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right as well as Employment and Support Allowance (ESA) **or UC in their own right**

UC has now fully rolled out and so young people aged 16 to 18 will no longer be in receipt of the other benefits listed above.

**EVIDENCE OF ELIGIBILITY**

Please complete the application form and provide evidence of one of the following groups:

***that the student is in receipt of the specified benefits in their own name:***

* a copy of their UC or IS award notice, clearly stating the claim is in their name, or confirming they ae entitled to the benefit in their own right
* it must not state any conditions that prevent them from participating in further education or training
* for students in receipt of US we must also see a document such as a tenancy agreement in the student’s name, a child benefit receipt, children’s birth certificates, utility bills etc
* for students receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided

UC claimants should be able to print off details of their award from their online account or provide a screenshot to the institution.

Students can also contact their UC Work Coach (or relevant Benefit Office if they are receiving getting IS or ESA) and ask them for help in providing evidence of receiving benefits.

***that the student fully meet the definitions of in care/care leavers:***

* written confirmation of their current or previous looked-after status from the local authority that either looks after them or provides their leaving care services. This could be a letter or an email – but must be clearly from that local authority.

**ASSESSMENT**

Following receipt of your application form the College will verify the evidence and confirm eligibility. We will then assess the actual amount of financial support the student needs to participate.

Some students may meet the eligibility criteria, but their financial needs are already being met, they have no relevant costs and do not need the award.

If the College considers that an award should be made, we will submit a claim to the Student Bursary Support Service on your behalf.

**AWARD LETTER**

The College will write to you with the outcome of your application. Where successful, the letter will set out the amount of the award and items that it will purchase.

**PURCHASES**

Wherever possible, the college will purchase items such as books, educational equipment, laptops, tablets, protective art wear and transport, including travel passes and taxi fares in-kind.

* **books and equipment such as a laptop and iPad, together with protective art wear, will remain the ownership of Green Corridor and will be returned on leaving/completion of a study programme**

**IMPACT ON OTHER BENEFITS**

Receipt of bursary funding **DOES NOT AFFECT** any other means-tested benefits paid to families, such as Income Support, Universal credit, Jobseeker’s Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

If you wish to discuss the application process or the form, please contact the College.

**STUDENT DETAILS**

|  |  |
| --- | --- |
| First Name(s) | Surname: |
| Known as: | ULR: *(College to complete)* |
| Address: | Date of birth:  |
| Age at 31/08/23:  | Telephone: |
| Postcode: | Email: |
| **DO YOU HAVE THE RIGHT OF ABODE AND BEEN RESIDENT IN THE UK FOR 3 YEARS? YES/NO** |

**EVIDENCE OF STUDENT INCOME (attach the most recent document)**

|  |  |  |
| --- | --- | --- |
| PIP  | income support/universal credit letter \*\* |   |
| Tenancy agreement  | utility bills | Other benefits |
| Other Please specify: |

\*\* where supplying a universal credit award notice please provide the 3 most recent award statements

**EVIDENCE THAT STUDENT IS IN CARE OR A CARE LEAVER:**

Letter or email from student’s home local authority attached

**DECLARATION BY PARENT/CARER and STUDENT**

|  |
| --- |
| * All payments will be based on the information provided and we declare that the information on this form is accurate to the best of my knowledge.
* I/we understand that any false claim may lead to the withdrawal or refusal of Bursary funding and may result in a prosecution
* I/my parents/carers will notify the College of any changes in income
* I/we understand the attendance and standard of behaviour required by the College, and that the bursary funds are paid to support me on my course on condition of meeting those standards
* I/we understand there is not an automatic entitlement to bursary funding, if I do not meet financial need or my needs are being met from another financial source.
* I/we understand that the money and equipment provided is to enable me to continue in education and if I leave the College, this financial support will stop

**Parent/Carer** I understand that Green Corridor will keep this data and the evidence provided, in line with the Data Protection Act 1998, to support the needs of my child.I have supported the above-named person to understand and help complete this form, the information given is complete and accurate to the best of my knowledge, and no information which may affect the safety and welfare of this person or others at the College has been withheld or omitted. I understand that if the safety and welfare of any person at this college is compromised due to information being inaccurate or withheld by me, further action may be taken by the College.***I confirm that I/we have read the ‘Bursary Fund – Information for Students’, which was given to me before this application.*** |
| **Student Signature:** |
| **Parent/Carer Signature:** |
| **Print Name:** |
| **Date:** |