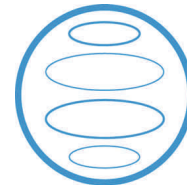


Date Received

Student ID

GB

FEFM



Sussex
Coast
College
Hastings

16-18 Bursary Funding Application 2017/2018

Please answer **ALL** questions and provide **ALL** the evidence requested.
Your application will be returned to you if any evidence is missing.

If you require any assistance with the completion of this form, please contact us:

*Visit Student Services

*Call (01424) 458465

*Email : fassistance@sussexcoast.ac.uk

Please note that completing this application form does not guarantee funding. Awards are made at the discretion of Sussex Coast College Hastings

Section 1: Your Personal Details

Surname

First Name

Title (Mr/Mrs/Miss/Other)

Female

Male

Date of birth

/

/

Age on 31 August 2017

Permanent Home Address

Home Telephone Number

Mobile Telephone Number

Email

Have you claimed, or are you currently claiming, asylum in this country?

If yes, please provide Home Office documentation

YES

NO

Section 2: Your Learning Programme

Course Title (incl level)

College Campus

Full Time

Part Time

Section 3: Which Bursary to Apply for?

Option 1 - Guaranteed Bursary: Vulnerable Learners

You will be eligible for the Guaranteed Bursary of up to £1200 if any of the below apply to you and you provide the evidence required. Please tick below, then move to Section 5.

Are you	Living in Care	<input type="checkbox"/>	*Universal Credit (If previously in receipt of income support)	<input type="checkbox"/>
	A Care Leaver	<input type="checkbox"/>	*ESA & Personal Independence Payments	<input type="checkbox"/>
In receipt of	*Income Support	<input type="checkbox"/>	*ESA & DLA	<input type="checkbox"/>

***Please provide a full award letter dated within the last 6 months or written confirmation from the Local Authority of your current or previous looked-after status**

Option 2 - Discretionary Bursary, Incomes £16,190 or below

Discretionary bursary funds including a **Further Education Free Meal** will be awarded if your household income is less than £16,190 from work related earning and/or state benefits.

Income Based Jobseekers Allowance	<input type="checkbox"/>	*Child Tax Credit must state an annual gross income of no more than £16,190.00.
Income Related Employment and Support Allowance (ESA)	<input type="checkbox"/>	
Income Support (including Guaranteed Bursary)	<input type="checkbox"/>	
Guaranteed Element of State Pension Credit	<input type="checkbox"/>	
Child Tax Credit* (if not entitled to WTC)	<input type="checkbox"/>	
Support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>	

Option 3 - Discretionary Bursary, Incomes £26,000* or below

Discretionary bursary funds will be awarded if your household income is less than £26,000 from work related earning and/or state benefits. Identify benefits claimed below.

**please note Banding information is available in the policy*

Income Support	<input type="checkbox"/>	If you have ticked any of the listed, you must provide a copy of the full award letter (this must be less than 6 months old) with the exception of Tax Credit awards which must be for the current tax year 2017/2018
Job Seekers Allowance	<input type="checkbox"/>	
Employment & Support Allowance	<input type="checkbox"/>	
Tax Credit Award notice	<input type="checkbox"/>	
Universal Credit	<input type="checkbox"/>	
Personal Independence Payments	<input type="checkbox"/>	

Please tell us your parent (s) / guardian (s) employment status (If applicable)

	Employed	Self employed	Private Pension	Not Employed
You/Parent 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- * If you or your parent/guardian are employed, you must submit the last 3 months' payslips with your application.
- * If you or your parent/guardian are self employed, please provide a letter from an accountant.
- * If your parent/guardian receives a private pension, please provide information from your scheme administrator outlining the gross pension per year.

**If you are applying for an Option 2 or Option 3 Bursary
Please tick the course related costs you are applying for assistance with:**

Kit/Equipment/Uniform

Books/Materials

DBS Check/Trips

Section 4: Travel

If you live more than 3 miles from your college campus, you may be eligible for a contribution towards your travel costs,

Please tick your method of travel

Bus

***Train**

***Departure Train station**

Mileage will be calculated using the AA route planner, using home postcode to campus postcode
Bus & Train travel will be calculated at the lowest cost, weekly or per day, based on your timetable

**Please provide *your Bank or Building Society details below
PLEASE CHECK YOUR ACCOUNT ACCEPTS PAYMENTS BY BACS**

Name of Account Holder

Name of Bank/Building Society

Sort code

6 digits only

Account Number

8 Digits only

Building Society roll/Reference

(if applicable)

****The Bursary can only be paid to an account in the name of the student***

Section 5: Additional Supporting Information

Please provide any further information in support of your application.

Office Use Only:

Total: £

Guaranteed Bursary : £

Calculations/Notes:

Equipment/Kit/Uniform: £

Books/Materials: £

DBS Check: £

Trips £

Reason For Award

Travel £

Assessor Initials/Date

Section 6: Declaration - Please read carefully before signing

- I declare that the information provided is true and accurate and I am able to provide all the evidence requested to support my application. I understand that if I do not provide all evidence requested my application form will be returned.
- If awarded, I understand that any payments will not commence until I am enrolled and my attendance is confirmed. Awards will be made at the discretion and at a date to be confirmed, by Sussex Coast College
- If my attendance falls below 90%, I may have my award refused. Any unauthorised absence is subject to a referral process. Any award refused will be communicated to me via letter.
- I understand Sussex Coast College will determine and advise the appropriate payment method for any award made, i.e. Credit to student card or direct to my bank account.
- If my standard of behaviour is deemed unacceptable this may result in awards being refused.
- I understand that it is my responsibility to inform Student Services of any change to my circumstances, personal/family or financial.
- I have not applied to any other organisation, e.g. a charitable trust, for any assistance that I am requesting from the discretionary fund.
- I understand that if I leave my course early, the college will request that I return any money, uniform, or kit that had been purchased with discretionary funds.
- * I understand that my bursary cannot be discussed with a third party including Parent/ Guardian without my consent.

A copy of our Funding Policy & Procedures is available from Student Services. The College retains the right, unreservedly, to make changes or modifications to this policy without prior notice

Student signature

Date

Parent/Guardian signature

Date

Checklist

1. Have you completed all relevant sections of this application in full?
2. Have you enclosed all your evidence/documents?
3. Have you signed the declaration above?

Please remember to provide good quality copies of your supporting evidence, not the original, as we are unable to return documents.

**PLEASE RETURN THIS FORM TO YOUR CAMPUS BY HAND OR BY POST TO
SUSSEX COAST COLLEGE**

Student Finance Team, Student Services

Station Plaza Campus
Station Approach
Hastings
East Sussex
TN34 1BA

Ore Valley Campus
Parker Road
Hastings
East Sussex
TN34 3TT