



16-18 Bursary Fund 2021-22 Application

Date of receipt:

Important: please read the accompanying guidance notes on how to apply before completing this form.

- Please use this form if you're under 19 on or before 31 August 2021 **unless** you're over 19 and are either continuing on a course you began aged 16-18, or you're aged 19-24 and have an Education Health Care Plan.
- If using a Mac, please use Adobe Reader and not Preview to download and complete the form.
- You may be eligible to receive the 16-18 Special Support Bursary of up to £1200 if you meet one of the following criteria:
 - you're care experienced;
 - you're personally receiving Income Support or Universal Credit because you're financially supporting yourself or supporting yourself and someone dependent on you and living with you;
 - you receive Disability Living Allowance **or** Personal Independence Payments **as well as** Employment and Support Allowance in your own right.
- Make sure you answer all the questions and provide copies of all evidence required.
- The fund is limited and there's no automatic entitlement to an award; applications will remain open until either the fund is spent, or the academic year ends.
- All award payments are subject to attendance of over 90%.
- **Please ensure you have read the University's Student Data Protection Privacy Notice available at uca.ac.uk/data-protection-policies. You can give your consent by signing the statement at the end of the form. If you are not willing or are unable to give your consent, this may impact on our ability to process your application and you should discuss this with your Specialist Adviser.**

Where do I send my form and who do I contact if I have any questions?

Application forms can be completed electronically and returned to fefunds@uca.ac.uk, the Gateway in the library or your campus Specialist Adviser. If you have any questions about your application, please contact your campus Specialist Adviser as below:

Canterbury: advicecant@uca.ac.uk
Farnham: advicefarn@uca.ac.uk

Epsom: adviceeps@uca.ac.uk
Rochester: adviceroch@uca.ac.uk

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Section 1: personal details

1. Student ID number

2. First name(s)

3. Surname

4. Date of birth

5. Your age in years on 31 August 2021

6. Contact address

Postcode

7. Telephone number

Mobile

8. UCA email address

@students.uca.ac.uk

If you don't yet have your UCA email address, please provide your personal address instead:

9. Course title

Access to Higher Education Diploma in Art and Design

Foundation Diploma in Art, Design & Media Practice

National Extended Diploma in Art & Design Practice– Year 1

National Extended Diploma in Art & Design Practice– Year 2

National Extended Diploma in Creative Media Practice – Year 1

National Extended Diploma in Creative Media Practice – Year 2

National Extended Diploma in Fashion Business Retail – Year 1

National Extended Diploma in Fashion Business Retail – Year 2

10. Campus Canterbury Epsom Farnham Rochester

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11. Who do you live with?

Do you live: alone in a shared house/flat with your parent(s) with partner or spouse
/guardian/foster placement

12. Do you have any children who are financially dependent on you?*

Yes No

* If you're a parent under 20, Care to Learn can help pay for childcare costs. For further information and how to apply visit gov.uk/care-to-learn

13. Are you a young carer?*

Yes No

* A young carer is someone who is aged 16-25 who cares for a family member or friend with an illness or disability, mental health condition or an addiction. If you're unsure whether this applies to you, contact your Specialist Adviser to check.

14. Are you estranged from your family?*

Yes No

* Being estranged from your family means you've not had verbal or written contact with them for a significant period of time and this is unlikely to change.

15. Are you currently in the care of your local authority* or care experienced?*

Yes No – please go to question 18

* 'In the care of your local authority' means children looked after on a voluntary basis (Section 20 of the Children Act 1989) or under a care order (Section 31 of the Children Act 1989).

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** Care experienced means you have spent any amount of time in local authority care, you are adopted but were previously in care, or you have been looked after by family or friends. If you're unsure, please contact your Specialist Adviser.

16. If yes, please complete the following if applicable:

Name of Local Authority

Contact details for Personal Adviser/Social Worker

Name

Telephone number

Email

Permission to contact your Personal Adviser/Social Worker in order to obtain any further information required to assess and process this application

Yes

No

17. Do you receive any other sources of income, for example any benefits or funding from your Local Authority?

Yes

No

You'll need to provide evidence of any funding your LA is providing towards your course costs and/or travel, or a letter confirming no funding is being given.

18. Are you personally in receipt of any of the following benefits?

Income support or the equivalent Universal Credit

Disability Living Allowance or Personal Independence Payments **and** Employment and Support Allowance or the equivalent Universal Credit

19. Do you wish to apply for free school meals? (you will need to meet one of the criteria below)

Yes

No

In order to qualify for free meals please tick the appropriate box and ensure you provide evidence* if you or your parents meet one of the following criteria:

In receipt of free meals during the 2020-21 academic year

In receipt of Income Support

In receipt of Universal Credit with net earned income not exceeding £7,400 a year (after tax and not including any benefit entitlement)

In receipt of income-based Job Seekers Allowance

In receipt of income related Employment Support Allowance

In receipt of support under part VI of the Immigration and Asylum Act 1999

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In receipt of the guaranteed element of State Pension Credit

In receipt of Child Tax Credit (where you are NOT receiving Working Tax Credit); and have an annual gross income of less than £16,190, as assessed by HMRC

In receipt of Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)

* If you or your parents are in receipt of Universal Credit and are self-employed, you will need to provide evidence of your company registration or tax return form and complete and return the self-employment declaration form available from the Specialist Adviser.

20. What would you like financial help with? Some students may be eligible for a Special Support Bursary. Those students will be contacted directly to discuss awards.

Course costs (equipment pack, printing costs, local day visits)

Trip costs (Access, Foundation and Extended Diploma year 2 students)

Please specify which trip you're going on: UK visit Overseas visit

Travel (Note: awards for travel will be capped at the cost of any local subsidised travel scheme you may be entitled to)

Where are you travelling from?

Method of transport: Bus Train Other (please specify)

Cost of ticket: per day per week per month per term per year
£

Please specify the amount you wish to apply for: £

Accommodation costs

(Full time students only. Accommodation costs can only be paid directly to the landlord)

Where will you be living? Halls of residence Private accommodation

Cost of accommodation: £ per week per month per year

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Your bank account details

Any award you receive towards the equipment pack and trips will be processed directly on your behalf through the UCA online store, therefore please don't make any payments towards these costs until you receive an email confirming the outcome of your application. Awards for travel costs, printing and some elements of the Special Support Bursary will be paid directly into the bank account you specify below. **This should be the student's own account.**

As part of the assessment process you're required to provide 3 months of recent bank statements for **all** accounts held in your name including savings accounts. Statements for a parent/guardian are **not** usually required.

Name of bank or building society

Name(s) of account holder(s)

Account number:

Sort code: - -

Section 2: household income information

21. Who lives in your household?

Please include all adults here – children should be included under question 22 below

Name Relationship to you

Name Relationship to you

Name Relationship to you

22. Are there any other dependent children in the household who are under 18 and in full-time education (excluding yourself)?

Yes

No

Income from benefits

23. Do you or any adults in the household receive any of the following?

Income support

Income based Job Seekers Allowance

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- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of the State Pension Credit
- Child Tax Credit (where you are NOT receiving Working Tax Credit) and have an annual gross income of less than £28,000, as assessed by HMRC
- Universal Credit and have an annual gross income of less than £28,000

If you have ticked any of the above, please go directly to section 3.

Household income from earnings/pension/other benefits not listed above

24. Please complete for adults in the household who are employed/self-employed or in receipt of a pension:

Name of earner (1)	Annual gross income £
Name of earner (2)	Annual gross income £

25. Do you or anyone else receive any of the following benefits?

- Job Seekers Allowance (contribution based)
- Disability Living Allowance or Personal Independence Payment
- Employment Support Allowance (contribution based)
- Working Tax Credit
- Child Tax Credit (where there is a gross income of more than £28,000 as assessed by HMRC)
- Universal Credit (where there is a gross income of more than £28,000)
- Other benefits (please specify)

Other sources of income

26. Do you or anyone else in the household receive any **other** sources of income, for example savings, investments, rental income or child support payments?

- Yes (if so give details below) No

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Type of income: £ per week per month per year

Type of income: £ per week per month per year

Type of income: £ per week per month per year

Section 3: additional information

Please complete:

- a) If there is any additional information you'd like us to take into consideration;**

- b) If you're applying for help with accommodation costs, please ensure you've read the relevant information on the guidance sheet and policy and that you meet the criteria – residential bursaries will not normally be awarded where a student could attend an institution closer to home or where daily travelling times are reasonable. Please state clearly your reasons for applying for help with accommodation costs.**

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Section 4: student declarations

I declare that the information I have given on this form is correct and complete to the best of my knowledge.

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the University. I further understand that I will be required to undertake to repay any grants obtained by me as a result.

I understand that where I have applied for assistance with up front course costs and have not met the cost myself at the date the award is agreed, then any award for these will be paid directly to the University.

I also understand that if I withdraw from my course I may be asked to repay some or all of my bursary award.

I am aware that in order for any award for course costs to be paid in my name, I must register an account with the UCA online store.

I have read and understood the above declarations.

Signature of student:

Date:

Section 5: General Data Protection Regulations

Consent for data processing

For us to assess your bursary application we will need to obtain your consent to process your personal data. We will collect and process this data in order to:

- Provide you with financial advice and financial assistance
- Comply with any legal obligation to which we as the data controller are subject

To provide these services and to comply with our legal duties we are asking for your consent to collect and process the following categories of data:

- Personal data provided by you, including information about nationality and residency status
- Financial data provided by you, including information about earnings, benefits entitlement and bank account activity
- Other personal data as relevant to the application
- The creation of records related to your application and all responding correspondence

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Personal data provided by you may be shared with the following:

- Staff within Academic Services who will handle and administer the application process
- Specialist Advisers within Academic Services who will assess the information you have provided in line with the published guidance
- Your course tutor – but only where this is required to satisfy the application process and outcome
- FE Campus Registry staff – when required to perform specific tasks relevant to your application
- Finance Department – in relation to your application only where relevant
- Students' Union – in the event of an appeal being made and as part of published guidance

We have a legal obligation to retain any data provided as part of this application and assessment process for a period of six years. After this time, all personal data will be securely destroyed, in line with retention processes. Failure to provide consent to this data processing may have an impact on our ability to proceed with your application. Consent for data processing will be sought for each separate application you make.

Declarations

I have read and understood the University's Student Data Protection Privacy Notice and the consent to data processing information provided above. I agree for the University to collect and process my data accordingly.

I consent to the sharing of information relating to this bursary application with the adult(s) named in below with the General Data Protection Regulations:

Name:

Contact details:

Name:

Contact details:

Signature of student:

Date:

Name of first adult supporting application:

Signature of first adult supporting application:

Date:

Name of second adult supporting application:

Signature of second adult supporting application:

Date:

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Please ensure you complete the checklist on this page and return this form and your evidence to fefunds@uca.ac.uk, to the Gateway in the Library or to your campus Specialist Adviser.

Section 6: checklist (this section must be completed)

Please tick the boxes to indicate where you have provided evidence and ensure that copies, not originals, are provided as documents cannot be returned. Please ensure you have provided all compulsory evidence and any other evidence as applicable as your application cannot be considered without it.

1. Data protection and administration (compulsory)

- Student declaration and consent for data processing: signed by the student and all adults providing information for this application
- Online store account registered (this is required for any course-related awards to be made)

2. Evidence of income (compulsory): this should relate to the year ended April 2021 or April 2020 if submitting a tax return:

- Full Tax Credit Award Notice: all pages for 2020-21
- Income from benefits, for example JSA letter/ESA letter/Income Support letter/Universal Credit Award Statements for the 3 most recent assessment periods
- Earnings/pension income (P60 for tax year ending April 2021/certified accounts for 2019-20)
- Other sources of income (savings and investment interest statements/maintenance payments)

3. Bank statements (compulsory)

- Most recent 3 months bank statements for all accounts held in your name including savings accounts. Statements for a parent/partner/guardian are not usually required

4. Care experienced students (if applicable)

- Evidence of care leaver status, for example, Local Authority letter
- Evidence of funding from your Local Authority, for example, a letter from your Personal Adviser stating exactly the amount of funding being provided and whether for travel, course costs, living costs etc. Where no funding is being provided a letter confirming this will be required

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5. Evidence of income from benefits held in student's name (if applicable)

- Income Support/Universal Credit Award Notice which must not state any conditions preventing you from participating in education or training, **plus** Tenancy Agreement/Utility Bill/Child Benefit Letter/Child(ren)'s Birth Certificate
 - Employment and Support Allowance/Universal Credit Award Notice which must confirm which Employment and Support Allowance Group you have been placed in **plus** evidence of Disability Living Allowance or Personal Independence Payment
-

6. Evidence of costs (if applicable)

- Travel
 - Accommodation (tenancy agreement)
-

7. Other evidence (if applicable)

- Evidence of carer status (for example, evidence of Carer's Allowance or letter from GP, teacher, voluntary organisation)
 - Evidence of estrangement (for example, letter from GP, teacher, social worker)
 - Evidence of receiving free meals in the 2021-2021 academic year
 - Any other evidence (please state what has been enclosed)
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For office use only (don't complete this section)

Initial review

Student name

Student ID no.

Priority group Yes No Application form complete

Supporting documents received

Declarations and consent for data processing signed by student and all adults supporting application

Date entered on CWC

Initials

Date sent for secondary review

Award decision

No award

Award £

Free meals

Equipment Pack £

Local Visits £

Trip £

Travel £

Printing £

Materials £

Accommodation £

Other £

Decision made by

Date decision made

Date entered on CWC

Initials

Notes/payment information
