

# Financial Support for Students

## Franklin College 16-19 Bursary 2017/2018

**The closing date for handing in complete applications together with supporting evidence is  
29 September 2017**

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## Overview

These bursaries are open to students who were aged between 16 and 18 on 31 August in the first year of their study programme at Franklin College, or who are over 19 but have an Education and Health Care Plan (EHP). If you are over this age, you may be eligible for one of the adult bursaries.

Students on Apprenticeship Programmes may not apply for these bursaries, as they are paid by their employer.

This fund is offered on a 'first come, first served' basis. Applications received before 29 September 2017 will be backdated to the beginning of term. Only fully completed applications can be processed. We will endeavour to process all complete applications within two weeks of the date on which they are received.

If you choose to apply for the Bus Pass option, please retain your bus tickets while you are waiting for your application to be processed. Provided that your complete application has been received by Finance before 29 September 2017, it may be possible to offer refunds.

### Section A

#### **NATIONAL BURSARY (Priority Group – up to £1200 per year for a full time study programme)**

If you meet any of the criteria below, you will be able to receive a bursary of up to £1,200 per year. Bursary payments are conditional on meeting the behaviours and attendance standards set out in the Bursary Policy Statement, which are available on the Franklin College website.

You are eligible to apply if you are:

- In the care of the Local Authority or foster parents
- Have been in care for a minimum of 13 weeks between the ages of 14 and 18
- Receiving Income Support in your own right
- Receiving Universal Credit in your own right
- Receive Employment and Support Allowance (ESA) in your own right
- Receiving both Universal Credit (UC) and Disability Living Allowance (DLA) in your own right
- Receiving Personal Independence Payments in your own right

### Section B

#### **COLLEGE DISCRETIONARY BURSARY**

The College Discretionary Bursary has three tiers, depending on your circumstances.

**Tier 1** - Students whose household income is less than £16,190 per annum and are not in receipt of Working Tax Credits will automatically be eligible to receive financial support for equipment. If you live more than 1 mile from college you will also receive a free bus pass. The type of bus pass you will receive will be determined by your address (distance will be calculated on your postcode and the College's decision will be final). The College may also award discretionary amounts for course materials and contributions towards trips or visits.

**Tier 2** - Students whose household income is less than £16,190, but who are in receipt of Working Tax Credits or Universal Credit, are eligible to receive either financial support for equipment or a free bus pass (if they live more than 1 mile from college). The type of bus pass you will receive will be determined by your address (distance will be calculated on your postcode and the College's decision will be final). The College may also award discretionary amounts for course materials and contributions towards trips or visits.

**Tier 3** - Students whose household income is between £16,190 and £21,000 may apply for ad-hoc financial support up to £100 per year for specific educational purposes and £100 per term towards a bus pass if they live more than 1 mile from college.

**N.B.** Payments made for the 2nd and 3rd terms are subject to an attendance review.  
It is not possible to apply for both the National Bursary and the College Bursary.

### Section C

#### FREE MEALS

The government provides free meals to students who may not otherwise be able to access education.

You are eligible for Free Meals if you, or your parents, receive at least one of the following:

- Income Support
- income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Child Tax Credit (provided they 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 (HMRC))
- Working Tax Credit run-on (paid for 4 weeks after someone stops qualifying for Working Tax Credit)
- During the initial roll out of the benefit, Universal Credit
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit

### Section D

#### TRANSPORT

The College has organised its own transport from various locations across North East Lincolnshire, Lincolnshire and East Lindsey districts, for further information please visit the Franklin College website at <http://www.franklin.ac.uk/student-life/getting-to-franklin/>

Travel on these coaches is subsidised by the College and will cost students £1 per journey, alternatively bus passes are available at a cost of £130 per term.

Students can also apply to their local authority for a reduced rate pass, again check out the Franklin website for details.

# Application Form

**THE DEADLINE DATE FOR HANDING IN COMPLETE APPLICATIONS  
IS FRIDAY 29 SEPTEMBER 2017**

<b>Student Details</b>	
Student ID Number	
Surname / Family name	
First name(s)	
Date of Birth (dd/mm/yyyy)	
Are you a student who is currently in care?	YES / NO
Have you been in care for 13 weeks or more between the ages of 14 and 18?	YES / NO

<b>Student Bank Details</b>									
Full Bank account name <i>This should be the name as it appears on your debit card or statement</i>									
Name of Bank / Building Society									
Sort Code (6 digits)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;">—</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%; text-align: center;">—</td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>			—			—		
		—			—				
Account Number (8 digits)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table>								
Building Society Roll Number <i>This is only required if your account is held with a building society</i>									

You must provide a bank statement with matching details as part of your application. This helps us ensure that bursaries are paid directly to those who need them.

Parent/Guardian Details	Person 1	Person 2
Full Name		
Address		
Relationship to student		
Telephone		

## APPLYING FOR A BURSARY

Please indicate which element of the Bursary you wish to apply for by ticking the relevant boxes

**SECTION A - NATIONAL BURSARY (Priority Group)**

**SECTION B - COLLEGE DISCRETIONARY BURSARY**

(please tick one)

- Tier 1** - Household income below £16,190 and not in receipt of Working Tax Credits  
(financial support for equipment and free bus pass if you live more than 1 mile from college)
- Tier 2** - Household income below £16,190 but in receipt of Working Tax Credits or Universal Credit  
(financial support for equipment or a free bus pass if you live more than 1 mile from college)
- Tier 3** - Ad-hoc Financial Support - Household Income is between £16,190 and £21,000  
(eligible to receive up to £100 per year ad-hoc and £100 per term towards a bus pass if you live more than 1 mile from College)

**SECTION C - FREE SCHOOL MEALS**

Free meals are targeted at disadvantaged students. Free meals in further education defines disadvantage as students being in receipt of, or having parents who are in receipt of, one or more of the benefits outlined in section C on page 3.

**SECTION D – TRANSPORT**

See page 7 for application form

## EVIDENCE REQUIRED TO SUPPORT AN APPLICATION

The following information **MUST** be provided with your application (please tick the box to indicate that the documentation has been included and check the guidance provided on page 8. Choose the correct supporting evidence depending on your application:

**SECTION A - Applying for the National Bursary (Priority Bursary)**

Eligible for minimum £30 per week (up to £1,200 per year)

You must provide **one** of the following

- Recent Income Support letter or Universal Credit letter
- Recent DLA letter and Universal Credit letter
- Letter from Local Authority or support worker confirming in care
- Recent Personal Independence Payments Letter

You **must** also provide

- Student Bank Statement

## SECTION B - Applying for Franklin College's Discretionary Bursary.

For all tiers, you **must** provide

- Student Bank Statement
- Proof of household income

If you are applying for Tiers 1 or 2, you must also provide **all** of the following:

### Tier 1 Evidence

- Child Benefit Award Letter
- Parent / Guardian Bank Statement dated September 2017
- Tax Credit Award letter showing you are not entitled to Working Tax Credit
- Completed Bus Pass form (page 7), if you are applying for a bus pass.

If you are applying for an **interim award**, the following evidence is required (see page 8 for more details)

- Parent /Guardian Bank Statement dated July or August 2017 (interim award)
- Completed Bus Pass form (page 7), if you are applying for a bus pass.

### Tier 2 Evidence

- Working Tax Credit Award letter **OR** Provisional Working Tax Credit Award letter (interim award)
- Completed Bus Pass form (page 7), if you are applying for a bus pass.

## SECTION C - Applying for Free Meals

You must provide **either one** of the following:

- Proof of Income Support from Job Centre Plus (JCP)
- Proof of Income based Jobseekers Allowance from JCP
- Proof of Income-related Employment & Support Allowance from JCP
- Proof of Working Tax credit run-on from JCP
- Proof of Universal Credit from JCP
- Proof of receipt of support under part VI of the Immigration & Asylum Act 1999 from the Home Office
- Proof of receipt of the guarantee element of State Pension Credit from the Department of Work & Pensions

Or, **both** of the following:

- Child Benefit Award Letter
  - Tax Credit Award Letter
- This must show your household income is less than £16,190 per year, and confirm you are not in receipt of Working Tax Credit

**SECTION D - Applying for a Franklin College Bus Pass**

The College runs a private coach service to and from locations in and around the North East Lincolnshire and Lincolnshire area. This service is subsidised by the College and the cost is £1 each way.

Alternatively, a bus pass can be purchased at a cost of £130 per term. Passes can either be purchased by the student or funded as part of an application for either a National Bursary or a Discretionary Bursary award. If you wish to apply for a bus pass, please complete the form below.

<b>Student Details</b>		
<b>First Name</b>	<b>Surname</b>	<b>Student ID</b>
<b>Date of Birth</b>		
<b>Address</b>		
<b>Postcode</b>		

**CONDITIONS OF USE**

I agree to accept the bus pass issued to me subject to the regulations and conditions associated with it, and I agree that the acceptance of the pass by me shall be held to constitute the acceptance of the aforesaid regulations and conditions.

<b>Signature of Student</b>
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<b>Signed by (STAFF)</b>
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<b>For Official Use Only</b>		
<b>Term</b>		
<b>Student Contribution</b>	<b>Bursary Contribution</b>	<b>TOTAL Paid</b>

## Explanation of documents required to support an application

### Child Benefit

You must provide a recent Child Benefit Award letter which states that you will be receiving Child Benefit for the student. If the current letter states that Child Benefit will be stopping from September 2017 you must notify the Child Benefit agency that the student will be continuing in full-time education.

If you do not have a current Child Benefit Award letter you can supply a bank statement instead. The statement must be for September 2017 and must contain your name and address as well as showing a receipt of payment from CHB. The original letter or bank statement must be provided.

We are able to award a provisional bursary claim if you can provide us with either a July or August Bank Statement showing receipt of the Child Benefit but then you must bring in your September statement or Child Benefit Award Letter on receipt.

### Tax Credit

You must provide your current Tax Credit Award Letter. The original letter must be provided and it must be complete (i.e. if the letter states pages 1-8, all 8 pages must be supplied). A provisional Tax Credit Award Letter can be accepted in order to award a provisional bursary claim but the Actual Tax Credit award must be received by 31/10/17.

### Student Bank Statement or Letter

Students are required to provide a bank statement (showing their name, address and account details) or a letter from the bank (showing their name, address and account details) to certify the details provided on the Financial Assessment/Application form.

## FINAL DECLARATION

Please read and sign the declaration below, before submitting your application

- The information I have given on this form is correct, true and to the best of my knowledge.
- I undertake to supply any additional information that may be required to verify the particulars given.
- I understand that if I provide false or incomplete information, I may have to repay any money paid to me.
- I will inform the college of any alterations to any particulars in writing.
- I am aware that the funding only covers this college year and that there is no guarantee that I will receive funding for any future years even if I am eligible in the current year.
- I understand that financial assistance is dependent upon satisfactory attendance and behaviour. I understand that if I withdraw from my course early that I may be asked to repay any funds already paid to me.
- I accept the terms stated in the 'Bursary and Free School Meals Policy Statement' and understand that application for the bursary constitutes acceptance of the terms therein.
- I understand that that this information is accurate at time of printing, but some criteria may change throughout the year.

Signed ..... Date .....  
(Learner applying for assistance)

Signed ..... Date .....  
(Parent or guardian)

A copy of the College 16-19 Bursary & Free Schools Fund Policy is available from College Services.