

FE Support Fund Application Form 2016-17

Bursary for 16-19 years Free College Meals VYP For Office Use
 16 – 18 RBF 19 + Discretionary Learner Support Fund only
 Advanced Learning Loan Bursary

| Part 1. Student Details | |
|--|---|
| Student Number | <i>on your offer letter or student card</i> |
| First Names | Surname / Family Name |
| Date of Birth | Age on 31 st August 2016 |
| Home Address | Home Phone Number |
| | Mobile Phone Number |
| | Email |
| Postcode | |
| Name of Course | |
| <i>APPRENTICESHIPS do NOT qualify for Bursary Funding</i> | |
| Have you been resident in the UK and Islands for the whole of the three year period preceding your course, other than for the purpose of full-time study? Yes <input type="checkbox"/> No <input type="checkbox"/> if 'NO' please give the date you moved to UK : | |
| Level 1 Bursary criteria: If any of the following circumstances apply to you the student (not parent), then please tick the appropriate box <ul style="list-style-type: none"> • Aged 16 - 17yrs and 'in care' <input type="checkbox"/> <i>Official letters as supporting evidence will be required</i> • Aged 16 - 18 and 'leaving care' <input type="checkbox"/> • Aged 16 - 18 and receiving 'Income Support' or 'Universal Credit' <input type="checkbox"/> • Aged 16 - 18 and receiving either: 'Employment Support Allowance' or 'Universal Credit' PLUS either: 'Disability Living Allowance' or 'Personal Independence Payments' <input type="checkbox"/> | |

| Part 2. Parents' or Guardians' Details <i>only if student applicant is aged under 19 years</i> | |
|--|---------------------------|
| Surname | Title and First Name |
| Address (if different from above) | Contact Telephone Numbers |
| Postcode | Contact email |

| Part 3. All students - please state who you live with and their relationship to you | | |
|---|--|---------------------|
| Name | Relationship to you, e.g. mother, father, brother, sister, partner, friend, lodger etc | Age if under 16 yrs |
| | | |
| | | |
| | | |
| | | |
| | | |

| Part 4. FREE SCHOOL/COLLEGE MEAL entitlement <i>supporting evidence will be required</i> | |
|---|--|
| Aged 16-18 on 31 August 2016 - Did you receive Free School Meals in your last year at school Yes / No See Part 5 overleaf – parents currently in receipt of one of the starred items * listed overleaf, and have an annual gross household income of no more than £16,190 will be eligible. | |
| Aged 19-25 on 31 August 2016 - Do you have a Learning Difficulty Assessment (LDA) Yes / No Do you have an Education Health and Care Plan (EHC Plan) Yes / No | |

| Part 5. Income Details (for household) | | | | |
|--|---|---|--|---|
| Please tick which group your household income falls into: | Up to £16,190 pa <input type="checkbox"/> | £16,191 to £20,187pa <input type="checkbox"/> | Over £20,188 pa <input type="checkbox"/> | |
| Please indicate which of the following benefits and / or income you are currently in receipt of. Please send the evidence as requested below. <i>Please tick ✓ all that apply</i> | | | | |
| Type of Income | Student 19 yrs + | Parent(s) / Guardian(s) | Partner / other | Evidence Required <i>Photocopies preferred where possible please</i> |
| Income Support or Universal Credit * | | | | An award letter which is less than 3 months old on the date of application |
| Jobseeker's Allowance (Income Based) * | | | | |
| Child Tax Credit * Working Tax Credit | | | | ALL Pages of your 2016-17 Tax Credit Award letter ' OUR PREFERRED EVIDENCE ' |
| Pension Credit (Guarantee credits only) * | | | | An award letter which is less than 3 months old on the date of application |
| Employment Support Allowance * AND D L A or Personal Independence Payments | | | | |
| Support under part V1 of the Immigration and Asylum Act 1999 * | | | | Documentary evidence |
| Earned income with no additional benefits | | | | Include last 3 monthly wage slips or last 6 weekly wage slips |
| Self-employed earnings with no additional benefits | | | | Audited accounts or official tax return (SA302) |
| 19+ Applicants only - Do your parents support you financially? <i>Please circle which applies</i> if YES - Please provide household evidence from above - if NO - Please provide last 2 months current bank account statement(s) showing all income and outgoings for yourself and your partner if applicable. | | | | |

N.B. If you don't have the specified evidence, please contact the Bursary Fund Administrator to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply to you.

| Part 6. Residential Support : <i>Please attach invoice or rent payment receipts as evidence</i> | | | | | |
|--|--------------------|------------------------------|--|------------------|------------------|
| <input type="checkbox"/> I am requesting help with accommodation costs. I am currently living in ... | Halls of Residence | Private Rented Accommodation | Please state how much help you are requesting? | | |
| | | | Autumn Term £ | Spring Term £ | Summer Term £ |
| Private Landlord – Bank Account Holder Name: | | | Bank: | | |
| Sort Code: | | | A/C No: | | |
| Rent assistance will be paid directly to the College or Landlord on your behalf, if it is approved and awarded to you. | | | | | |

| Part 7. Travel Support : <i>Please attach a used ticket, receipt or invoice as evidence</i> | | |
|--|---|---|
| How many days per week do you attend - | I attend College _____ days per week | I attend Work Placement _____ days per week |
| I travel to College / Work Placement by: | Rail <input type="checkbox"/> <i>see student travel discount offer on page 10</i> Bus <input type="checkbox"/> College Outreach Mini-bus* <input type="checkbox"/> * Please provide a letter or email showing that you have been declined Post 16 Transport by your local authority (see page 5 (Part 7) & page 6). | Cost of transport to & from College ? per Day / Week / £ : Term / Year |
| | | Cost of transport to & from Work Placement ? per Day / Week / £ : Term / Year |
| Car Travel only - <i>Average travel distance will be checked using GOOGLE Maps</i> | I travel _____ miles to College (one way) approx. | I travel _____ miles to Work Placement (one way) approx. |
| | <i>Office Use:</i> $X \ 2 = \text{_____} \times \text{_____} \text{ days} = \text{_____} \text{ mls} \times \text{_____} = \text{£} : \text{ per Week}$ | |

Writtle University College - Support Fund Application Form 2016-17

| | | | |
|---|-----|------------------|---|
| Part 8. Childcare Support: <i>for applicants aged over 20 years – if you are under 20 yrs please see Care to Learn page 7</i> | | | |
| Required for: | Age | D. O. B. | Please state Cost of Childcare per week: |
| 1. Child's Name | | / /20 | |
| 2. Child's Name | | / /20 | |
| 3. Child's Name | | / /20 | |
| Childcare Provider Details: | | | Are they OFSTED Registered? Yes / No |
| Name: Address: | | | Please provide a copy of the invoice or receipt with the Childcare Provider letterhead showing the OFSTED Reg No. |
| Provider e.mail: | | Provider Tel No: | |
| Bank Account Name: | | Name of Bank: | |
| Bank Account Number: | | Sort Code: | |

| | | |
|--|--|--------------|
| Part 9. Equipment : <i>Fund Rules permitting - equipment may be purchased and 'loaned' to you</i> | | |
| <p><u>N.B.</u> not all Funds allow equipment assistance – Panel will check and assist if Rules permit.</p> <p><i>Please list all of the equipment / books / printer credits etc that are necessary for your course – please attach a list if one has been provided.</i></p> <p><i>Please state clearly how much you are requesting and include receipts if the items have already been purchased.</i></p> <p><i>Continue on a separate sheet if necessary.</i></p> | Item: | Cost: |
| | BOOKS: | |
| | SPORTS or SAFETY CLOTHING & EQUIPMENT & TOOLS: | |
| | PRINTER CREDITS: (£5 / £10 / £20) | |
| | FLORISTRY RESOURCES: | |
| | OTHER – please list on a separate sheet if required: | |
| | TOTAL | £ : |
| A small number of laptops and surfaces are available to loan – please indicate if this service is required for your course? | Yes | No |

| | | | |
|--|--|---|--|
| Part 10. Meal Provision : <i>One meal can be provided for each day you are in College or Work Placement</i> | | | |
| The total value of meals ordered will be deducted from the Bursary awarded to you – see table page 7 | | | |
| <u>Cafeteria Meal Award</u> @ £4 per day | I would like to order a cafeteria meal for _____ days per week | <u>Work Placement or Lunch Money</u> @ £3 per day | I would like to order WP lunch funds for _____ days per week |
| FREE SCHOOL/COLLEGE MEALS * see page 1 (Part 4), page 7 and page 8 | | I think I may be eligible <i>please tick</i> | |

| | | |
|--|--|---|
| Part 11. Other : <i>Please give full details below or attach a separate sheet</i> | | |
| Please give full details e.g. Study Tour cost, or exceptional hardship circumstances | | £ : One single payment OR per week / per term ? <i>(please circle)</i> |

Writtle University College - Support Fund Application Form Guidance Notes 2016-17

STUDENT CHECKLIST - PLEASE KEEP THIS SHEET FOR YOUR OWN REFERENCE

Please tick ✓

| | |
|--|------------------------------|
| Part 1 - <u>Level 1 Bursary</u> only – A recent official letter from your local authority as supporting evidence for one of the required listed criteria will be required. | |
| Part 5 - Provide <u>household Income evidence</u> – a 2016-17 Tax Credit letter is our preferred form of evidence, which shows ‘Total income for the previous tax year’ OR copies of all current Bank A/C statements for you and your partner for the last two months, if applicable. | |
| Parts 6 -11 - Please include any relevant <u>receipts</u> , used travel tickets or invoices. | |
| Part 7 – <u>College Mini-bus fee</u> assistance only, you MUST attach a letter or email stating that you have applied and do not qualify for the Post 16 Transport Scheme – for further details of the Scheme and to apply go to: Essex - www.essex.gov.uk/schooltransport Southend - www.southend.gov.uk/etc Thurrock – email education@thurrock.gov.uk Havering & Herts - no assistance given | |
| Part 12 – <u>Staff Recommendation</u> completed? Has your Course Manager completed and signed this section? | |
| Part 13 - Have you completed the <u>Bank or Building Society account</u> details? | |
| Part 14 - Have you (and parent / guardian) understood and <u>signed the Declaration</u> ? | |
| Essential ‘sections’ are indicated by a grey header → | Please complete all of these |
| <p>Please note that - Only fully completed applications accompanied by correct and current supporting evidence will be considered.</p> <ul style="list-style-type: none"> • Please check your College email account for any messages concerning your application, or call-in to Learner Services in person. • Fully completed and checked applications will be considered at the next monthly meeting of the Fund Panel (see page 9). • Awards will only be paid to qualifying students who meet the standards as listed in the Part 14 Declaration. | |

Student Name: _____ Date handed in: _____

Application checked by: _____ Learner Services Panel Date: _____

Confidentiality Statement - The information that you have provided on this form will be treated in the strictest confidence. The Local Authority and Funding Agencies require returns of basic data for audit purposes. N.B. This doesn't include any personal financial information you may have provided. Otherwise disclosure will be made only to those persons exercising the necessary responsibility for the control of the funds.

Please return this form in person together with household income evidence for checking and processing to:

Student Finance, Main Building, Writtle University College, Lordship Road, Chelmsford CM1 3RR
If you need any information or support please contact: Pauline Limn, Student Finance
Email: Pauline.Limn@writtle.ac.uk Tel: 01245 424200

| Dates of Bursary Panel Meetings 2016-17 | | |
|--|------------------|---------------|
| Autumn Term | Spring Term | Summer term |
| 27 September 2016 | 24 January 2017 | 18 April 2017 |
| 18 October 2016 | 21 February 2017 | 16 May 2017 |
| 22 November 2016 | 21 March 2017 | 6 June 2017 |
| 13 December 2016 | | |
| <p>These dates are approximate; all efforts will be made to keep to these dates but may be affected by circumstances beyond our control. Please keep in contact with Learner Services either in person or by email to be sure you are kept informed.</p> | | |

| Bursary Payment Dates 2016-17 | | |
|---|--------------------|--------|
| 1. | 09/09/16 = 7 weeks | Autumn |
| 2. | 27/10/16 = 7 weeks | |
| | | |
| 3. | 29/12/16 = 6 weeks | Spring |
| 4. | 16/02/17 = 6 weeks | |
| | | |
| 5. | 12/04/17 = 6 weeks | Summer |
| 6. | 31/05/17 = 3 weeks | |
| <p>Payments are made pro-rata according to the number of weeks per half term.</p> | | |

Guidance Notes

16-18 Level 1 Bursary – up to £1,200 pa Mandatory award to students who fulfil one of the following criteria themselves

- in care
- leaving the care system
- in receipt of Income Support or Universal Credit
- in receipt of either Employment Support Allowance OR Universal Credit **and**
either Disability Living Allowance OR Personal Independence Payments

16-18 Discretionary Bursary Awarded to students experiencing hardship, for specific items. The following group has been given as an example for guidance: - family / household income of £20,187 pa or less.

16-18 & 19+ Residential Bursary - Awarded to students aged 18yrs and over experiencing hardship, where the course is not available locally, or regular unsociable hours are required for the course. College Residential hall fees paid up to £3458pa.

Free School/College Meals * - Further Education students may qualify for £2.41 towards the cost of a meal per College attendance day, targeted at the starred * groups in Part 5 with a household gross annual income of £16,190 or less. The College may choose to subsidise from the 16-19 Bursary Fund whilst funds permit. Lunch subsistence money can be provided for Work Placement days.

19+ Hardship - Awarded to students who are experiencing hardship. Supporting evidence of income preferably copies of bank account statements for the last 2 months will be required, for student and partner if applicable, or household income evidence if still financially supported by parents. It can assist with hardship, travel, lunches, childcare and residential support, but equipment assistance only applies if fee remission is not applicable to you.

Care to Learn – For students aged under 20 yrs at 31/08/16, who require assistance with childcare costs. Childcare must be with an OFSTED registered provider only. Applications are made externally via C2L@studentbursarysupport.co.uk or phone: 0800 121 8989

20+ Childcare – Awarded to learners ages 20 yrs or over who are at risk of not participating or remaining in learning as a result of barriers to access childcare. Childcare must be with an OFSTED registered provider only.

ALL Bursary - Awarded to help vulnerable and disadvantaged learners who have an Advanced Learning Loan*. Priority for funding is Additional Learning Support, it can also assist with hardship, travel cost, childcare and residential support, but NOT equipment costs. Financial evidence required as for the 19+ Hardship. * Gov.UK Advanced Learning Loans

(i) An independent Review Panel will meet once a month to consider fully completed applications on their individual merit. The Panel will determine the Bursary category and the funding to be allocated to successful applicants. The Panel will assess each application as fairly as possible based on the information supplied. Funds will be awarded in accordance and within the constraints of the Education Funding Agency & Skills Funding Agency Guidelines (and within the limited funds available). Learners who are eligible for support are not automatically entitled to it. Apprenticeships do NOT qualify for Bursary funding.

(ii) Equipment costs may only be supported by the 16-18 Bursary. Equipment loaned to you must be returned undamaged to Learner Services, or replacement costs will be required.

Course fees may only be supported by 19+ DLSF where Fee Remission or the Advanced Learning Loan does not apply and only for cases of extreme hardship. Please check eligibility with Learner Services.

(iii) All funding is attendance (90%), behaviour and application to study related, as per the declaration signed in Part 14. Standards will be monitored regularly and funding will be reviewed, withdrawn or re-claimed if the required standards are not met.

(iv) Bursaries are awarded to students to specifically pay for named costs (meal cards, printer credits, halls, childcare etc.) on a half-termly basis and where possible they are paid for directly on their behalf (providing the above standards are met).

(v) Students must have their own bank account or provide a letter stating the third party name together with their bank details and this letter must be signed by the student themselves in the presence of a member of staff in Learner Services, who must also sign to acknowledge your request,

(vi) It is your responsibility to inform the Department for Work and Pensions about any Bursary or Support Fund awarded to you as this may affect your eligibility for some benefits.

(vii) It is the responsibility of the applicant to notify Learner Services if their situation changes in any way that could affect their Bursary award e.g. increase or reduction of household income, or a State Benefit etc.

(viii) Assistance with payment of College Mini-bus fees MUST be accompanied by a copy of an email or letter from your Local Authority (LA) stating that the LA have declined providing financial assistance with your travel costs to Writtle College.

(ix) Learners may re-apply by letter or email to the Administrator of the Fund if experiencing further hardship. Learners may Appeal against decisions made by the Panel in writing to: The Bursary Fund Administrator, Learner Services Department, to be heard by the Appeal Board within 10 working days. The decision of the Appeal Panel will be final.

(x) The Funds are cash limited and can only be allocated whilst funding is still available. Funding cannot be guaranteed.

Bursary Payment Examples :-

| Criteria | 16 – 18 Level 1 VYP Bursary |
|---|---|
| Aged 16 – 18yrs and: * in care * leaving care * receive Income Support / Universal Credit * receive ESA or Universal Credit plus PIP or DLA | A total bursary of £1,200 will be awarded to qualifying students. The award will be divided according to highest need between: <ul style="list-style-type: none"> • Travel to college costs • Equipment assistance • Print credits • College Meal Award (incl. Work Placement lunches if required) - <i>see table below</i> • Possible qualification to also receive the Free College Meal award • Hardship payment |

| Household Income Group | 16 – 18 Discretionary Bursary Fund |
|------------------------|---|
| Up to £16,190p.a. | A total maximum bursary of £800 may be awarded according to income and need. The award will typically consist of a mix of the following, according to priority: <ul style="list-style-type: none"> • Up to 50% of travel to college costs • Assistance with equipment costs up to £150 • Print Credits £5 - £20 • College Meal Award (incl. Work Placement lunches if required)- <i>see table below</i> • Possible qualification to also receive the Free College Meal award |
| £16,191 - £20,187p.a. | A total maximum bursary of £650 may be awarded according to income and need. The award will typically consist of a mix of the following, according to priority: <ul style="list-style-type: none"> • Up to 50% of travel to college costs • Assistance with equipment costs up to £100 • Print Credits £5 - £20 • College Meal Award (incl. Work Placement lunches if required) - <i>see table below</i> |
| Over £20,188 p.a. | A total maximum bursary of £400 may be awarded according to income and need. The award will typically consist of a mix of the following, according to priority: <ul style="list-style-type: none"> • Up to 50% of travel to college costs • Assistance with equipment costs up to £50 • Print Credits £5 - £20 |

| 16 – 18 Residential Bursary Fund - only awarded to students aged 18yrs at date of occupancy | |
|---|--|
| Household Income: Up to £35,000 | College Halls of Residence Fees: up to £3,458 max |

| MEAL AWARD VALUES | | | | | |
|--------------------------------------|-----------|------------------|---|--------|---------|
| Cafeteria Meal Award @ £4 per day | | | Work Placement or Lunch Money @ £3 per day | | |
| 2 days per week | = £280.00 | per College year | 1 day per week | = £105 | p.c.y. |
| 3 days per week | = £420.00 | “ “ “ | 2 days per week | = £210 | p.c.y. |
| 4 days per week | = £560.00 | “ “ “ | 3 days per week | = £315 | p.c.y.. |
| 5 days per week | = £700.00 | “ “ “ | 4 days per week | = £420 | p.c.y. |

Free College Meal Award – Qualifying students (*see page 6*) will be awarded the required £2.41 per day for FCM and the Bursary Fund will top this up by £1.59 per day to equal the £4.00 meal award (funds permitting).

| 19 + Discretionary Learner Support Fund – only applies to: students aged between 19 – 23yrs undertaking their 1 st Level 3 study and all students aged 19 and over undertaking Level 2 study | | Student Paying Full Cost Fees – No Fee Remission | With Fee Remission |
|--|--|---|-------------------------------|
| Household Income: Up to £25,000 | Travel cost assistance to and from College @ 50 – 100% | ✓ | ✓ |
| | College Meal Award (incl. Work Placement lunches if required) | ✓ | ✓ |
| | Print Credits £5 - £20 | ✓ | ✓ |
| | Childcare cost assistance for College attendance days only | ✓ | ✓ |
| | Assistance with College Halls of Residence fees | ✓ | ✓ |
| | Enrichment Fee | ✓ | ✓ |
| | Assistance with College course fees (<i>exceptional hardship circumstances only and where the Advanced Learning Loan does not apply</i>) | ✓ | ✗ |
| | Resource costs assistance (e.g. Flowers, Dog Grooming kit) | ✗ | ✗ |

| Advanced Learning Loan Bursary –applies to: students aged 19yrs or over at 31/08/16 undertaking Level 3 study and in receipt of the Advanced Learning Loan. | | |
|---|--|---|
| Household Income: Up to £25,000 | Additional Learning Support for SEND learners | ✓ |
| | Travel cost assistance to and from College @ 50 – 100% | ✓ |
| | Print Credits £5 - £20 | ✓ |
| | Childcare cost assistance for College attendance days only | ✓ |
| | Assistance with College Halls of Residence fees | ✓ |
| | Enrichment Fee | ✓ |
| | Equipment or Resource costs assistance | ✗ |

All awards are made on a needs basis by the Panel and apportioned as fairly as possible according to the evidence and information supplied.

Bursaries may be awarded at a higher rate if exceptional circumstances apply. Applicants will need to supply a separate letter explaining their exceptional circumstances together with additional evidence if applicable. The Review Panel will decide on the evidence supplied if the application warrants additional funding.

The Bursary Award is not an entitlement even though you may meet one of the above household income brackets. The Fund is limited and is awarded as fairly as possible to meet the needs of as many students as possible. Late applications may not receive the full Bursary, but a pro-rata award for the weeks remaining (funds permitting). All applications are assessed by an independent Panel in compliance with the guidelines as published on MOODLE / College website.

Scholar Rail Season Tickets

Greater Anglia is pleased to offer students of Writtle University College, a discount on rail travel when travelling to college by train. Tickets are available for purchase up to one month in advance from August 2016.

- **Discounts:-** 16-18 Inclusive – 50% off the Adult Rate
19+ – 10% off the Adult Rate
- **Validity of ticket options:-**
 - One Full Term OR
 - Full Academic year through to July 2017

To ensure your ticket is processed efficiently, the following information will be required:-

| | | |
|--------------------------|---------------------|-------------------------|
| ➤ School/College Name | <u>Term Dates:</u> | <u>Half Term weeks:</u> |
| ➤ Term Dates see → | 5/09/16 - 16/12/16 | 24/10/16 - 28/10/16 |
| ➤ Photocard Number | 3/01/17 - 31/03/17 | 13/02/17 - 17/02/17 |
| ➤ Daughter/Son Name | 18/04/17 – 23/06/17 | 26/05/17 – 02/06/17 |
| ➤ Journey Details | | 01/05/17 Bank Holiday |
| ➤ Address to send ticket | | |

To place an order please either phone:-
0345 600 7245 – Option 3, then option 2

Alternatively you can access their on-line website:
<http://www.greenrailtravel.co.uk>

Tickets will be sent by 1st Class post within five working days.



FIRST ESSEX BUSES - Fare Discounts

- Zone 1 Chelmsford Urban Area
- Zone 2 Hatfield Peverel, Danbury, Stock, Ingatestone
- Zone 3 Maldon, Witham, Braintree, Dunmow, Billericay, Brentwood,
South Woodham Ferrers
- Zone 4 Southend, Colchester, Burnham, Grays

There is a ticket arrangement set in place for Writtle College students to get the following discounts:
10% off weekly & monthly tickets
15% off 3 month and annual tickets

The tickets can be purchased as a Chelmsford only or as an All Essex ticket.
Presently these tickets can only be purchased by walking into our Chelmsford Travel Shop. Details below:

First Travel Shop
Dukes Street
Chelmsford
Essex
CM1 1GZ

College Mini-Bus Shuttle Service

All FE students can use the Writtle University College Mini-Bus Shuttle Service which runs back and forth between the College and Coval Lane, Chelmsford (near the rail station), no charge / booking necessary:

8.15am – 9.15am and 4.15pm – 5.15pm Monday to Friday
Plus 12.45 – 2pm Wednesdays only

Other outreach mini-bus services are booked through Transport Department on a first come first served basis. See College website 'Transport' for more information, booking and payment details.
Web links and full details for all of the above services can be found on the College website under 'Transport'.