

This application form is for:

- Students aged 16-18 (under 19 years old on 31st August 2020)
- Students in care/leaving care or in receipt of benefits
- Students age 19 and on 2nd year of course
- Residential – halls or private – 18 years' old

Applications from households with an income exceeding £35,000 per annum are not normally considered. However, if you feel that you have extenuating circumstances, please submit an application, covering letter and supporting evidence to explain your situation.

N.B. Please read the 16-19 Bursary Fund Policy & Guidance BEFORE completing this form.

Part 1. Student Details		Student Number	
First Name(s)		Surname	
Date of Birth		Age on 31 st August 2020	
Home Address		Home Phone Number	
Postcode		Mobile Number	
		Email	
Name of Course			
No. of days' attendance at WUC per weekNo. of days' work placement (if applicable) per week			
Part 2. Household Details			
Please state who you live with and their relationship to you			
Name	Relationship to you, e.g. mother/father	Are they employed	Age if under 16 years
Name of Parent/Guardian Contact Details	Work Number	Mobile Number	
	Email		

Financial Assessment and Qualifying Benefits

To Be Completed by Parent(s)/Guardian(s) or if appropriate, the Student

Please tick ALL that apply to you and provide SUPPORTING EVIDENCE. Evidence should be dated no more than 3 months old unless otherwise stated. It is YOUR responsibility to provide copies of the relevant evidence (see Notes).

DISCRETIONARY BURSARY

Category	<i>learner is a dependant of someone who is on a low income or in receipt of a qualifying benefit</i>	Tick
2	Universal Credit (Evidence: Universal Credit Award Statement)	
2	Tax Credits – Working Tax Credits and Child Tax Credits (Evidence: Full copy of 2020/2021 Award Notice Letter)	
2	Jobseeker’s Allowance (JSA) – Low Income Benefits E.g. Income Support (Evidence: DWP letter within three months of application)	
2	Carers and Disability - Employment & Support Allowance (ESA – income related)/Personal Independent Payments (PIP/Carers Allowance) (Evidence: Letter dated within three months of the application)	
2	Guaranteed element of State Pension Credit (Evidence: Letter dated within three months of the application)	
3	Earned income with/without WTC but no other additional benefits (Evidence: three months’ pay slips or six weekly pay slips)	
3	Self-employed earnings with/without WTC but no other additional benefits (Evidence: Audited accounts or tax return)	

VULNERABLE LEARNER BURSARY

Category	<i>learner who is in receipt of a qualifying benefit</i>	Tick
1	Learner receives Disability Living Allowance OR Personal Independence Payments in their own right, as well as Employment Support Allowance (ESA) OR Universal Credit (Evidence: Letters dated within three months of the application)	
1	Learner receives Income Support OR Universal Credit (Evidence: Award Statement)	
1	Learner is in the care of the Local Authority OR Care Leaver (Evidence: Letter from Local Authority/Social Worker confirming current or previous looked after status)	

Additional Assessment Information

Learner is a young carer (e.g. provides unpaid care for a family member with an illness or disability)	
Learner received free school meals (Evidence: letter from Essex County Council or school)	
Learner lives independently and away from Parent(s)/Guardian(s)	

I need help with

Please tick which costs you require financial assistance for:

<input type="checkbox"/>	Vulnerable Learner Bursary	<input type="checkbox"/>	Travel – WUC Outreach Mini Bus – ONLY if Post 16 transport has been declined
<input type="checkbox"/>	Meal Allowance	<input type="checkbox"/>	Travel - Bus
<input type="checkbox"/>	Work Placement meal allowance	<input type="checkbox"/>	Travel - Train
<input type="checkbox"/>	Equipment / Clothing / Other	<input type="checkbox"/>	Travel - Car
<input type="checkbox"/>	Residential Support – over 18 years only	<input type="checkbox"/>	Travel – to work placement – Bus/Train/Car

Please provide evidence of the following costs, e.g. receipts/screen shots/used tickets/invoices;

<input type="checkbox"/>	Bus	<input type="checkbox"/>	Equipment / Clothing / Other
<input type="checkbox"/>	Train	<input type="checkbox"/>	Residential if in private lodgings
<input type="checkbox"/>	Print credits		

Part 3. APPLICANTS BANK DETAILS:														
Full Name of Account Holder:														
Name of Bank or Building Society:														
Sort Code:										Account Number:				
OR:														

Building Society Roll Number:														
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Declaration

- I have read and understood the 16-19 Bursary Fund Policy & Guidance.
- I have provided relevant income/benefit evidence.
- I agree that, to the best of my knowledge, the information I have given is correct.
- I agree to provide to Student Finance with details of any changes in personal circumstances as they occur.
- I understand the continuation of any award is conditional on achieving an attendance of 90% or above across my study programme and meeting WUC expectations for coursework and behaviour.
- I understand that all funds are discretionary subject to availability of funds and if demand exceeds the WUC allocation, reduced awards may be given.

Continued

- In processing this application, we will store the data you have supplied both as part of this form and within our electronic systems and databases. It will be necessary for WUC to contact you by either email, letter or phone. You are asked to consent to this processing below. Should you refuse to consent, we will be unable to progress your application further.
- I confirm that I have read the notes on how my data will be stored and used and how I may be contacted, I give my consent for it to be processed in this way.

Signed _____

Date _____

Your application will not be processed if you have not provided supporting evidence.

This document can be found on the WUC website www.writtle.ac.uk Student Life/Fee & Finances/FE Financial Hardship assistance/FE Bursary & Support Fund Application Form 2020-21

All enquiries to: Elizabeth.Lancaster@writtle.ac.uk 01245 424200 ext. 25686

Forms to be returned with supporting evidence to: Writtle University College, Student Finance, Room L09, Lordship Road, Writtle, Essex, CM1 3RR