



STUDENT FUNDING

16-19 BURSARY FUND

Part 1. Student Details	Student Number
First Name(s)	Surname
Date of Birth	Age on 31 st August 2023
Home Address	Home Phone Number
	Mobile Number
Postcode	Email
Name of Course: No. of days' attendance at WUC per weekNo. of days' work placement (if applicable) per week Address of Work Placement	

Please state who you live with and their relationship to you

[illegible]

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 must be no more than 3 months old unless otherwise stated. It is YOUR responsibility to provide copies of the relevant evidence (see Notes).

DISCRETIONARY BURSARY

The Learner is a dependant on someone who is on a low income or in receipt of a qualifying benefit.

PLEASE TICK ALL THAT APPLY TO YOUR HOUSEHOLD

	Tick
Universal Credit Evidence: Most recent 3 months statements, all pages	
Tax Credits – Working Tax Credits and Child Tax Credits Evidence: Full copy of 2023/2024 Award Notice Letter	
Jobseeker's Allowance (JSA) – Low Income Benefits E.g. Income Support Evidence: Most recent DWP letter	
Carers and Disability - Employment & Support Allowance (ESA – income related)/Personal Independent Payments (PIP/Carers Allowance) Evidence: Most recent award letter	
State Pension/Private Pension/Bank Statement Evidence: Last 3 Remittance/Bank statements	
Housing Benefit- Evidence: Full copy of 2023/2024 award notice letter, Note: if no evidence is available then the 3 most recent bank statements	
Earned income with/without Working Tax Credit but no other additional benefits Evidence: Most recent 3 months' pay slips or 6 weekly pay slips.	
Self-employed earnings with/without Working Tax Credit but no other additional benefits Evidence: Audited accounts 2022/2023 or Tax return 2022/2023	

VULNERABLE LEARNER BURSARY

The Learner who is in receipt of a qualifying benefit.

Learner receives Disability Living Allowance OR Personal Independence Payments in their own right, as well as Employment Support Allowance (ESA) OR Universal Credit Evidence: Most recent letter	Tick
Learner receives Income Support OR Universal Credit Evidence: Most recent Award Statement	
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

	Tick
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/email 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:

	Lunch Allowance at WUC – loaded onto Student ID card for use on campus only		Residential – Minimum age 18 in halls of residence at WUC
	Print Credits – loaded onto Student ID card for use on campus only		Lunch Allowance at Work Placement
	Travel to WUC – Car – enter number of miles from home to WUC		Travel to Work Placement – Car – enter number of miles from home to placement

Please tick which costs you require financial assistance for and provide evidence of the cost, e.g. receipts/screen shots/used tickets/invoices:

	Travel to WUC – Bus / Train		Equipment / Clothing / Other
	Travel to Work Placement – Bus / Train		Residential Support – over 18 years only – private lodgings – up to a maximum of £4,000

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

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.

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.

Student Signature

Signed _____ Date _____

YOUR APPLICATION CAN NOT BE PROCESSED UNTIL ALL THE SUPPORTING EVIDENCE HAS BEEN PROVIDED AND VERIFIED.

This document can be found on the WUC website: <https://writtle.ac.uk/FE-Financial-Hardship-Assistance>

All enquiries to: bursaries@writtle.ac.uk telephone: 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 or handed into Reception in the main building.

Guidance Information

This application form is for:

- Students aged 16-18 (under 19 years of age on 31st August 2023)
- Students in care/leaving care or in receipt of benefits
- Students age 19 and on 2nd year of course
- Residential – halls or private – minimum age 18 – up to a maximum of £4,000

Policy Statement

The 16-19 Bursary Fund will provide financial assistance for learners who are finding it most difficult to participate in learning through financial hardship. The fund will be distributed in a consistent and equitable way and in accordance with the guidance issued by the Education Funding Agency.

Writtle University College has determined that funds will be allocated to cover the essential costs it deems necessary, for learners to complete their Study Programme. Support is limited and cannot cover all costs associated with all Study Programmes. Funds will generally be paid directly to the learner.

Lunch Allowance is targeted at disadvantaged students. The meal award is loaded onto the student ID card for use at the food outlets on campus. For students undertaking work placements, the award will be paid into the student's bank account.

Dog Grooming Kits – the purchase of the essential dog grooming kit will be the property of and kept by WUC until the student completes the course. At the end of the course, the student will be permitted to keep the kit. Similarly, if a student purchases the kit before or during the course, they will be reimbursed once the course has been completed and a receipt is provided as proof of purchase.

Each application is individually assessed and **all assistance is subject to the availability of funds**. Learners who are eligible for support are not automatically entitled to it. If demand exceeds the availability of funds, reduced awards may be given and when the fund is fully committed, no further awards will be made.

Eligibility

To be eligible for support, students must be classified as being:

- Enrolled on a funded Study Programme
- Meet the residency criteria in ESFA funding regulations
- Age 16 or over but under 19 years of age on 31st August 2023
- 19 years of age and started a two-year programme before their 19th birthday
- In care, a care leaver, receive or be dependent on someone who receives a relevant benefit
- And/or can demonstrate a genuine financial hardship which is causing a barrier to learning

All on-going bursary payments will be subject to a minimum of 90% attendance and meeting WUC expectations of coursework and behaviour or payments may be withheld. Learners are responsible for monitoring their attendance and addressing any queries.

Applications are assessed against household income. Means testing will be rigorous but not excessive and supporting evidence of personal circumstances and/or relevant benefit evidence will be required. Other sources of financial support will be taken into consideration when processing applications.

Financial Award Conditions

In order to receive financial awards, learners must achieve a satisfactory attendance of 90% and above and meet WUC expectations of coursework and behaviour. If attendance does not meet the requirements, payments can be withheld, subject to a progress review with the learner's course tutor. Personal circumstances will be taken into consideration when determining if payments are to be re-instated.

Awards for living costs are outside the scope of the fund and are not available from the 16-19 Bursary Fund.

Exceptional Circumstances

In exceptional circumstances discretionary payments can be considered for costs which have been identified as a barrier to participating in learning. Applications for discretionary payments will be referred to a Review Panel for assessment.

Groups not eligible for financial assistance

- Students on apprenticeships or waged training
- Learners on Higher Education (HE) courses
- Learners serving a custodial sentence or released on temporary license

Financial Hardship

Applications can be made where household income exceeds the guidelines and evidence of financial hardship can be demonstrated e.g. redundancy, bereavement, debt management. Supporting evidence will be necessary to fully assess an application and to determine the level of support available.

Application Process

All applications are assessed on receipt of a correctly completed application form. Applicants must provide the income information and supporting evidence as detailed in the application form.

A decision on the application will be made within 14 working days from the date received.

Bursaries are awarded on a half termly basis and where possible are paid for indirectly e.g. meal credits & print credits.

Students must have their own bank account or provide a letter with third party details.

Childcare

If you need help with childcare costs whilst you study please contact Care to Learn on 0800 121 8989 or visit www.gov.uk/care-to-learn

Changes of Circumstances

Learners will be required to disclose any change of circumstances during the year which may affect their eligibility.

Appeals

If you do not agree with a decision and wish to appeal, please write to The Student Finance Supervisor within 7 days of being informed of the assessment outcome. Appeals will be resolved within 21 working days.

Please note:

Applications for financial assistance are valid for one academic year only. Should you return to WUC in September 2024 and still require financial support, a new application form must be completed and up to date evidence provided.

Criteria	Bursary Support Available
<p>Learners who are:</p> <ul style="list-style-type: none">• In care• Care Leavers• In receipt of Income Support or• Universal Credit because they are financially supporting themselves and someone who is dependent on them and living with them• In receipt of Disability Living Allowance or Personal Independence Payments in their own right as well as Employment Support Allowance or Universal Credit in their own right	<p>A vulnerable learner bursary up to £1,200 per academic year is available. The study programme must last more than 30 weeks in the academic year.</p> <p>The award can be paid on a pro rata basis depending on the length of the study programme.</p> <p>This award is paid in half termly amounts and can be used towards travel, meals on campus, clothing, books, equipment and materials deemed necessary to complete the study programme.</p>
<p>Financial assistance for those who are dependent on someone in receipt of the following benefits;</p> <ul style="list-style-type: none">• Income Support• Job Seekers Allowance (income based)• Employment Support Allowance (Income related)• Guarantee element of State Pension Credit• Child Tax Credit (provided they are not entitled to Working Tax Credit)• Universal Credit	<p>Course Costs: clothing, books, equipment and materials deemed to be necessary to complete your Study Programme may be paid.</p> <p>Lunch Allowance: maximum £4.50 per day – this award is loaded onto the Student ID card for use on campus only – work placement meals will be paid into the student's bank account.</p> <p>Travel: assistance with travel costs – up to 50% of the total cost – an increase will be made later in the academic year if funds allow.</p>
<ul style="list-style-type: none">• Financial assistance for those who are dependent on someone in receipt of Working Tax Credits and/or employed/self-employed with a total net income of up to £35,000	<p>Course Costs: clothing, books, equipment and materials deemed to be necessary to complete your Study Programme may be paid.</p> <p>Lunch Allowance: maximum £4.50 per day – this award is loaded onto the Student ID card for use on campus only – work placement meals will be paid into the student's bank account.</p> <p>Travel: assistance with travel costs– up to 50% of the total cost– an increase will be made later in the academic year if funds allow.</p>
<p><i>Applications from households with an income exceeding £35,000 are not normally considered. However, if you feel that you have extenuating circumstances, please submit an application and provide a covering letter to explain your situation. Supporting evidence should also be provided.</i></p>	