



# 19+ Bursary Fund Student Funding 2020/2021 APPLICATION FORM

**This application form is for:**

- Students aged 19+ on 31<sup>st</sup> August 2020
- 20+ and needing childcare
- Students age 19+ undertaking level 2
- Students age 19 - 23 and taking first full level 3
- Residential – halls or private

*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 19+ Bursary Fund Policy & Guidance BEFORE completing this form.**

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

# Financial Assessment and Qualifying Benefits

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

PLEASE TICK ALL THAT APPLY TO YOUR HOUSEHOLD

Tick

Universal Credit (Evidence: Universal Credit Award Statement)	
Tax Credits – Working Tax Credits and Child Tax Credits (Evidence: Full copy of 2020/2021 Award Notice Letter)	
Jobseeker’s Allowance (JSA) – Low Income Benefits E.g. Income Support (Evidence: DWP letter within three months of application)	
Carers and Disability - Employment & Support Allowance (ESA – income related)/Personal Independent Payments (PIP/Carers Allowance) (Evidence: Letter dated within three months of the application)	
Guaranteed element of State Pension Credit (Evidence: Letter dated within three months of the application)	
Earned income with no additional benefits (Evidence: three months’ pay slips or six weekly pay slips)	
Self-employed earnings with no additional benefits (Evidence: Audited accounts or tax return)	
Partners Income (Evidence: three months’ pay slips or six weekly pay slips)	

## I need help with .....

Please tick which costs you require financial assistance for:

<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 – halls or private	<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

PLEASE TICK ANY OF THESE STATEMENTS THAT APPLY TO YOU

I am 19 years or over on a L2/3 course and am applying to Admissions for <b>Fee Remission</b>	
I am 19 years or over on a L2/3 course and have been granted <b>Fee Remission</b>	
I am NOT on an APPRENTICESHIP programme	

- I have read and understood the 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.

**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](http://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](mailto: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**