



19+ BURSARY FUND

N.B. Please read the 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 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	

[illegible]

FINANCIAL ASSESSMENT AND QUALIFYING BENEFITS

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

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: Full copy of 2023/2024 Award Notice letter

Carers and Disability - Employment & Support Allowance (ESA – income related)/Personal Independent Payments (PIP/Carers Allowance)

Evidence: Most recent award letter

Housing Benefit-

Evidence: Full copy of 2023/2024 award notice letter, Note: if no evidence is available then the 3 most recent bank statements

Guaranteed element of State Pension Credit

Evidence: Last 3 Remittance/Bank statements

Earned income with/without additional benefits

Evidence: Most recent 3 months' pay slips or 6 weekly pay slips

Self-employed earnings with/without additional benefits

Evidence: Audited accounts 2022/2023 or Tax return 2022/2023

Partners Income

Evidence: LAST 3 months' pay slips or 6 weekly pay slips

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 – 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 – private lodgings – up to a maximum of £4,000
	20+ learners – term time child care with Ofsted childcare provider		

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

Declaration

- 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.

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 19+ on 31st August 2023
- 20+ and needing childcare
- Students age 19+ undertaking level 2
- Students age 19 - 23 and taking first full level 3
- Residential – halls or private - up to a maximum of £4,000

Policy Statement

The 19+ Bursary Fund is available to support learners with a specific financial hardship that prevents them from participating in learning. 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.

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 discrepancies.

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.

It is advisable to consider other strands of financial support, e.g. financial assistance through the Department of Work and Pensions (DWP).

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.

Criteria	Bursary Support Available
<p>Financial assistance for learners with a taxable household income not exceeding £35,000 per annum</p> <p>Household earnings include:</p> <ul style="list-style-type: none"> • Earnings from employment/self employment, must not exceed £35,000 • Job Seekers Allowance • Employment & Support Allowance (ESA) • Universal Credit • Pension • Working Tax Credits • Young people in care/care leavers 	<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 – loaded onto Student ID card for use at food outlets on campus – work placement lunches are paid into the student bank account</p> <p>Travel: assistance with travel costs – up to 50% of total – an increase will be made if funds allow.</p> <p>Fees: professional membership, exam, registration or DBS</p> <p>Dog Grooming Kits – the purchase of the essential dog grooming kit can be made from the bursary fund but it 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.</p>
<p>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.</p>	

Eligibility

To be eligible for support, you must meet the requirements as Stated in the Funding Rules 2023/2024 issued by the Education & Skills Funding Agency, be 19+ years of age on the 1st September 2023 **AND** be able to demonstrate a genuine financial hardship which is causing a barrier to learning.

Please note: Students aged over 19 who started a two-year programme before their 19th birthday or aged 19 and over who have had an EHCP should apply for funding from the 16-19 Bursary Fund.

Additional Information

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 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.

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.

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.

Conditions:

- Childcare providers must be Ofsted Registered.
- Childcare will only be provided for timetabled days.
- It is expected that holidays will not be taken during term time, but should this occur, childcare costs for the period of absence will not be paid.
- All payments will be made direct to the childcare provider.

Childcare – learners under the age of 20

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

Application Process

Applicants must complete the relevant application form from the fund they are applying to and clearly identify the support they feel they need to achieve their course of study, within eligible guidelines.

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 and funds will be allocated following enrolment. If all funds have been allocated, your details will be recorded on a waiting list.

Bursaries are awarded on a half termly basis and where possible are paid for directly e.g. meal credits, print credits, childcare.

WUC cannot take responsibility for any correspondence lost or mislaid in the post.

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.

Childcare

For learners aged 20+, financial assistance is available for childcare towards term time care costs only. It is the learner's responsibility to find a term time only carer or be responsible for covering any additional costs.