

BURSARY FUND APPLICATION FORM 2023-24

Date received:

Financial support through various bursary funds can offer financial support to students who are in full or part-time further education and are encountering financial barriers to learning. The bursaries are funded by the Education and Skills Funding Agency and through TEC Partnership funds.

Funding is limited and will be allocated on a first come first served basis.

A number of courses are not eligible for additional financial help through the Bursary Fund. This includes “full cost” courses, apprenticeships and higher education courses. Please check with Student Support if you are unsure about your course or need advice about alternative funding.

If you are applying for childcare funding, you should return this form to Student Support and the additional childcare bursary form, with the relevant evidence required, child/children’s birth certificate(s) and signed by yourself and the childcare provider. Childcare applications will be considered equally, subject to funding availability. Applications will be allocated funding on a first-come first-served basis, late applications will only be looked at once all other applications have been assessed and only if funds remain. All Childcare applications are prioritised in accordance with TEC Partnership policy.

In the event of a quarantine or lockdown we reserve the right to adjust the bursary to reflect the situation within funding limitations.

Funding is not guaranteed.

Make sure that you answer **all the questions relevant to you** and **sign the declaration on page 7 of the application form**. If your form is incomplete, it will be returned to you. If you need help in completing this form, or require the form in an alternative format, please contact Student Support at your campus.

Please enclose evidence as required. Failure to provide this will delay your application.

TARGET DEADLINE FOR DISCRETIONARY BURSARY APPLICATIONS: 30th September 2023.

Applications received after this date will be retained on file but may not be awarded. Exceptions will be made for courses starting during the academic year.

THERE IS NO DEADLINE IMPOSED FOR VULNERABLE YOUNG PERSONS BURSARY APPLICATIONS.

Evidence we need to see

The bursary/learner support funds are mainly provided to us by the government, so we require evidence that you meet all the necessary eligibility criteria before we can make an award. All evidence provided will be treated in the strictest confidence. **Please provide the relevant evidence as your application cannot be processed without it.** If you have difficulty providing any evidence, please contact the Student Support team for advice. The evidence we can accept is as follows:

Vulnerable Young Persons Bursary (For Section 3.3-3.5) Evidence should be dated within 3 months of application

If you are eligible for a Vulnerable Young Persons bursary, please provide the following forms of evidence:

- ☐ For students in receipt of Universal Credit (UC) or Income Support (IS), a copy of your UC or IS award notice. This must clearly state that the claim is in your name/confirm you are entitled to the benefits in your own right. The evidence must not state any conditions that prevent you from participating in further education or training. For students in receipt of UC, institutions must also see a document such as a tenancy agreement in your name, a child benefit receipt, children’s birth certificates or utility bills.
- ☐ For students who are in care or a care leaver, written confirmation of your current or previous looked-after status from the relevant local authority – this is the local authority that looks after you or provides your leaving care services. The evidence could be a letter or an email but must be clearly from the local authority.
- ☐ For students receiving UC/ESA and DLA and PIP, a copy of your UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided.
- ☐ Evidence of your bank account, showing your full name, account number and sort code. **This HAS to be your own account.**

Required Financial Evidence

Evidence should be dated within 3 months of the application. For over 25's household income will relate to the student and their spouse/partner. For under 25's household income will relate to the student and their family members and spouse/partner with whom they reside.

☐ Evidence of your bank account, showing your full name, account number and sort code. **This HAS to be your own account.**

AND

☐ **Form TC602 for Tax Credit awards or an appropriate Universal Credit Award Notification covering the April 2023 – April 2024 tax year or**

☐ Evidence of household income showing who lives in the house and their related incomes. This may be Council Tax or Housing Benefit evidence showing who lives in the household, along with proof of low income such as:

- Most recent 3 months income-based benefits evidence (e.g. Income Support, Universal Credit statements, income related JSA, income related ESA)
- Most recent 3 months bank statements showing income-based benefits or
- Most recent 3 months wage slips and P60 for all householders with Working Tax Credit evidence

NB. In exceptional circumstances, if none of these sources of financial evidence are available a written letter from an approved support professional may be accepted (e.g. Care Worker) as evidence in emergency short-term situations, until the required evidence listed above can be provided. Further advice should be sought from Student Support.

Who can receive a Bursary?

Support Fund	Eligibility criteria	Examples of support available
Vulnerable Young Person Bursary	Young people (aged 16-18) who are: <ul style="list-style-type: none">• in care or care leavers• receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner• receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right (evidence must be supplied to show UC elements, e.g. UC/ESA and DLA or PIP).	A study allowance up to the value of £1,200 to include (pro rata for short courses) Support with meals, travel, Study trips/visit costs Kit and equipment Books capped allowance, childcare (via Care To Learn).
Discretionary 16-19 Bursary	Young people (aged 16-18) from households where income is below £33,000 and who are not on the Vulnerable Young Persons 16-19 Bursary	Possible support with travel – 2.1 miles or more, Up to £5.00 per day for timetabled periods of over 6 hours per day, £3.50 for placement days 6 hours or more University applications, hardship, An allocation of Study trips/visit costs Kit and equipment Books capped allowance.

		Childcare via Care to Learn
College Meal Allowance NB. If a student has free meal eligibility through transitional protection and has a letter from their school or local authority this should be provided as evidence.	<p>A student must be aged 16 or over but under 19 on 31 August 2023 to be eligible to receive a free meal.</p> <p>Students aged 19 or over are only eligible to receive a free meal if they are continuing on a study programme they began aged 16 to 18 or if they have an Education, Health and Care Plan (EHCP). These 2 groups of aged 19 plus students can receive a free meal while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues.</p> <ul style="list-style-type: none"> • Income Support • income-based Jobseekers Allowance • income-related Employment and Support Allowance (ESA) • support under part VI of the Immigration and Asylum Act 1999 • the guarantee element of State Pension Credit • Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC)) • Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit • Universal Credit with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get) 	<p>Up to £5.00 per day for timetabled periods of over 6 hours per day.</p> <p>Or</p> <p>Up to £3.50 per day towards placement lunches</p>
19+ Discretionary Learner Support Fund	<p>Adults aged 19+ on courses up to Level 2 and for adults aged 19-23 on first full Level 3 qualifications, from households where income is below £33,000</p> <p>NB. Students who are 'Fully Funded' will not be required to pay for course materials / equipment /visits and trips which are considered an essential part the learning aim. Materials will be provided for use within the learning environment only.</p>	<p>Possible support with travel, meals, University applications, hardship, childcare (via Care to Learn for under 20's).</p>
Advanced Learner Loans Bursary	<p>Adults (aged 19-23 on 31st August 2023) and studying towards a second level 3 qualification and adults aged 24+ studying towards a level 3 qualification or above, who are in receipt of the full Advanced Learning Loan and who:</p> <ul style="list-style-type: none"> • Have Learning Support requirements and/or • Are from households where income is below £33,000 	<p>Possible support with travel, meals, Kit and equipment Books capped allowance, learning support costs University applications, hardship, childcare (via Care to Learn for under 20's,</p>

Payment Details

If we need to pay support directly to you, we will normally pay you by BACS directly into your bank account. For that reason, you must have a bank account in your own name. If you do not have a bank account and would like information about opening a bank account, visit The Student Support Team for further advice.

Applications and decisions

If you have provided the required evidence, your application will be examined and processed according to the criteria. You will normally be informed of the result of your application, once enrolled within 15 working days. Claims will be assessed from the date of receipt of application and required evidence and will not be back-dated. Applicants are given one month to supply missing evidence or bank details, and if this is not provided a new application will be required. Applications are assessed according to the 16-19 Bursary Fund/DLSF Policies, which are available from the Student Support Team on request. The criteria are intended solely as guidelines to the decision-making process. Every effort is made by TEC Partnership to look at each application on its own merits. The TEC Partnership reserves the right to make awards to individual students who do not necessarily meet all of the

listed criteria, or to third parties on the applicant's behalf. Funding is limited, and with the exception of Vulnerable Young Persons bursaries, awards will not be guaranteed and will always be subject to funding availability. If your application is successful, you will be sent/mailed written confirmation of your award showing the amount you have been allocated and how your payment will be made.

Unsuccessful Applicants

We cannot guarantee funding to any student. If your application is unsuccessful you will be notified in writing/email.

Attendance

You are required to have 100% attendance and this will be regularly monitored. Future payments depend on prior attendance and deductions will be made from your award if your attendance is unsatisfactory. Your bus pass could be at risk or weekly travel payments may be reduced.

Responsibility for payments

Payments made are the responsibility of the student. Payments in any form will not normally be replaced if lost, stolen, forgotten, destroyed or misused.

Responsibility relating to benefits

It is the responsibility of the student to inform the Department of Work and Pensions about any Discretionary Learner Support payments they are awarded. Discretionary Learner Support may affect eligibility to some benefits.

Responsibility relating to childcare providers

It is the responsibility of the student to inform the childcare provider if they are not attending their programme of study or if they withdraw from their course. **The student is responsible for all childcare costs incurred when they are not attending their programme of study.**

If you withdraw from your course

If you withdraw from your course you will not receive further financial assistance. You will have to pay any outstanding fees and may also have to repay any financial assistance you have been awarded. If you have received kit/equipment and or uniform you will need to hand it back or hand over the amount of money you received for it/them.

If you are not happy with our decision or your award is stopped or withdrawn

All applicants have the right of an appeal. If you believe your application has not been assessed correctly, you do not receive an award, you are not happy with the level of support allocated or your bursary was stopped or withdrawn for reason other than poor attendance then you have the right to appeal. You should make your appeal in writing to the Student Support Manager or via email to bursary@scarboroughtec.ac.uk within 10 working days of being notified of our decision, stating clearly the reasons for appeal and giving any additional details you think should be taken into consideration. Notification of the outcome of the appeal will be within 10 working days. If you are unhappy with the appeal decision you can make use of the formal complaint's procedure – contact the Student Support Team or Reception for more information.

TEC Partnership is committed to equality of opportunity. The aim is to create an environment in which people treat each other with mutual respect, regardless of: age; disability; family responsibility; marital status; race; colour; ethnicity; nationality; religion or belief; gender; gender identity; transgender; sexual orientation; trade union activity; unrelated criminal convictions.

TEC Partnership is committed to equality for all and widening participation for disabled students and ensuring that all students have access to a high-quality learning experience.

To help us achieve this please make sure that you let us know what you need so we can make reasonable adjustments to help you succeed.

Please return this application form fully completed and evidence by hand or via email to bursary@scarboroughtec.ac.uk or post it to:

Bursary Fund, Student Support, Scarborough TEC, Filey Road, Scarborough, North Yorkshire, YO11 3AZ

Application for Financial Assistance 2023/24

Date received:

Section 1: Personal Details

Student Ref: (if known) Address:

Surname:

First Name(s):

Date of Birth:

Age on 31 Aug 2023*:

Postcode:

Mobile:

Telephone:

Email

Section 2: Main Course Details

Course(s) you would like help with:

Site of study Scarborough TEC – Filey Road Full Time ☐ Part Time ☐ No of days

Tutor/Student Success Coach name (if known)

Section 3: Household Members

3.1 Do you live with at least one parent/carer or partner/spouse? Yes ☐ Complete the table below No ☐ Go to section 3.2

Name	Age	Relationship to you
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

3.2 Do you the **student** have any dependent children who live with you? **Yes/No** NB. If you do you may be able to claim support with childcare costs. Please ask the Student Support Team for more information.

3.3 Please tick if you are a Looked after Child Local Authority ☐ or Care Leaver ☐
(i.e. under 18 and looked after by a local authority, if a court has granted a care order to place a child in care, or a council's children's services department has cared for the child for more than 24 hours. On reaching the age of 18, children cease to be considered looked-after by a council and can be considered a care leaver).

3.4 Student - Please tick if you are receiving Income Support, or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner ☐ (evidence will be required)

3.5 Student - Please tick if you are receiving Disability Living Allowance or Personal Independence Payments in your own right as well as Employment and Support Allowance or Universal Credit in your own right ☐

3.6 Please tick if you are a carer for anyone ☐

3.7 Please tick if you have an Educational Health Care Plan ☐

Section 4: Childcare - Childcare costs through this bursary application are only available to students aged 20 and over for timetabled hours. Please complete a separate childcare bursary form available from student support (also providing the evidence that is required, which is stated on the childcare form).

Students aged under 20 can apply for a Care to Learn grant to cover childcare costs during the programme of study. Please see the www.gov.uk website for details about how to apply for Care to Learn.

Section 5: Travel – Please tell us how you intend to travel to/from your place of study. Tick all that apply:

Walk ☐ Cycle: ☐ Car: ☐ Service Bus ☐ Train ☐ Other ☐

Third party permissions

If you are happy for us to talk about your award with somebody else (e.g. a family member, friend or support worker), please provide their information below:

Name:

Relationship to you:

Telephone Number:

Section 6: Payment Details

If we need to pay support directly to you, we will normally pay you by BACS directly into your bank account. If you do not have a bank account and would like information about opening a bank account, visit www.moneyadviceservice.org.uk for details about the different products available, or Student Support for more advice.

You will need to provide evidence of your bank account (showing your full name, account number and sort code).

This HAS to be your own account.

Do you have a Bank or Building Society account which will accept BACS payments?

Yes ☐

No ☐

Name of bank/building society:

Branch:

Account holder's name:

Account number

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Sort Code:

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Section 7: Additional Information - Please give any other information to support your application in the box below. (Please continue on page 8 if needed)

Privacy Notice – How we use your personal information

Why do we collect personal information?

TEC Partnership collects and processes personal data relating to its students to effectively manage learning and to meet its statutory obligations as an FE College. TEC Partnership is committed to being transparent about how and why it collects and uses that data and to meeting its UK General Data Protection Regulation (GDPR) obligations.

TEC Partnership consists of: - Grimsby Institute, University Centre Grimsby, Skegness TEC, Scarborough TEC, East Riding College, Career 6, The Academy Grimsby, Learning Centres and Modal Training.

What personal information does the organisation collect and how long will it be kept for?

TEC Partnership collects personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet its legal obligations with the Education and Skills Funding Agency (ESFA).

All data collected and processed on behalf of ESFA will be held for as long as we are legally required to do so.

- Financial records are held for 5 years following the current academic year (currently until July 2029)
- If your application is unsuccessful, the reasons for not being awarded will be added to your electronic learner record and the application form securely deleted.

How is this collected and stored?

Data is stored in a range of secure places, including the student information management systems, paper records stored in secure places and on electronic documents within a secure network.

Who has access to data?

Information will be shared internally, with any TEC Partnership staff who need access to the data to provide services to students.

Where TEC Partnership engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. This will only take place where the law allows it and the sharing is in compliance with GDPR legislation.

What rights do you have?

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing. Further information can be found at [privacy-statement-Learners.pdf \(tecpartnership.com\)](https://tecpartnership.com/privacy-statement-Learners.pdf)

Section 8:

- **I certify that the above information and financial details are correct and complete and show my/our income from all sources.**
- I understand that funding is limited and not guaranteed
- I understand that I am responsible for all childcare costs incurred if I do not attend or if I withdraw from my course.
- I confirm that I am not on a New Deal scheme (except New Deal for Lone Parents).
- I agree to notify Scarborough TEC / TEC Partnership of any change in my circumstances which may affect my eligibility for funding as soon as this occurs; I understand that failure to do this may mean that TEC Partnership will request repayment of my award.
- I understand that Scarborough TEC/TEC Partnership will claim back all or some of the award made to me if I have given misleading or inaccurate information intentionally. I recognise that false statements can leave me open to prosecution.
- I understand that financial assistance is dependent upon academic achievement, behaviour, and full attendance, which will be monitored. Should this be unsatisfactory or I withdraw from my course early, any future payments may be reduced and I may be asked to pay back some or all of my award. Any kit/equipment or uniform that the bursary has paid for will need to be returned.
- I understand that payments in any form are my responsibility and will not normally be replaced if lost, stolen, forgotten, damaged, destroyed or misused.
- I understand that any funding I am allocated is for my current course only and that a new application will be required for progression/additional courses.
- I am not undertaking a Higher Education Course in this academic year
- I understand that funding is for 2023/2024 only and is not guaranteed for future years
- I understand that Scarborough TEC/TEC Partnership reserves the right to review and adjust my award and entitlement through-out the year and can make in-year changes to awards.
- I understand that it is my responsibility to tell the Department for Work and Pensions about any bursary support that I receive, as bursary payments may affect eligibility to some benefits.
- I have read and understood this declaration.

Signed:

Date:

Section 7 Continued

For office use only	Date:		Assessed by:	
Rejected <input type="checkbox"/>	Reason why rejected			

Awarded ☐ **TYPE** 16-19 VYP ☐ 16-19 VYP & FCM ☐ 16-19 DLSF ☐ FCM ☐
 FCM Protected ☐ 19+ Bursary ☐ Advanced Learner Loan ☐ BANK DETAILS SEEN ☐

Type of award	Date(s) payment	Payment Method	Details	Amount per week / month	Annual award amount
Travel					
Meals Cashless *** (check when inputting the FCM box is ticked 2-16-18)					
Meals Cashless (Not FCM)					
Kit and equipment					
Study trips					
Childcare (separate form)					
Learning Support					
Hardship					

Date of input Into system		Input by name		Signature	
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Checked by if same person assessed and input

Comments / Notes

☐ Scanned into Prosolution Student record in Prosolution, Learner Support Funds & saved in Sharepoint, Student Support, Bursary 23-24, Student Bursary Applications, Student Name and Reference number.