

# Application for Financial Assistance 2015/2016

## Bursary Fund and/or FE Free Meals 16 - 19 years

The College of  
**Haringey, Enfield**  
and North East London



### 1. Personal Details

Learner's First Name	<input type="text"/>	Learner's Surname	<input type="text"/>
Learner ID Number	<input type="text"/>	Learner's Home and Mobile No	<input type="text"/>
Address	<input type="text"/> <input type="text"/>		
	<input type="text"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>
		Miss <input type="checkbox"/>	Ms <input type="checkbox"/>
Post Code	<input type="text"/>	DOB	<input type="text"/>
		Age (as of 31 August 2015)	<input type="text"/>

Please tick a box relevant to you:

Looked after by Social Services	<input type="checkbox"/>	Recently left care	<input type="checkbox"/>	Estranged from your parents and receiving benefits	<input type="checkbox"/>
Disabled	<input type="checkbox"/>	(In receipt of ESA and DLA or PIP)	Living with family	<input type="checkbox"/>	

### 2. Residency Status (Please provide Passport, UK Birth Certificate, Visa, IND card)

British Citizen	<input type="checkbox"/>	EU/EEA Citizen	<input type="checkbox"/>	Discretionary leave	<input type="checkbox"/>	Humanitarian protection	<input type="checkbox"/>	Asylum seeker	<input type="checkbox"/>
Refugee	<input type="checkbox"/>	Indefinite leave to remain	<input type="checkbox"/>	Other (please specify)	<input type="text"/>				
Country of origin	<input type="text"/>			Date of entry into UK	<input type="text"/>				

### 3. Course of Study

Main Course Title	<input type="text"/>	Number of hours per week	<input type="text"/>
Start Date	<input type="text"/>	End Date	<input type="text"/>

### 4. Income if you live with your parents/family

Please provide evidence which is less than 3 months old

• I am supported by someone in receipt of a means - tested benefit which are: (Tick the box relevant to you)

- |  |  |
|--|--|
| <input type="checkbox"/> JSA (income based)                          | <input type="checkbox"/> Or someone who is working |
| <input type="checkbox"/> ESA (income related)                        | <input type="checkbox"/> Other                     |
| <input type="checkbox"/> Income Support                              |  |
| <input type="checkbox"/> Universal Credit                            |  |
| <input type="checkbox"/> Pension credits (guaranteed credit element) |  |

**IMPORTANT: You will need to provide evidence of any income or benefits that you or your parents receive in order for your application to be processed. Without these documents your application cannot be processed**

## 5. Parent/Guardian/Carer/Learner Declaration (Please delete if not applicable)

- I certify that the information in this application is true and accurate.
- I accept that if I have intentionally given any incorrect or misleading information, I shall be liable to repay any amount paid to me or on my behalf in full immediately.
- I understand that payments are dependent on my attendance, punctuality behaviour. Name of parent/guardian/social worker:
- I agree to my bursary payments being discussed with my parent/guardian/carer.

Learner Signature

Date

Parent/Guardian/Social Worker  
1 Signature

Date

Parent/Guardian /Social Worker  
2 Signature

Date

## 6. Learner Bank Details

Successful applicants will receive payment directly into your bank account. Please produce an original bank statement.

Bank/Building Society Name

Name of Account Holder

Sort Code   Account Number

Learner's Signature

Date

*NB: It is not possible to make payments into anyone else's account or savings account*

## 7. Checklist

### You must provide original evidence as appropriate dated within the last 3 months

- Child Tax Credit Award Notice 2015/16 which includes payment for the learner until April 2016. yes
- Parent or Learner's income, latest - 3 months' payslips if employed or tax declaration for the financial year 2015/16 if self employed or if receiving benefits, a letter dated within the last 3 months yes
- Passport or Birth Certificate or evidence of current immigration status for learner yes
- Bank statement /welcome letter in learner's name which includes learner's name, account no and sort code yes
- Parent/Guardian/Carer/Learner/Declaration has been signed yes
- Letters form Social Services/Leaving Care team Local Authority (if applicable) yes

**FOR OFFICE USE ONLY**

**Date Received**

**Eligible**

yes  no

**Reason application rejected**

**Free school meals**

yes  no

**BURSARY TYPE**

---

**Bursary**

yes

**Higher Bursary**

yes

**Staff Member Signature**

**Date**

## TERMS AND CONDITIONS OF 16-19 BURSARY AND FREE FE MEALS

### ELIGIBILITY

- Learners must be aged between 16 and 18 to be eligible for this fund
- If you turn 19 after the 31st August 2015 you ARE still able to apply to this fund
- You must be on a course of 6 weeks duration or more.
- Waged apprentices are not eligible.
- Achieving 88% College attendance standards.

### DOCUMENTS YOU WILL NEED

- Child Tax Credit Award Notice 2015-2016. (You as the learner must be named on this).
- Parents bank statement dated within the last 3 months that shows Child Tax Credit is still in payment.
- Bank document stating your name, account number and sort code. (We will not pay your money into anyone else's account under any circumstances, or into a savings account).
- Your passport, visa, home office letter, UK birth certificate, residence permit or naturalisation certificate. (If you are here on a settlement visa you will also need to produce the joining person's passport).
- Completed application form that has been signed and dated by both you and your parents/guardian/carer as appropriate.

### LEARNERS LIVING INDEPENDENTLY OR UNDER SOCIAL SERVICES

- Please provide your Social Services letter stating that you are a looked after child (LAC) or your benefit letter to show you live independently dated within the last 3 months.
- Bank document stating your name, account number and sort code. (We will not pay your money into anyone else's account under any circumstances).
- Your passport, visa, home office letter, UK birth certificate, residence permit or naturalisation certificate. (If you are here on a settlement visa you will also need to produce the joining person's passport).

### FREE FE MEALS

You may be entitled to a free lunch time meal from the College Café if you or your parents receive:

- 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 (not Working Tax Credit)
- Universal Credit

### PAYMENT

Payment will be made directly into your bank account every 2nd Friday (see payment dates poster in Learner Support). Payments for learners that live with their parents will be set at £20 per week. Payments for learners who live independently or are looked after children will be set at £33.33 per week.

Payments will not be made for learners whose attendance falls below the college standard of attendance over the two week period.

Unmarked registers will also result in non-payment, therefore it is important to regularly check your registers with your tutors during one to one tutorials.

Payments are always made in arrears.

Payments are only made during term time, learners are not paid for any holidays.

### SUBMITTING YOUR FORM

Please return your form to the Learner Support Centre or one stop shop at your centre of study.

Application is in person only. Postal applications will not be accepted. Return the form with all the relevant documents.

If you have any questions or would like advice on completing the form please call **020 8442 3572**

#### Declaration:

**I have read and understand the terms and conditions of the fund.**

Learner Name

Learner ID no

Signature

I understand it is my responsibility to ensure my registers are marked correctly each week.

Date