



# VLUK 16-19 Bursary Fund Application 2023-24

To be completed by the learner and submitted by 29th September 2023. Late applications will be accepted but not guaranteed.

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| <b>Learner Name:</b>   |  |
| <b>Campus:</b>   |  |
| <b>DoB:</b>  |  |
| <b>Home postcode:</b>  |  |
| <b>Learner email address:</b>  |  |
| <b>Parent/carer email address:</b><br>Parent/carers will be copied into all correspondence |  |

## Vulnerable Bursary - Are you

Tick if answer is Yes

|   |  |
|---|--|
| In care, or a care leaver?  |  |
| In receipt of Income Support (IS), Universal Credit (UC), Disability Living Allowance (DLA) or Personal Independence Payment (PIP), or Employment and Support Allowance (ESA) in your own name? |  |

## Discretionary Bursary - To qualify you must have a household income less than £32,000

### Who are you financially dependent on? (please tick)

|                 |  |                           |  |
|-----------------|--|---------------------------|--|
| Parent/Carer(s) |  | No-one - I am independent |  |
| Partner/Spouse  |  | Other (give details)      |  |

Please provide the names of ALL the adults you live with and their relationship to you.

| Name | Relationship |
|------|--------------|
|      |              |
|      |              |
|      |              |
|      |              |
|      |              |

How many other children/young people (under 18) live in the household?



| Name | Relationship | Age |
|------|--------------|-----|
|      |              |     |
|      |              |     |
|      |              |     |
|      |              |     |

### Total Household Income

|  |  |
|--|--|
| <b>Total household income</b><br>State either your Parent/Carer(s), Spouse/Partner, Other, or your own total household income including any benefits and salaries before tax |  |
| <b>Is this monthly or yearly?</b>  |  |

### Support requested

If a section is left blank it will be assumed that no support is needed for that section

|   |  |
|---|--|
| <b>Travel - if support is needed for travel costs please complete this section.</b><br>What is your method of travel to campus? .Eg Bus, car, train<br><b>AND</b> What travel company do you use? E.g South West Trains, Stagecoach Buses |  |
| <b>Distance from home to campus</b> (must be over 2 and under 30 miles to qualify)<br>Calculated from google maps, walking.   |  |
| What is the cost per day/week for this?<br>E.g £10 a week bus pass, or £2.20 a day train ticket   |  |
| <b>Are you entitled to free school meals?</b>   |  |
| <b>Food</b> - do you require help with cost of lunch whilst on campus?<br><br>Maximum of £3.00 a day will be paid.  |  |
| <b>Other - please state what else you are requesting support for and why.</b>   |  |



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### Bank Details

We will only pay funds into a bank account which is in your name.

|                               |  |
|-------------------------------|--|
| <b>Name of Bank/Society</b>   |  |
| <b>Name of account holder</b> |  |
| <b>Account Number</b>         |  |
| <b>Bank Sort Code</b>         |  |

### Declaration

By signing you are agreeing that:

- All of the information provided on this form is correct to the best of your knowledge and belief. Giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered. This may result in a referral to the police with the learner and/or family facing prosecution.
- Payments are dependent on attendance and will only be paid for days on campus, in learning.
- Failure to comply with our behaviour standards may result in bursary not being paid.
- We may provide vouchers, or purchase items for you, rather than make cash payments.
- You must inform us of any changes to your bank account details or changes of circumstances that might affect your eligibility for financial support.
- You will maintain receipts of all expenditure and purchases made with bursary funding i.e. travel, meals, etc and present all receipts when requested by VLUK at any point during the year.
- You will only spend the bursary funding on the items we specify in the confirmation email you will receive once your application has been approved.

|                               |  |             |  |
|-------------------------------|--|-------------|--|
| <b>Learner Signature</b>      |  | <b>Date</b> |  |
| <b>Parent/carer Signature</b> |  | <b>Date</b> |  |

**Any additional information you would like us to know when considering your application:**

|  |
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|  |
|--|



**All applications and decisions are treated confidentially.**

**Please note even if you meet the criteria for any bursary there is a possibility of no award or a limited award being made. Funds are limited and bursaries not guaranteed.**

**Evidence must be provided to support your application. Applications will not be considered without evidence supplied.**

**Vulnerable**

- for learners who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority – this is the local authority that looks after



them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority

- for learners in receipt of UC or IS, a copy of their UC or IS award notice. This must clearly state that the claim is in the learner's name/confirm they are entitled to the benefits in their own right. For learners in receipt of UC, we must also see a document such as a tenancy agreement in the learner's name, a child benefit receipt, children's birth certificates, utility bills etc.
- for learners receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided

### **Discretionary**

- Universal Credit - 3 most recent monthly award statements.
- Tax Credits - All pages of the most recent 2021/22 or 22/23 Tax Credit Award Notice (not tax credit annual review)
- Other benefits - A letter dated within the past 3 months evidencing receipt of one of the following: Income Support, Income-based Job Seekers Allowance, Income-related Employment and Support Allowance (ESA), the guaranteed element of State Pension Credit If your household does not receive income-related benefits.
- Salary / Earnings - Last 3 months payslips / P60, or a letter from their employer stating earnings. If self-employed –all pages of the HMRC tax bill for the previous year.

### **Free School meals**

Learners are entitled to Free School Meal funding if they are in receipt of, or have parents who are in receipt of, one or more of the following benefits:

- Income Support
- income-based Jobseekers Allowance or 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 (not working tax credit)
- UC with net earnings not exceeding the equivalent of £7,400 for each year (after tax and not including any benefits they get)

*Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as IS, Jobseeker's Allowance, Child Benefit, Working Tax Credit, Housing Benefit or, generally, UC.*