

Student number	Date received	Time received
----------------	---------------	---------------

## 19+ Bursary funding application – 2019/2020

Please answer **ALL** questions and provide **ALL** the evidence requested.  
Your application will be returned to you if any evidence is missing.

If you require any assistance with the completion of this form, please contact us:

**Brighton Students:** Visit the Student Centre at Central Campus, Brighton or Call 01273 667788 ext 474/394 or e-mail [financialsupport@gbmc.ac.uk](mailto:financialsupport@gbmc.ac.uk)

**Worthing and Shoreham students:** visit the Admissions Centre at West Durrington or Reception at Broadwater/Shoreham Campuses call 01903 273014 or e-mail [student.support@gbmc.ac.uk](mailto:student.support@gbmc.ac.uk)

Please note that completing this application form does not guarantee funding and due to high demand, we may only be able to make a contribution towards your costs.

Please ensure that you read the bursary guidelines before completing this application.

### Section 1: Student personal details

First name: ..... Surname:.....

Date of birth: ..... Are you:  Female  Male  Other

Address:.....  
..... Postcode:.....

Mobile phone number:..... Home phone number:.....

Email address: .....

Are you currently claiming asylum in this country?  Yes  No If yes, please provide Home Office documentation

### Section 2: Student course details

Course title and level: .....

Course code: .....

Campus:  Central Brighton  East Brighton  Broadwater  West Durrington  Shoreham

Course mode:  Full-time  Part-time Course starts:.....

Days of study:  Monday  Tuesday  Wednesday  Thursday  Friday

### Office use only

Travel  Disc meals  Kit

Notes: .....

.....

.....

## Section 3: Which Bursary to apply for?

### PRIORITY 1: Household Income under £20,000

Discretionary bursary funds may be awarded if your household income is less than £20,000 from work related earnings and/or state benefits. You will also automatically qualify for kit costs (please note, some kits costs can be expensive and the maximum contribution the bursary fund can make is £400.00) and college meals.

Would you like to receive a College meal contribution of £2.41?  Yes  No

Please tick and supply evidence of those that apply below.

### PRIORITY 2: Household Income, Income under £30,000

Discretionary bursary funds may be awarded if your household income is less than £30,000 from work-related earnings and/or state benefits.

Please tick and supply evidence of those that apply below.

## Household Income and Benefit evidence

### Benefits:

- Job Seekers Allowance (JSA)
- Employment Support Allowance (ESA)
- Income Support
- Universal Credit
- Current Tax Credit Award Notice
- Housing Benefit
- State Pension Credit
- Guaranteed element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999

### Household income:

- P60 (2018/19 tax year)
- Tax return (2018/19 tax year)
- Payslips covering last three months
- Bank statements covering last three months
- Accountant's letter confirming income for the 2018/2019 tax year, if self-employed
- Care leaver letter

For all boxes ticked, please provide a full benefit award letter (all pages) dated within the last 3 months, or an older letter with your most recent bank statement showing the benefit going into your account.

If you live with a partner, parents or guardians we need to see evidence from them as well as yourself.

## Section 4: What do you need assistance with?

**Tuition/course fees**       Yes     No

If the course that you are applying for is government co-funded then we can help with your tuition fee providing you are not eligible for any other tuition fee support.

If you live more than 2.5 miles from your campus you may be eligible for a contribution towards your travel costs (maximum weekly contribution of £50).

**Travel**                       Yes     No

Please tick your method of travel:     Train     Bus     Car/Motor Bike

**We may not be able to award your preferred method of transport if a cheaper alternative is available.**

If travelling by train please advise us which station your journey starts at: .....

If travelling by bus please advise us which companies you will use: .....

**Travel will be calculated at the lowest reasonable cost (daily or weekly) based on your timetable, the college will expect you to access travel discount schemes and your award will reflect this. Please see the Bursary Guidelines for more information.**

Please tick if you would like support with essential kit/equipment costs       Yes     No

**Please note that you must purchase your own kit first.**

**Some kits costs can be expensive and the maximum contribution the bursary fund can make is £400.00**

**We will only cover specialist kit/equipment that is deemed essential by the curriculum area. This does not cover general stationary items. Please refer to the course kit lists on the website.**

**Please submit your receipts for any essential kit items that you have purchased, once received, we will be in a position to reimburse you, providing your application is successful.**

## Section 5: Childcare

Do you require assistance with Childcare Costs       Yes     No (If no go to section 7)

For the days that you attend college you can apply for assistance with Childcare for Children aged 13 or under, if you use Ofsted Registered Childcare.

**Evidence required** – Child's birth certificate or Child benefit letter - quoting the child's name.

Copy of your Childcare providers OFSTED registration certificate

	Monday	Tuesday	Wednesday	Thursday	Friday
Hours at College (eg 10am-3pm)					

Name of Child(ren) being cared for	Date of Birth	Age	Name of Nursery/ Childminder	In receipt of EYFE (Government funded sessions)?

**If you receive Early Years Free Entitlements (EYFE), you are expected to use these hours first.**

**The maximum contribution the bursary fund can make is £5000.00 per academic year per student not per child.**

**Payments are made directly to you, the student, providing you have satisfactory attendance.**

## Section 6 -The Nursery or Childminder must complete this section

Company Name		
Ofsted Registration Number		
Address		
Telephone Number		
Email		
Name of Student		
Name of Child (1)		
Name of Child (2)		
Name of Child (3)		
Name and signature of Childcare Provider Contact	Name (please print):	Signature:

I confirm that I am providing childcare for the above child/children on the following days/times per week.

**If the child is in receipt of Early Years Free Entitlements (EYFE), these hours must be used first.**

**Please complete the tables below only for the days that the student attends college.**

	Mon	Tues	Weds	Thurs	Fri
Hours child is in your care					
Cost for each day					
Hours paid for by EYFE					

Total weekly cost of care whilst student at college:	£
Deduct amount received from EYFE:	£
Balance required from the Bursary:	£

**Childcare Providers must provide a copy of their OFSTED registration certificate. If you are a Childminder, you must enclose a copy of your childminding registration certificate and Public Liability Insurance; without this we cannot assess the application.**

**Please note that we do not cover retainer costs. We can only fund for term time childcare.**

## Section 7: Bank Details

Please complete your bank details below and provide **a copy of your bank statement/card** (for internal bank detail check only). Please ensure that your account is able to receive BACS payments. Bursary payments can only be made to the account of the student

Name of account holder: ..... Name of bank: .....

Sort code (six digits):

Account number (eight digits):

## Section 8: Further Information

Please provide any further information to support your application:

.....

.....

.....

.....

.....

.....

.....

## Section 9: Declaration – Please read carefully before signing

- I declare that the information provided is true and accurate and I am able to provide all the evidence requested to support my application. I understand that if I do not provide all evidence requested, my application form will be returned.
- If awarded, I understand that payments will not start until I am enrolled and my attendance is confirmed. Awards will be made at the discretion of the college and at a date to be confirmed, by Greater Brighton Metropolitan College.
- I understand that it is my responsibility to declare any funding received through the Bursary in conjunction with my benefit claim.
- If my attendance falls below 85% or that my standard of behaviour is deemed unacceptable, I may have my award refused. Any unauthorised absence is subject to a referral process. Any award refused will be communicated to me via either my personal or college e-mail.
- I understand the College will determine and advise the appropriate payment method for any award made, eg credit to student card or direct to my bank account.
- I understand that it is my responsibility to inform the Financial Support team of any change to my circumstances, personal/family or financial.
- I have not applied to any other organisation, eg a charitable trust, for any assistance that I am requesting from the discretionary fund.
- I understand that if I withdraw from my course. I may be asked to repay some or all funds awarded to me, or to the College on my behalf, including course fees. I will also be liable for any outstanding debts to the Childcare provider if I receive support with childcare fees.
- I understand that if my application for funding is unsuccessful I will be required to meet the terms and conditions of the part payment agreement I signed at enrolment.
- I understand that the information given on this form may be shared with other departments within the College.

Signature: .....

Date: .....

## Checklist

- Have you completed all relevant sections of this application form, in full?
- Have you enclosed all your evidence/supporting documents?
- Have you read section 9 and signed the declaration?

**Please remember to provide good quality copies of your supporting evidence, not the original, as we are unable to return documents**

## Where to bring your application

**Please see a customer advisor at one of the addresses below, for a pre-assessment check of your application and evidence.**

Central Brighton Campus  
Student Centre  
Pelham Street  
Brighton  
BN1 4FA

West Durrington Campus  
Admissions Centre  
Littlehampton Road  
Worthing  
BN12 6NU

Broadwater Campus  
Reception  
Broadwater Road  
Worthing  
BN14 8HJ

**For Shoreham and East Brighton Campus, please see a Pastoral Mentor at one of the addresses below, for a pre-assessment check of your application and evidence.**

Shoreham Airport Campus  
Reception  
Shoreham Airport  
Shoreham-by-Sea  
BN43 5FF

East Brighton Campus  
Reception  
Wilson Avenue  
Brighton  
BN2 5PB

Please note: These Campuses are open term time only. For all other times Brighton Students are to go the Brighton Central Campus and Shoreham Students to West Durrington Campus.

**We do not take any responsibility for lost postal applications.**

**Data Protection Statement** - All data we request from you will be kept according to the relevant data protection legislation. If you have concerns about how your personal data is used or stored, or wish to exercise your rights under the Data Protection Act, then please write to the Deputy COO, Greater Brighton Metropolitan College, West Durrington Campus, Littlehampton Road, Worthing, BN12 6NU.

**Confidentiality Statement** - When data is provided to us, we use it solely for the purposes for which it was provided. The information provided with your application may be shared with other college departments to ensure that you receive the best support available. We will not share your information with external organisations. We recognise that information is valuable and we take all reasonable measures to protect it.

**Disclaimer** - All of the information in this application is correct at the time of going to print. We will try to notify applicants of any changes when applications are submitted.

**Fraudulent claims** - We ask for detailed information on the application form and you also sign to confirm that the information you have given us is correct. If you are awarded funding on the basis of false information you will be asked to repay any money you were awarded and we may take court action.