

Student number	Date received	Time received
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Advanced Learner Loan 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 or call 01273 667788 ext 474/394 or e-mail financialsupport@gbmc.ac.uk

Worthing and Shoreham students: visit the Admissions Centre at West Durrington or reception at Broadwater/Shoreham campuses, or call 01903 273014 or e-mail 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 Kit and equipment Childcare Meals

Notes:

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Section 3: Applying for a bursary

Have you applied for an Advanced Learner Loan and your Household Income is under £35,000?

The Advanced Learner Loan Discretionary bursary fund may be awarded if your annual household income is less than £35,000 from work related earnings and/or state benefits. Please tick which apply:

Benefits

- Job Seekers Allowance (JSA)
- Employment Support Allowance (ESA)
- Income Support
- Universal Credit
- Current Tax Credit Award Notice
- Housing Benefit
- State Pension Credit

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

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: Loan details

Advanced Learner Loan Reference No:

Loan Status (please tick) Approved

Please provide evidence of your Loan approval for 19/20

Section 5: What do you need assistance with?

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 kit 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.

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

Section 6: Childcare

Do you require assistance with Childcare Costs Yes No (If no go to section 8)

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 7: 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 8: Bank details

Please complete your bank details below and provide **a copy of your bank statement/card** (for internal bank detail check). 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 9: Further information

Please provide any further information to support your application:

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Section 10: 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 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 Financial Support 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 10 and signed the declaration?

Please remember to provide good quality copies of your supporting evidence, not the originals, as we are unable to return your 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.