

Student number	Date received	Time received
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16–18 Bursary funding application – 2018/2019

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 Brighton Campus or call 01273 667788 ext 474/394 or email financialsupport@gbmc.ac.uk

Worthing and Shoreham students: visit the Admissions Centre at West Durrington Campus or reception at Broadwater/Shoreham campuses, call 01903 273014 or email 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: Your personal details

First name: Surname:.....

Date of birth: Are you: Female Male Other

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

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

Email address:

Have you claimed, or are you currently claiming, asylum in this country? Yes No

If yes, please provide Home Office documentation

Section 2: Your 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 and time of study:	Monday	Tuesday	Wednesday	Thursday	Friday	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AM
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PM

Section 3: Which bursary to apply for

PRIORITY 1: Guaranteed Bursary

You will be eligible for the Guaranteed Bursary of up to £1,200 if any of the below apply to you and you provide the evidence required. 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) and college meals. Please tick those that apply below and then move to Section 5.

Would you like to receive a college meal contribution of £2.41?

Yes No

Are you: Currently in care A care leaver (see guidelines booklet for definitions of in care/care leaver)

In receipt of: Income Support Universal Credits

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

Please provide a full award letter (all pages) dated within the last three months or written confirmation from the Local Authority of your current or previous looked-after status.

PRIORITY 2: Discretionary bursary - income under £16,190

Discretionary bursary funds including a college meal will be awarded if your household income is less than £16,190 from work-related earnings and/or state benefits OR Universal Credits with net earnings not exceeding the equivalent of £7400. Please tick which apply:

- Income-based Job Seekers Allowance (JSA)
- Income-related Employment Support Allowance (ESA)
- Income Support
- Personal Independence Payments (PIP)
- Guaranteed element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (if not entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for four weeks after you qualify for Working Tax Credit)
- Housing Benefit
- Universal Credit with net earnings not exceeding the equivalent of £7400

Please provide a full benefit award letter (all pages) dated within the last three months, or an older letter with your most recent bank statement to show you are still receiving the benefit.

Would you like to receive a college meal contribution of £2.41?

Yes No

If you have answered yes and you/your parents are self employed, please complete section 7 Self -employment declaration form.

PRIORITY 3: Discretionary bursary - income under £26,000

Discretionary bursary funds will be awarded if your household income is less than £26,000 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
- Tax Credit Award Notice (2018/19 tax year)
- Personal Independence Payments (PIP)
- Housing Benefit
- State Pension Credit

Household Income

- P60 (2017/18 tax year)
- Tax return (2017/18 tax year)
- Payslips covering last three months
- Bank statements covering last three months
- Accountant's letter confirming income for the 2017/18 tax year if self-employed

and/or

- **Please provide a full benefit award letter (all pages) dated within the last three months, or an older letter with your most recent bank statement to show you are still receiving the benefit**
- **If you live with both parents/guardians we need to see evidence from both of them**
- **If you are living at home and working, we will also need evidence of your income**
- **If you live independently we will consider your own income**

Section 4: Travel and kit

For Priority 2 or Priority 3 applicants

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 £50.00).

Please tick your method of travel: Train Bus Car/motorbike

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. The maximum contribution to weekly travel the bursary fund can make is £50.00. Please see the Bursary Guidelines for more information.

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

Please note that you must purchase your own kit first.

If, however, you are studying a Hair or Beauty course, please contact the Department for guidance regarding the purchase of your kit.

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

We will only cover kit/equipment that is deemed essential by the curriculum area.
Please refer to the course kit lists on the website.

Section 5: Bank details

Please complete your bank details below and provide a copy of your bank statement (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 6: Further information

Please provide any further information to support your application:

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Section 7: Self-employment declaration form

Free meals in further education (FMFE) – self-employment eligibility declaration form

This form is for completion by self-employed parents claiming FMFE eligibility for the student. Parents should provide evidence demonstrating that they are in receipt of Universal Credit (such as their Universal Credit award letter), that they are self-employed (such as their company registration form or tax return) and that their net earned income has not exceeded either £616.67 over the previous month, £1,233.34 over the previous two months, or £1,850 over the previous three months. This evidence should take the form of monthly accounts, like those provided on a monthly basis to DWP, supported by actual receipts where requested.

Universal Credit eligibility

I have attached evidence proving that I am in receipt of Universal Credit **Y / N**

Self-employment status

I have provided evidence proving that I am self-employed **Y / N**

Earnings

I have provided evidence that my net earnings over the period ___/___/___ – ___/___/___ were £_____ **Y/N**

(If net earnings for the latest month exceed £616.67, fill out details for the latest two months.

If net earnings for the latest two months exceed £1,233.34, fill out details for the latest three months)

Declaration

I certify that the information I have provided is complete and correct and understand that it is fraudulent to give false information. I agree that the information provided with this form can be used to check the student's for FMFE.

Printed Name:

Signature:

Date:

Section 8: 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, and at a date to be confirmed by, Greater Brighton Metropolitan College.
- 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.
- If my standard of behaviour is deemed unacceptable, this may result in awards being refused
- 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 leave my course early, the College will request that I return any payments that are no longer due to myself including the return of uniform or kit that has been funded by the bursary fund. An Invoice will be issued.

Signature of student: Date:.....

Signature of parent/guardian (if under 18): Date:.....

Relationship to student:

I give you permission to speak to my parent/guardian above in respect of this application

Signature of student: Date:.....

Parent/guardian declaration

I understand that I will be liable to repay any debt incurred by the above to the College

Signed: Date:.....

Print name:

Relationship to student:

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 7 and signed the declaration?

Please remember to provide good quality copies of your supporting evidence, not the originals, 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 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 Central Brighton 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.

Office use only

- GB
- Travel
- FE meals
- Disc meals
- Kit

Notes:

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