

# 19-25 RESIDENTIAL BURSARY FUND 2018-2019

## GUIDANCE NOTES

The Residential Bursary Fund is intended to provide financial help towards the costs of term time accommodation for young people aged between 19 - 24, attending a designated provider of specialist provision, where that provision requires the young person to be resident in order to participate because it is not available locally. The Residential Bursary Fund should be used to help young people with the costs of accommodation whilst they are learning.

**Students in Private Accommodation** will be responsible for the full cost of the accommodation until all the required documentary evidence has been provided AND the bursary has been agreed and confirmed by the College. Payments can then be made direct either to the Landlord or to the student (providing evidence of a standing order or direct debit is also submitted). Payments are made at the beginning of each Term, when your attendance at college has been confirmed by your PLA.

### To be eligible you must:

- Be enrolled on a full-time further education course which is not available to you locally and not be within a reasonable travelling distance (a daily return journey that takes two hours or less on public or college transport).
- Be aged between 19 - 24 (under 25) on 31 August 2018.
- Have been living and studying in the UK for the last three years.
- Have a combined annual household income of less than £31,000 for the 2017-18 tax year. This is based on the combined household income of students
- If you are living in private term time accommodation then it must be within 15 miles of the college campus.

**Please note.** This form will only be processed if it has been completed in full and with the appropriate evidence attached. As funds are limited and cannot be guaranteed, applications will be processed on a first-come-first-served basis. We therefore strongly recommend that you submit your application as soon as possible.

**Applications will be returned if the correct evidence is not submitted.**

## STUDENT'S PERSONAL DETAILS

Title:	Forename:							
Surname:								
Permanent Address:								
			Postcode:					
Phone (day):	Mobile:							
Email:								
Date of Birth:	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	Age on 01/09/18:	<input type="text"/>
Have you been a resident in the UK for the last 3 years?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Course Title:								

## ACCOMMODATION DETAILS

**Please indicate the accommodation you are applying for finance assistance with:**

Private accommodation:

**Please provide a signed copy of your tenancy agreement\*, if this information is not provided the application will be returned to you.**

\*The tenancy agreement must show your name, your term time address, the dates of your tenancy, the cost of the rent and your landlord's, name address and signature. The Landlord cannot be related to you.

## FINANCIAL CIRCUMSTANCES

I live with and am financially dependent on parent(s) or guardian(s): <input type="checkbox"/>	I am independent and support myself financially <input type="checkbox"/>
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	Student	Adult 1	Adult 2 (If applicable)
Title:			
Forename:			
Surname:			
Relationship to student:			
Total Gross Income for 2017/18			

We need the income details for your household for the Tax Year 6 April 2017 to 5 April 2018 to be able to access your application. You will need to prove your income by providing evidence of this. (You should send clear photocopies of your documents; due to the high volume of applications we cannot guarantee a safe return of original documents).

### Evidence Required

Your latest Tax Credit Award Notice (form TC602) that proves income for the year 2017-18. ALL pages should be submitted

- If income is from employment P60's for the tax year ending 5th April 2018.
- If income is from self-employment, a certified copy of your accounts for the 2017-18 Tax Year or Self-Assessment Tax Calculation form (SA302) for 2017-2018
- Proof of entitlement to Income Support or Jobseekers Allowance
- 3 months of utility bills, showing home address details.

**Applications will be returned if the correct evidence is not submitted.**

## STUDENT AND PARENT DECLARATION **All applications, please read, sign and date**

We understand that the College may verify information supplied by us and it may be shared for audit purposes with the ESFA. We understand that our application will be returned to us unprocessed if we have not enclosed supporting documentary evidence.

We undertake to inform the College of any change in our finance circumstances which may affect the application.

We declare that all information given in support of this application is correct and complete to the best of our knowledge.

We understand that if we give you false information or fail to give complete information, we may be prosecuted and may be require to repay the award.

We understand that any financial assistance may affect our entitlement to benefits. We agree to inform our local Benefit Agency Office of any grant assistance we may receive.

We understand that the offer of financial assistance is conditional upon remaining enrolled at the College, maintaining good College attendance and fulfilling all duty requirements.

Student Signature: .....

Date: ..... Name printed: .....

If you require assistance or further information to help you complete this form, please call us on 01209 722135.

Applications to be returned to: 19+ Residential Bursary, Student Services, Duchy College, Rosewarne, Camborne, TR14 0AB

**Applications will be returned if the correct evidence is not submitted.**