

# 16-18 RESIDENTIAL BURSARY FUND 2019-2020

## GUIDANCE NOTES

The Residential Bursary Fund is intended to provide financial help towards the costs of term time accommodation (up to 90% of the costs) for young people 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 and/or because it requires learners to be available at unsociable hours on a regular basis. The Residential Bursary Fund should be used to help young people with the costs of accommodation whilst they are learning; the accommodation may be owned or managed by the learning provider or be owned by a private landlord. The Residential Bursary Fund is provided by the Department of Education and administered through the ESFA.

**Students in Halls of Residence** will be responsible for the full amount of the cost of accommodation until all the required documentary evidence has been provided AND the bursary has been agreed and confirmed by the College. Any payment plans agreed with the Finance Team will be set up for the full years' fees until any bursary is awarded and will be scheduled to end prior to the end of the academic year.

**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 will then be made direct to the Landlord, at the beginning of each Term, when your attendance at college has been confirmed by your PLA. Payments **cannot** be paid to the student or parent.

### To be eligible you must:

- Be enrolled on a full-time further education course which is not available to you locally (within 15 miles) 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 16 or over but under 19 on 31 August 2019. Students who are 19 or over are eligible to claim if they are continuing on a study programme they began aged 16-18 or have an Education, Health and Care Plan (EHCP). (Help may still be available if you are over 19 please contact us for an alternative form).
- Meet the residency criteria set out in the 2019 to 2020 academic year ESFA Funding Regulations. (For further details please visit [www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision](http://www.gov.uk/government/publications/advice-funding-regulations-for-post-16-provision))
- Have been living and studying in the UK for the last three years.
- Have a combined annual household income of less than £40,000 for the 2018-19 tax year. This is based on the combined household income of all parent/guardians (including step parents, partner's etc)
- 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 01/09/19:	<input type="text"/>	Gender:	<input type="text"/>	<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:

Accommodation in Halls of Residence:	Full-time: <input type="checkbox"/>	Duty Room: <input type="checkbox"/>
Campus: Bicton College <input type="checkbox"/>	Duchy College: <input type="checkbox"/>	
Private accommodation: <input type="checkbox"/> 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 2018/19			

We need the income details for your household for the Tax Year 6 April 2018 to 5 April 2019 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).

### Accepted Documentation

Your latest Tax Credit Award Notice (form TC602) that proves income for the year 2018-19. ALL pages should be submitted or

If income is from employment P60's for the tax year ending 5th April 2019.

or

If income is from self-employment, a certified copy of your accounts for the 2018-19 Tax Year or Self-Assessment Tax Calculation form (SA302) for 2018-2019

or

Proof of entitlement to Income Support, Jobseekers Allowance or Universal Credit.

If you require assistance or further information to help you complete this form, please contact the TCCG Bursary and Residential Officer on 01395 562339. **Applications will be returned if the correct evidence is not submitted.**

## STUDENT AND PARENT DECLARATION **All application, 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.

We understand that should the student withdraw from residency or is removed from accommodation before the end of the academic year. The bursary will cease on the day the student leaves and I will be liable for the outstanding costs in line with the Terms and Conditions.

**Duchy Stoke Climsland and Bicton Students only** - we understand the student must adhere to the Residential Terms & Conditions and if the student fails to do so, our entitlement to outstanding payments may be at risk and that we may have to repay all or part of any financial support given.

Student Signature:.....	Date:.....	Name printed: .....
Adult 1 Signature .....	Date:.....	Name printed: .....
Adult 2 Signature (if applicable) .....	Date:.....	Name printed: .....

If you require assistance or further information to help you complete this form, please call us on 01395 562339.

Applications to be returned to: TCCG Bursary & Residential Officer, Bicton College, East Budleigh, Budleigh Salterton, Devon, EX9 7BY

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

For Office Use Only:	Specialist Course <input type="checkbox"/>	Distance <input type="checkbox"/>	Unsociable hours <input type="checkbox"/>
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