**The College may be able to offer financial support with essential course related costs, to students who are experiencing hardship. Each application will be assessed individually.**

**Please apply early, as funds are limited, and financial support may not be offered in all circumstances.**

**There are two 16-19 Bursary funds available. Please see detailed information on each fund below.**

**We will notify you by email once your application has been processed.**

**Discretionary Bursary Fund**

 **Eligibility for fund**

* Aged 16-18 (inc. 19+ with an EHCP or 19+ Continuer\*) at the start of the academic year (on 31st August 2024)
* Enrolled on a further education course

\*19+ Continuer - a student who started a 16-18 course and turned 19 before the start of the final year of the same course.

Please note: this fund cannot be used if you are enrolled on an apprenticeship.

**What are the income thresholds and what might I be eligible for?**

This table provides guidance on what a student might be eligible for, following the assessment of household income.

|  |  |  |  |
| --- | --- | --- | --- |
| **Band**  | **Income threshold**  | **Income evidence required**  | **Will cover 100% of the costs below**  |
| Band A   | In receipt of a means tested benefit i.e., eligible for Free School Meals  | * Universal Credit - your take home pay must be less than £7,400 a year (after tax and not including any benefits you get)
* Income Support
* Income-based Jobseeker’s Allowance
* Income-related Employment and Support Allowance (ESA)
* Support under Part VI of the Immigration and Asylum Act 1999
* The guaranteed element of State Pension Credit
* Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
* Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
 | * Free Meals
* Exeter College Travel Scheme (or assistance towards travel costs if under 3 miles but more than a 40-minute walk)
* Essential equipment
* Specialist clothing / uniform
* Resource fees
* Essential books
* Essential trips and visits
* Academy fees

   |
| Band B  | Household income £30K or under   | * Last 3 (or less if claim has been made recently) full Universal Credit statements showing take home pay and payment
* All pages of a tax credit award notice showing finalised income for 2023/24
* P60/Last 3 months or 12 weeks of pay slips
* Welfare benefits letter showing current and active claim
* Latest verified accounts of self-employment e.g., latest submitted tax return
* Pension statement
* Details of income from all other sources e.g., shares, investments, savings, rental income
 | * Exeter College Travel Scheme (or assistance towards travel costs if under 3 miles but more than a 40-minute walk)
* Essential equipment
* Specialist clothing / uniform
* Resource fees
* Essential books
* Essential trips and visits
* Academy fees

   |
| Band C  | Household income between £30-40K  | As per Band B  | * Exeter College Travel Scheme

        (£150 per term / £450 per academic year)  |
| Band D  | Household income between £40-50K  | As per Band B  | * Exeter College Travel Scheme

        (£50 per term / £150 per academic year) |

**What counts as a ‘household’?**

 Students will normally be assessed on the income of those they live with. Therefore, households will be assessed as follows:

* Students who live with both parents/guardians, will be assessed on the income of both adults
	+ Students who live with a lone parent/guardian, will be assessed on the income of that adult
* Students who live with a stepparent/guardian will be assessed on the income of both adults
	+ Students who live with somebody else, where that person claims child benefit in respect of the

 student, will be assessed on the income of that adult(s)

* Where a student lives by themselves, they may or may not be considered independent:
* if a student’s living costs are being paid by a parent, then the student is considered dependent on that parent and will be assessed as outlined above
* if a student meets their living costs in full through work and/or benefits, then as long as nobody is claiming child benefit in respect of the student, the student will be assessed as independent, and no other income will be considered
* Where a student lives with somebody other than the situations outlined above, will be considered on

 a case-by-case basis

**Vulnerable Bursary Fund**

 **Eligibility for fund**

* Aged 16-18 at the start of the academic year (on 31st August 2024)
* Enrolled on a further education course

 Please note: if you are a 19+ continuer or are 19+ and have an EHCP, you will not be eligible for the Vulnerable Bursary but may still be eligible for the Discretionary Bursary in the final year of your course.

**AND**

* In Care or a Care Leaver
* Receiving Personal Independence Payments (PIP) or Disability Living Allowance (DLA) in your own right as well as Employment and Support Allowance or Universal Credit in your own right
* Receiving Income Support, or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you, such as a child or partner

**Evidence Required**

Please provide written confirmation of your current or previous looked after status from the relevant local authority.

**OR**

Please provide a copy of your benefit award notice (e.g., DWP letter or Universal Credit statements) and additional documentation to confirm your independent status e.g., tenancy agreement, child benefit letter.

**What I might be eligible for?**

If you meet the eligibility criteria, you may be entitled to a bursary amount of up to £1,200 (pro rata for courses lasting less than 30 weeks). If you meet the eligibility criteria but your financial needs are already met, you may not receive the maximum award.

**How do I apply?**

Please use our online system (<https://exe-coll.ac.uk/school-leavers/support/financial-support/>) or return your completed paper application form with photocopies of your household income to the Bursary Team via post (please see details below). Please note, we cannot accept applications via email.

For further information regarding the 16-18 Bursary Funds, please visit the website or contact the Bursary Team:

Email: bursary@exe-coll.ac.uk

Telephone: 01392 400526

Address: Bursary Team, Exeter College, Hele Road, Exeter, EX4 4JS

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**16-18 BURSARY Application Form 2024-25 2021September 2021**

 **SSeptember2021-22**

|  |  |
| --- | --- |
| **Student Name**  |  |
| **Date of Birth** |  | **Age as @ 31st August 2024** |  |
| image:Check box icon**I (the student) am aged 16-18 years (inc. 19+ with an EHCP or a 19+ Continuer\*) and my household income is £30,000 or under; or my Parent/Guardian is in receipt of a means tested benefit** |
| image:Check box icon**I (the student) meet ONE of the Vulnerable Bursary eligibility criteria detailed in the information sheet** |
| image:Check box icon **I (the student) am aged 16-18 years (inc. 19+ with an EHCP or a 19+ Continuer\*) and my household  income is between £30,000 and £40,000.** |
| **I (the student) am aged 16-18 years (inc. 19+ with an EHCP or a 19+ Continuer\*) and my household income is £40,000** image:Check box icon**and £50,000.** |

**HOUSEHOLD CIRCUMSTANCES:**

**Please detail all individuals who live in your household and their relationship to you. Please also provide us with any information you feel would support your application e.g., if you are a young carer or parent.**

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**FINANCIAL SUPPORT APPLYING FOR: Please tick all relevant box/es:**

|  |  |
| --- | --- |
| image:Check box iconimage:Check box icon | **Free Meals/Lunch Credit**An amount of £3.85 credit will be loaded onto your student ID card for each full day you are in college for your course.**Please tick if you have previously been awarded Free School Meals and were in receipt on or after 1st April 2018** |
| image:Check box icon | **Travel to attend College**Please indicate how you intend to travel to college by ticking ONE of the below boxes: **image:Check box iconI live more than 3 miles from the College, and I am using the Exeter College Travel Scheme****PLEASE NOTE**: It is important to wait until this application has been approved before applying for the Exeter College Travel Scheme. This is to ensure that your financial support award has been added to the online travel system.**To apply for the Exeter College Travel Scheme please visit** [**www.exe-coll.ac.uk/Travel**](http://www.exe-coll.ac.uk/Travel)**. Through the college travel scheme, only one pass – bus or train can be awarded. If you have further travel costs (such as needing to take a bus to a train station, providing it is more than a 40-minute walk) please provide details below:****………………………………………………………………………………………………………………………………………………………………………..****……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**image:Check box icon**I live under 3 miles, but more than 40 minutes walking distance from the College. Please provide full travel details:**  **(inc. cost per day on public transport or weekly/termly costs if at college 3+ days per week)**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| **Additional course costs – APPLICABLE TO STUDENTS IN BAND A, BAND B AND VULNERABLE BURSARY ONLY**Each individual programme of study may incur additional costs, that are essential to the completion of the course. The bursary fund can help with: Checkmark with solid fillEssential kit and equipment Checkmark with solid fill Essential trips and visits Checkmark with solid fillBooks Checkmark with solid fillAcademy fees image:Check box icon Exeter College have a limited number of laptops to loan to students that do not have a device at home to complete their work. Please tick here if you do not have a suitable device and would like to be contacted with information on how to apply at the start of your course. |

**ELIGIBILITY FOR THE BURSARY:**

We are required to individually assess each bursary application and decide whether students are eligible for funding. We are unable to process applications where no evidence has been included.



 **I have included the relevant evidence required to support my application for the bursary. I understand that if the evidence I include is insufficient or incomplete my application will not be processed.**

(please tick to confirm)

**PLEASE READ AND SIGN BELOW, we cannot process your application without these sections completed – any unsigned forms will be returned.**

**Declaration:** I confirm that I have provided accurate information on this application form.

The evidence I have provided is correct and complete to the best of my knowledge. Any person providing household income evidence has given their permission for their information to be included. Giving false or incomplete information may result in financial support being withdrawn. I understand that if I have already received financial support, I may be asked to return the money if fraudulent activity is suspected, and Exeter College may have to report this to the relevant authorities. I understand that if I receive financial support, I will have to adhere to the College Agreement and Student Code of Conduct. If I do not meet the conditions of attendance, behaviour and punctuality, I understand that my financial support could be withdrawn. Exeter College reserves the right to withdraw funding at any point. I understand that the information and evidence I have provided will be used by Exeter College for the purpose of processing my application for financial support.

**Data Protection - Privacy Notice**: As an education establishment, Exeter College uses the legal basis of public task to process personal information. The information provided will not be used for any other purpose. Exeter College will share personal information with partner organisations to process electronic payments and to provide related services on behalf of Exeter College. Personal information passed to partner organisations is then subject to their own Privacy Notices. We will keep personal information for 7 years, after which it will be destroyed. To understand more about how we protect personal information please visit the data protection pages of our website [www.exe-coll.ac.uk/dataprotection](http://www.exe-coll.ac.uk/dataprotection).

**STUDENT SIGNATURE:**

**Signature: …………………………………………………………………….. Date…………………………………………………………………………**

 **NEXT OF KIN SIGNATURE:**

 **If you are applying for the discretionary bursary, all relevant adults named on the income evidence must read the**

 **above statements and sign below.**

 **Print Name…………………………… Signature ……………………………………………… Date……………………………………………………..**

 **Print Name…………………………… Signature ……………………………………………… Date……………………………………………………..**