



# COLLYER'S

The College of Richard Collyer

## Collyer's 16-19 Bursary Application Form 2020 – 2021

### SECTION 1 – Student Details (please print details and complete form in black pen)

Surname:	First Names:
Address:	
Date of Birth:	Home Tel No:
E-mail:	Mobile No:
Other dependent children in the household (full name and DoB)	

### SECTION 2 – Which Bursary are you applying for? (please tick appropriate box)

<input type="checkbox"/>	Vulnerable Bursary - please complete sections <b>3, 6, 7 and 8</b>
<input type="checkbox"/>	Discretionary Bursary - please complete sections <b>4, 5, 6, 7 and 8</b>

### SECTION 3 – Vulnerable student 16-19 Bursary

The student who is applying for the above award should tick the box that applies to them:

Vulnerable Bursary Criteria	Evidence Required	Tick if enclosed
I am living in care	A letter or email from your Social Worker, Key Worker or Local Authority that provides written confirmation of your current looked-after status.	
I am a care leaver	A letter or email from your Social Worker, Key Worker or Local Authority that provides written confirmation of your previous looked-after status. A care leaver is defined as a young person who has been in care for a period amounting to at least 13 weeks which began after the age of 14 and ended after the age of 16.	
I am in receipt of <b>Income Support</b> or <b>Universal Credit</b> in my own name because I am financially supporting myself	An entitlement/award letter dated within the last 3 months. Copies of your last three Universal Credit monthly award statements.	
I am in receipt of <b>Disability Living Allowance</b> or <b>Personal Independence Payments</b> As well as <b>Employment Support Allowance</b> or <b>Universal Credit</b>	Entitlement/award letters dated within the last 3 months which confirms your name, address and that you are in receipt of both benefits.	

**Now go to Section 6**

## SECTION 4 – Discretionary 16-19 Bursary

The student who is applying for the above award should tick the box below:

<input type="checkbox"/>	I am a student who permanently lives in a household whose total family income is under £23,000 a year. We will consider applications for a reduced bursary from students with a household income of up to £26,000.
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## SECTION 5 – Proof of Income

Please tick which evidence you have submitted as proof of income:

Type of Income	Evidence Required	Tick if enclosed
Universal Credit	Copies of your last three Universal Credit monthly award statements.	
Child Tax Credit	Current Year's Tax Credits Award Notice (all pages)	
Working Tax Credit	Current Year's Tax Credits Award Notice (all pages)	
Income Support	Entitlement/Award letter – dated within the last 6 months	
Job Seekers Allowance	Entitlement/Award letter – dated within the last 6 months	
Employment Support Allowance	Entitlement/Award letter – dated within the last 6 months	
Disability Living Allowance or Personal Independence Payments	Entitlement/Award letter – dated within the last 6 months	
Carer's Allowance	Entitlement/Award letter – dated within the last 6 months	
Annual Salary	P60 or Self- Assessment Tax Calculation Form (SA302) for latest tax year	
Any other benefit	Entitlement/Award letter – dated within the last 6 months	
Any other income	Relevant paperwork - dated within the last 6 months	

## SECTION 6 – Free Meals

Are you, or your parent(s)/carer(s), in receipt of one or more of the following benefits:

Universal Credit (with net earnings not exceeding the equivalent of £7,400)	
Child Tax Credit (but not when also receiving Working Tax Credit) with a gross annual income of no more than £16,190	
Income Support	
Income based Jobseeker's Allowance	
Income related Employment & Support Allowance	
Guaranteed element of State Pension Credit	
Support under part VI of the Immigration and Asylum Act 1999	

Students who are eligible for a free College Meal will be allocated a daily refectory budget to purchase meals.

## SECTION 7 – Student Bank Account Details

Name of Bank:	
Name of Account Holder: (this should be the name as it appears on the student's debit card)	
Sort Code:	
Account Number:	

## SECTION 8 – Declaration and Agreement

**Please read the Declaration and Agreement below carefully before signing:**

- I/We declare that the statements made on this form are true and to the best of my/our knowledge and belief are correct.
- I/We undertake to supply any additional information that may be required to verify the details given.
- I/We undertake to inform the College of any changes to the information given on this form.
- I/We agree to repay the College any monies if the information I/we have given is shown to be false or deliberately misleading.
- I/We understand that any award made is conditional upon the student's excellent attendance, progress, effort and behaviour.
- I/We understand that all absences must be notified by parent/carer stating the reason for absence to the College Absence Line on 01403 216528 or emailing absence@collyers.ac.uk.
- I/We understand that all monies will be paid direct to the student who must have a bank account in their own name.
- I/We understand that mid-course leavers will be required to refund any payments made during the half term in which they leave.
- I/We understand that the information given on this form may be stored electronically and processed in accordance with Data Protection Legislation.
- I/We are aware that the funding only covers this academic year, that I/we must apply again next year and that there is no guarantee that funding will be available for future years.

<b>Signed (student):</b>	<b>Date:</b>
<b>Signed (parent/carer):</b>	<b>Date:</b>

### **Please return this form to:**

Student Services Office (Bursary),  
The College of Richard Collyer, Hurst Road, Horsham, West Sussex RH12 2EJ

Or by hand to Collyer's Reception clearly marked **Student Services Office (Bursary)**

**For College Use Only:**

<i>Date received:</i>		
<i>Vulnerable student bursary approved:</i>	<i>Yes / No</i>	
<i>Discretionary bursary approved:</i>	<i>Yes / No</i>	
<i>Reduced discretionary bursary approved:</i>	<i>Yes / No</i>	
<i>Free Meals:</i>	<i>Yes / No</i>	
<i>Travel Award:</i>	<i>Yes / No</i>	<i>Band:</i>
<i>Assessed by:</i>	<i>Date:</i>	
<i>Authorised by:</i>	<i>Date:</i>	
<i>Additional notes:</i>		