

Date Received:



Academic year 2020/21

16-18 Bursary

For support with term 2 and 3 bus passes for learners living more than 1 mile from their primary study campus and for those applying for free college meals.

FORM TO BE COMPLETED BY THE YOUNG PERSON, PARENT(S)/GUARDIAN(S)

Personal information

Mr/Mrs/Miss/Ms:

Learner number:

Forename:

Surname:

Date of birth:

Age:

Nationality:

Home address:

Postcode:

Email:

Mobile/landline:

Have you been resident in the UK/EEA/EU for the last 3 years?

Yes

No

Are you an Asylum Seeker?

Yes

No

Please indicate who you live with:

Guardian

Parents

Relatives

Other

On own

Have you ever been in care?

Yes

No

Are you a care leaver?

Yes

No

If living on your own please indicate how you support yourself financially:

Do you have a valid EHCP (Education, Health Care Plan)

Yes

No

Are you a parent who has responsibility for a child?

Yes

No

*SPEAK TO A MEMBER OF THE STUDENT FINANCE TEAM ABOUT THE ENHANCED WEEKLY BURSARY FUND.

Course information

Course Title:

Year: 1st 2nd 3rd

Please state campus:

Details of claim

COMPLETION OF THIS FORM IS FOR ASSESSING YOUR ELIGIBILITY FOR:

1. Travel support in term 2 and 3

please note: learners must be travelling more than 1 mile from their primary study campus to be eligible.

2. Free college meals

Protecting your privacy and personal data:

Dudley College of Technology is committed to protecting your privacy and personal data. The data captured on this form will be used to assess eligibility for travel support and free college meals. The college will share this information with Government agencies acting on behalf of the Department for Education (DFE) for the purpose of official audit. For more information on what data we collect, how we use it and your rights under data protection law please visit dudley.ac.uk/privacy

Learner statement

- I confirm all information given is correct at the time of my application and I will notify a member of the student finance team of any changes. I understand that any false information given, or failure to notify a change of circumstance will result in funding being stopped. I will inform the student finance team if I withdraw from my course.
- I confirm that I have read and understand the college data protection policy and agree to the processing of information held in this form in accordance with the policy.
- I understand I need a minimum attendance of 90% to be eligible for support and there is no guarantee of any allocation of funds. My application needs to be thoroughly assessed before an allocation can be made. Only an official letter from the student finance team should be taken as agreement to support my bursary application. 'Promises' or suggestions from other college staff hold no validity in relating to bursary allocations.

Signature:

Date:



If at any time throughout the academic year you find yourself in extreme hardship or at risk of withdrawing from your course due to financial issues please seek advice from a member of the student finance team.

Income details

TO BE COMPLETED BY PARENTS OR GUARDIANS

(PLEASE COMPLETE THE STATEMENT THAT IS RELEVANT TO YOU).

A (INCOME OVER £25,000 PER ANNUM)

I declare that my/our household income is ABOVE £25,000. I understand I **do not** need to provide any evidence to support this claim, but may be asked for supporting evidence in the event of a government audit. I also understand that my son/daughter will receive travel support only.

Signature:

Date:

B (INCOME BELOW £25,000 PER ANNUM)

I declare that my/our household income is BELOW £25,000. I understand that I must provide evidence to support my son/daughters claim and that this evidence will be held by Dudley College of Technology and will be used as proof of need regarding financial support awarded to my Son/Daughter.

Signature:

Date:

C (STUDENTS RETURNING FOR THE 2ND YEAR OF A 2 YEAR COURSE ONLY)

I declare that my/our household income is unchanged as demonstrated to Dudley College of Technology during academic year 2019/20. I understand by signing this declaration my son/daughter will be assessed for travel support only and give my permission for the college to use previously submitted evidence for this purpose. If I/we wish to apply for other government funding, such as Free College Meals, I/we will provide up to date information in accordance with Government regulations.

Signature:

Date:

ONCE COMPLETED EMAIL TO THE STUDENT FINANCE TEAM WITH INCOME EVIDENCE IF NECESSARY
studentfinanceteam@dudleycol.ac.uk

PLEASE MAKE SURE YOU HAVE SAVED YOUR CHANGES BEFORE SENDING TO US.

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PLEASE CHECK THAT YOU HAVE ANSWERED EACH SECTION FULLY AND REMEMBER TO ENCLOSE EVIDENCE OF RELEVANT BENEFIT OR PROOF OF HOUSEHOLD INCOME. APPLICATIONS CAN NOT BE PROCESSED WITHOUT THIS INFORMATION.