



Office Use Only

Date Received		Equipment Total	
Checked By		Campus	
Student ID		Date of input	

# USP College 16-19 Discretionary Bursary Application 2020 - 2021

## Who do I need to speak to?

If you are worried about money and would like to find out what help and support is available - please speak to a Student Advisor in Student Services. If you have any queries regarding your Bursary application - please speak to the Admissions Team.

For guidance on how to complete the form, please see the guidance notes - incomplete forms and those without the required evidence will be returned - this could delay payment.

Please note this bursary application form is for this academic year only. The bursary must be applied for each year and new supporting evidence needs to be submitted.

Are you in receipt of temporary Universal Credit due to Covid-19?

Yes  No

I consent to copies of evidence to be kept on file by USP College

Please tick ✓

## Section 1: Personal Details

Student is a young person in care

Student is a young care leaver

Student receives **both** Employment Support Allowance (ESA) or Universal Credits **and** either Disability Living Allowance or Personal Independence payments in their own name

Student personally receives Income Support or Universal Credit in their own name *\*note if you live independently, proof of tenancy must be provided.*

If you tick any of these boxes please complete the Vulnerable Bursary Form.

## Section 2: Student Details

Please note that it is important you tell us if you change address and/or telephone number.

Forename:  Surname:

Address:  Date of birth:

Age on 31/08/20:

Postcode:  Email:

Home phone:  Mobile:

## Section 3: Course Details

Course Title:  Month course starts:

I am on a USP Storm Sports Team:  Yes

Length of course:   No

## Section 4: Household Income

Evidence of household income MUST be from the list below and be attached - incomplete forms and evidence will delay your assessment and payment. Household income refers to all those who live with you.

BENEFIT - MUST be attached if applicable for student and those in your household:

Please tick ✓

### Income-Related Employment and Support Allowance

Please provide a recent benefit letter dated within one month of application, including your name, address and type of benefit and reference.

### Income Based Job Seekers Allowance

Please supply a recent benefit letter dated within one month of application, including your name, address and type of benefit and reference. PLEASE PROVIDE COPIES OF ALL PAGES OF THE NOTICE.

### Income Support

Please supply a recent benefit letter dated within one month of application, including your name, address and type of benefit and reference. PLEASE PROVIDE COPIES OF ALL PAGES OF THE NOTICE.

### Guaranteed Pension Credit

Please supply a recent benefit letter dated within one month of application, including your name, address and type of benefit and reference. PLEASE PROVIDE COPIES OF ALL PAGES OF THE NOTICE.

### Tax Credits

With a maximum annual income of £25,000 - estimated income not accepted. You will need to provide a 2020/2021 Tax Credit notice letter confirming income from 2019/2020. PLEASE PROVIDE COPIES OF ALL PAGES OF THE NOTICE.

### Universal Credits

You will need to supply award statements from the three most recent months.

### Child Tax Credits

You must have an annual gross income of no more than £25,000 as assessed by HMRC. PLEASE PROVIDE COPIES OF ALL PAGES OF THE 2020/21 NOTICE.

## Section 5: Other Income (evidence must be attached)

Do you receive, or do you expect to receive any other income or financial support this academic year?

Yes  No

You must tell us if your financial circumstances change

## Section 6: Other Required Details

Have you lived in the UK or EEA for the whole of the past three years?

Yes  No  (If no, please give details)

Are you an unaccompanied Asylum Seeker?

Yes  No

Do you have any immigration restrictions on the length of time you can stay in the UK?

Yes  No

Have you received Bursary/Learner Support funds in the last two years?

Yes  No

Have you received free school meals previously?

Yes  No  (If yes, what school did you attend?)

Are you a waged apprentice?

Yes  No  (If yes, please see eligibility criteria in Bursary Guidance)

## Section 7: Claim Details

We will notify you in October whether your application has been successful.

**Please note if attendance falls below 90% bursary payments will be reduced or stopped.**

Awards will be paid via BACS payments directly into the **student's bank account\***, please give details as follows;

Student Bank Account Name   
 i.e. John Smith

Bank/Building Society

Account Number

Sort Code

EVIDENCE OF BANK A/C DETAILS REQUIRED I.E. BANK STATEMENT OR PASSBOOK

\*Students aged 16 or over can open a basic bank account. The basic bank account will allow BACS payments and allow the students to withdraw money. For more information, please visit [www.bba.org.uk/customers/personal-banking](http://www.bba.org.uk/customers/personal-banking)

## Section 8: Further Information

Which of the following do you require financial assistance with:

- Contribution with transport

**The college reserve the right to select the most cost-efficient method of award for transport.**

Transport	Tick	Amount (Monthly)
Train	<input type="checkbox"/>	
College Bus	<input type="checkbox"/>	
Bus: Please tick one below		
First Bus	<input type="checkbox"/>	
Arriva Bus	<input type="checkbox"/>	
Ensign Bus	<input type="checkbox"/>	

- Equipment (e.g. Sports Kits, Books etc.)
- Contribution towards essential trips
- DBS Check
- UCAS Application (University application fee)

## Section 9: Declaration (to be signed by the student and parent/carer)

- I declare that the information given here is correct to the best of my knowledge
- I understand that the college may take steps to verify the information given
- I understand that any equipment remains the property of USP College and I will return the equipment at the end of my course
- I understand that wilfully giving false information may lead to action being taken against me
- I agree to inform Admissions in writing of any change to my personal, family or financial circumstances
- I understand that once a written offer is received, any financial assistance is subject to satisfactory attendance and behaviour and if conditions are not adhered to, funding may be withdrawn and I may be liable to repay any payments received.

I agree to the condition of receiving Bursary Funding

Student's Signature:  Date:

Parent's/Carer's Signature:  Date: