



16-19 BURSARY FUND APPLICATION FORM 2023- 2024

(For learners who are undertaking an eligible qualification funded directly by ESFA Young People)

Bursary fund is intended to help learners with the essential actual costs of participating in their study programme, so to help with the cost of essential books or equipment or with the cost of travelling to the training provider, for example. The bursary fund is not intended to support costs not related to education (living costs), extra-curricular activities or provide learning support – services that institutions give to students – such as counselling, mentoring or extra tutoring.

Support offered may reflect length of course, number of guided learning hours and level of household income. The funds are limited and are not guaranteed.

If your course is for more than one year, then you will need to reapply each academic year.

The Fund has two parts, to be eligible for either type of bursary learners must be enrolled with us and aged over 16 and under 19 as of 31 August 2023, or aged 19 or over who are only eligible to receive a discretionary bursary if you have an Education, Health, and Care (EHC) Plan.

This fund is means tested with a household income limit of £25,521 gross.

Provider:	Date received:
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PART A – TO BE COMPLETED BY THE APPLICANT/LEARNER

Learner Ref (Issued by V-Learning Net)			
Surname / Family Name:	Forenames:	Title – (please circle) Mr Mrs Miss Ms	
Address	Telephone No.		
	Mobile.		
Postcode	Email		
Date of Birth	Age on 31st August 2023		

Residency –

Have you been a permanent resident in the UK since 01/08/2020? Yes No

If No, please provide complete the eligibility declaration form.

I confirm that I am not studying an Apprenticeship or Work Based Learning programme or earning a Training Wage

I confirm that I am funded directly by the ESFA via Step into Learning

Course Title & Level

Start Date

End Date

Full time **Part Time**

How many days per week will you be attending your course?

How many hours per week will you be attending your course?

Duration of course? (How many weeks?)

PART B – VULNERABLE BURSARY – PLEASE SEE BURSARY POLICY AND GUIDANCE

Are You?

Yes

No

1. In care (evidence from Local Authority to be attached)

2. A care leaver (evidence from Local Authority to be attached)

3. A young person (16-18) in receipt of income support or universal credit in their own name as they are financial supporting themselves or themselves and someone who is dependent on them and living with them such as child or partner (Income Support or universal credit entitlement letter to be attached)

4. A young person in receipt of Disability Living Allowance or Personal Independent Payments as well as Employment Support Allowance or Universal Credit in their own right. (Evidence to be attached, UC can use their award evidence from online account)

Learners who meet the criteria for bursaries for vulnerable groups are not automatically entitled to a bursary if they **do not** have financial needs and/or their financial needs are covered from other sources. They may receive a lower amount of bursary or no bursary, if they do not have any actual participation costs.

IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE, PLEASE ANSWER THE FOLLOWING:

Please explain what financial help is needed:

Total amount of financial support required: £

PLEASE ENSURE EVIDENCE IS PROVIDED AND GO STRAIGHT TO PART D

PART C – DISCRETIONARY BURSARY - PLEASE SEE BURSARY POLICY AND GUIDANCE

Household Circumstances

I live with parents/guardians, and I am under 19 on 31/08/2022 or aged 19 and in receipt an Education, Health, and Care (EHC) Plan and dependent on their income. Your parent(s)/guardian(s) will need to complete the information in the table below.

I live independently.

I live with partner/spouse.

What was your household income for 2022/2023?	£	Please enclose copies of P60 or self-assessment form
	Amount you receive £	Frequency e.g., weekly/monthly/annually
Your parents/guardian income – gross earned income/self-employed earnings. (You must include last 3 months pay slips or equivalent)		
Your Income – gross earned income. (You must include last 3 months pay slips or equivalent)		
Your Partners Income – gross earned income. (You must include last 3 months pay slips or equivalent)		
Job Seekers Allowance/Employment Support Allowance or Income Support or Universal Credit		
Housing Benefit or Universal Credit		
Working Tax Credit / Child Tax Credit or Universal Credit		
Other (disability allowance is not used in the assessment)		
Please use the self-declaration form if you are unable to evidence household income using the above method		
TOTAL		
Income evidence required – photocopies only please		
IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE, PLEASE ENCLOSE A PHOTOCOPY OF YOUR BENEFITS LETTER, DATED LESS THAN 3 MONTHS OLD		
Household income self-declaration		
This self-declaration is to ask parents or carers to verify household income for 16-19 Bursary purposes when other forms of evidence listed above are not available.		
Your relationship to the learner named on this application		
Your address		
Telephone number		
I declare that our total household income is. Please tick the appropriate box		
1. 17,374.50 or less <input type="checkbox"/>		
2. 17,374.50 - £20,817 <input type="checkbox"/>		
3. £20,817 - £25,521 <input type="checkbox"/>		
I understand that if I have declared false information or intention, action will be taken to reclaim the bursary fees and any associated costs for me.		
Signature		Dated

PART C – DISCRETIONARY BURSARY

Course Expenses	£ state the amount of financial support you require	Already purchased	Receipts attached. (Please tick)
Discretionary – Travel Costs - Bus Pass (please see below)		YES / NO	
Discretionary – Travel Costs – Petrol allowance (please see below, expense sheet to be provided)		YES / NO	
Discretionary- Examination / Course Fees (receipts to be provided)		YES / NO	
Discretionary – Equipment / Materials/Books (receipts to be provided)		YES / NO	
Discretionary – Meals			
Travel costs – if you live more than 3 miles from the training provider and qualify for this fund, we will contribute towards your travel costs. Petrol allowance is based on 30pence per mile.			
Please note this is a contribution and may not cover all costs. This section must be accurately completed. If you are unsure, then it is advisable to contact your tutor or us.			

What is the total amount you wish to claim for the duration of this course?

Please use the space below to provide any additional information and to outline all costs.

PART D – YOUR BANK DETAILS – please provide your bank details so that any award made to you can be made by electronic transfer.

Name of account holder (s)								
SORT CODE								
ACCOUNT NUMBER								

PART F – DECLARATION

DECLARATION BY THE APPLICANT

- I declare that the information in this form is correct, to the best of my knowledge. The bursary fund was advertised with the course and the eligibility criteria was clear and accessible on their website.
- I undertake to advise you of any change in my financial circumstances.
- I understand that I am eligible for help from this fund if I am a current learner with you.
- I understand that giving false or misleading information may result in action taken against me and may jeopardise present and future applications.
- I understand that instalments for discretionary and vulnerable awards may be withheld if my attendance drops below the minimum requirement of 85%
- I understand I must behave in a respectable and acceptable manner. (E.g., No abusive language, no bullying or violent behaviour, showing appropriate respect to everybody.) Agree to put the required effort and meet all deadlines expected. Show progress regarding work experience and core aim/English/Maths and complete homework and assessments on time.
- I understand Health and Safety rules must be always complied with including the wearing of PPE where applicable.
- I understand that my gross household income must be under £25,521 gross per annum to qualify for the discretionary fund and I have provided evidence to support this.
- I understand if I withdraw from my course, I may be required to repay my award to the learner support fund.
- I understand it is my responsibility to inform DWP about the support I receive, as it may affect my eligibility to some benefits.
- I understand the information you provide on this form along with the supporting evidence will be used in confidence for the purpose of processing your application and administering the bursary fund, this may entail some information being shared with organisations providing services to you which have been paid for by the bursary fund. As part of the administration of the bursary fund, information may be shared with the Education Skill Funding Agency responsible for providing educational funding and support. For further details please read the data protection privacy notice and bursary policy and guidance available on <https://stepintolearning.org.uk/>

General Data Protection Regulations Agreement

Please tick one of the following options:

I have read and understood the GDPR statement, and I agree to the holding and sharing of my data in relation to this application. •

I do not agree to the holding of my data in relation to this application and sharing it for funding purposes •

IMPORTANT - FAILURE TO FULLY COMPLETE YOUR APPLICATION AND TO PROVIDE SUPPORTING EVIDENCE WILL RESULT IN A DELAYED ASSESSMENT

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Learner Signature		Date	
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DECISIONS, PAYMENTS, REVIEWS AND APPEALS

You will normally be notified of our decision and any allocation by letter to your home address. No payments will be made until we receive confirmation that you have enrolled on your course. Payments will normally be made direct to you, using the bank account information you will provide. Please retain all receipts to claim the rewarded amounts.

Decisions regarding the payment or non-payment of monies from the learner support fund and the amount of any payments shall be made by our administrators, in accordance with Government guidelines for administration of the fund.

If you are dissatisfied with the result of your review, you may request an appeal. Your appeal must be made in writing, within 21 days of the date of the result of your review. Your reasons for wanting an appeal should be clearly stated and, in the first instance, addressed to Caroline Green. If you are still dissatisfied you can then appeal to the executive director of business services Kelly Channon. Appeals will not be considered where a turndown has been made due to the fund being exhausted.

PLEASE SEND YOUR COMPLETED APPLICATION AND SUPPORTING EVIDENCE TO:

Caroline.green@stepintolearning.org.uk

Office Use Only	
Application Successful:	YES / NO
	Date:
Reason if unsuccessful:	
Staff Signature:	