**Bursary Fund Application Form for 2022/2023 Academic Year**

This completed Application Form and evidence must be handed in within **2 weeks** of your start date. Bursary funding should only be claimed to support costs associated with your learning, such as books, training materials or travel and must be claimed week by week.

**South Tyneside Works reserves the right to make backdated payments up to a maximum of 6 weeks – bursary claims received outside of this period will not be paid**. This form should be completed and returned to your training provider along with evidence of household income.

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| 1. Student Details | | | | | |
| Title |  | First Name |  | Surname |  |
| Address |  | | | | |
| Postcode |  | | Contact Number |  | |

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| 2. Bursary Criteria |
| The bursary is paid to enable you to attend training with us. It will only be paid if your attendance and behaviour meet the required standard.  Timesheets must be completed to enable you to receive bursary payments. You can apply for a bursary by completing:   * Section 2.1 – Vulnerable Bursary Application **OR** * Section 2.2 – Discretionary Bursary Application     Read the criteria carefully before completing either of these sections. If you are not sure which type of bursary to apply for please contact your training provider. If you complete both sections the Skills Service reserves the right to reject your application and you will have to apply again. |

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| 2.1 Vulnerable Bursary Application | | | | | | | | |
| To qualify for a vulnerable bursary you must meet the following 3 criteria: | | | | | | | | |
| 1. You have the right of abode and been resident in the UK for the last 3 years. Tick Yes or No to indicate whether this is the case. | | | | | | | Yes | |
| 2. You were aged 16 – 19 on 31 August 2022. | | | | | | | Yes | |
| 3. Fall into **ONE** of the below categories and produce the required evidence as stated. You must only tick Yes in **ONE** of the below categories: | | | | | | | | |
| A.) 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 - Income Support or Universal Credit Statement Letter and evidence of independence i.e tenancy agreement, utility bill, child benefit award letter, child’s birth certificate). | | | | | | | Yes | |
| B.) Care Leaver or currently looked after in care or an unaccompanied asylum seeker (please provide a letter from the Local Authority) | | | | | | | Yes | |
| C.) In receipt of Disability Living Allowance (DLA) or Personal Independence Payment (PIP) **AND** either Employment Support Allowance (ESA) or Universal Credit (UC) in your own name (evidence required, financial statement showing **BOTH** DLA/PIP and ESA/UC) | | | | | | | Yes | |
| Gather your evidence ready to give to your training provider. Go to section 2.3. | | | | | | | | |
| 2.2 Discretionary Bursary Application | | | | | | | | |
| To qualify for a discretionary bursary you must meet the following three criteria: | | | | | | | | |
| 1. You have the right of abode and been resident in the UK for the last 3 years. Tick Yes or No to indicate whether this is the case. | | | | | | | Yes | |
| 2. You were aged 16 – 19 on 31 August 2022 **OR** 19 – 24 on 31 August 2022 **AND** have an Education Health and Care Plan with a Section 41 approved training provider. | | | | | | | Yes | |
| 3. The **TOTAL** household income for **ALL MEMBERS** of your household must not exceed £26,500 per annum. You need to provide evidence of **ALL** of the different sources of income that make up the total household income. Please tick to indicate the types of evidence you have provided. **More than one type may be required**. **Please note screenshots of bank accounts will not be accepted.** | | | | | | | | |
| P60 |  | Income Support/Universal Credit (award letter) | |  | | Full Tax Credit Award  (TCAN) Notice | |  |
| Self employed earnings (official tax return) |  | Other benefits e.g. Child Benefit, Housing Benefit, Pension etc | |  | | Wage slips for household | |  |
| If your **TOTAL** household does not exceed £26,500 per annum **AND** you live more than 2 miles from your training centre you will qualify for travel support. Write the distance from your home address to your training centre in the box: | | | | | | | Miles | |
| **Complete the section below with the details of the other all members of your household** | | | | | | | | |
| Name | | | Relationship to you | | Age (if under 16) | | | |
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| Gather your evidence ready to give to your training provider. Go to section 2.3. | | | | | | | | |

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| **2.3 Free Meals** | |
| To qualify for a free meal you or your parents receive of one or more of the following benefits:   * Income support * Income based Jobseekers Allowance (JSA) * Income-related Employment and Support Allowance (ESA) * Support under part V1 of the Immigration and Asylum Act 1999 * The guarantee element of State Pension Credit * Child Tax Credit (provided they are not entitled to Working Tax Credit) & have an annual   gross income of no more than £16,190, as assessed by Her Majesty’s Revenue & Customs   * Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit * Universal Credit with net earnings **NOT** exceeding the equivalent of £7,400 pa | |
| Please note that you will need to submit further evidence if you have applied for a Vulnerable Bursary in category B. | |
| If one of you parents is self employed you may also qualify. If this applies to you ask your training provider for the “Free meals in further education (FMFE) – self-employment eligibility declaration”. | |
| Do you qualify for a free meal? | Yes  No |
| Gather your evidence ready to give to your training provider. Go to section 2.4. | |

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| 2.4 Student Bank Details | | | |
| Please provide YOUR bank details below, as printed on your bank card or statement. Bursary payments will normally only be paid into YOUR bank account and ONLY by BACS. If you do not have your own bank account contact your training provider before submitting your application. | | | |
| Account Name |  | | |
| Account Number |  | Sort Code |  |
| Go to section 2.5 | | | |

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| 2.5 Applicant Delcaration | | | |
| * I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and knowingly making a false claim could result in prosecution. * I understand that if I refuse to provide information relevant to my claim, the application will not be accepted. * I understand that monies I receive under the bursary scheme will be paid on condition of standards of attendance and behaviour, as explained in the 16-19 Bursary Fund Guide 2022/23. * I understand that bursary claims should be made on a weekly basis and can not be backdated for a period of more than 6 weeks. * I am aware that holidays will be unpaid. * I will attend regularly and complete the course for which my bursary is supporting me. * If changes to my household financial circumstances occur which may result in changes to my claim, I confirm I will notify my training provider immediately. * I will notify my training provider immediately with any changes to my bank/building society details. * I understand that monies I receive under the bursary scheme have been awarded to provide me with financial support to allow me to continue in education, and if I leave education all financial support will stop. * I understand that I do not have an automatic entitlement to bursary payments, and all payments are based on the information I have provided. * I am clear that the bursary payments I receive are to provide me with means to remain in education and are to be used for items such as: books, equipment, travel costs, meals, trips or miscellaneous course costs. * I understand I have the right to appeal if I disagree with the outcome of my bursary application.This appeal should be made to my training provider. * I confirm I have read the Bursary Fund Information that is available at: <https://www.gov.uk/1619-bursary-fund> | | | |
| **Declaration – I certify that the application is complete and all evidence has been provided.  (Tick to confirm)** | | | |
| **Name** |  | **Date** |  |

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| 3. FOR TRAINING PROVIDER USE ONLY |
| For Vulnerable Bursary applications start from section 3.1. Otherwise start from from section 3.2 |

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| 3.1 Vulnerable Bursary Criteria Check | |
| State the student’s course start date (ensure this matches the ILR): |  |
| State the student’s course expected end date (ensure this matches the ILR): |  |
| State the number of weeks the student’s course will **NOT** be running (e.g. to accommodate half terms / Christmas etc) |  |
| I confirm that the student has submitted the appropriate evidence to meet the criteria indicated in section 2.1 part 3. (For category C applications 2 types of evidence are required). | Yes |
| Go to section 3.3 | |

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| 3.2 Discretionary Bursary Criteria Check | | | | | |
| I confirm that the student has indicated all of the sources of income that make up the **TOTAL** household income **AND** provided evidence of them. | | | | | Yes |
| The section below **must be** completed to work out the **TOTAL** household income based on the evidence provided. | | | | | |
| Income Source | Amount | How often are payment made? | Number of payments / year | Sub Total (Amount x number of payments / year) | |
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| **Total (add up the sub totals)** | | | |  | |
| Tick Yes if the **TOTAL** household income is less than £26,500 per annum. | | | | | Yes |
| If the **TOTAL** household income is more than £26,500 per annum please inform the learner that they do not qualify for a bursary and do not submit the application. Otherwise go to section 3.3 | | | | | |

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| 3.3 Free Meals Criteria Check | |
| If the student has applied for a free meal, I confirm that appropriate evidence has been submitted. | Yes |
| Go to section 3.4 | |

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| 3.4 Student Bank Details and Applicant Declaration | |
| I confirm that the student has provided accurate bank details. If the student does not have their own bank account please contact the South Tyneside Council to discuss. | Yes |
| I confirm that the student has signed and dated the application declaration | Yes |
| Go to section 3.5 | |

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| **3.5 Declaration – I certify that the application is complete and all evidence has been provided.  (Tick to confirm)** | | | |
| **Name** |  | **Date** |  |
| The application and all supporting evidence should be e-mailed to: [skills.timesheets@southtyneside.gov.uk](mailto:skills.timesheets@southtyneside.gov.uk)  Applications **MUST NOT** be submitted your ESO. | | | |