

16 – 19 Discretionary Bursary Fund

You may be entitled to a Discretionary Bursary if your household income is below £23,000 p.a.

Reynolds Training has a limited Discretionary Bursary fund to make awards to students who are facing financial barriers to participation in their course and includes support such as the cost of meals, books, equipment, compulsory educational trips/visits and travel if you do not receive assistance from your local authority.

To be eligible you must:

- Be enrolled on a course funded by the Education Skills Funding Agency (ESFA);
- You must be aged 16, 17 or 18 on 31 August 2020.
- Have been 'ordinarily resident' in the UK/EU for purposes other than education for the three years preceding the course.
- Have a total household income less than £23,000 per annum.

The Discretionary Bursary is paid directly into your bank account.

Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £23,000 per annum, you will not be eligible for a bursary payment.

If you do not provide evidence to support the total household income figure then we cannot process your application for discretionary bursary payments.

We consider household income to be: Earnings & means tested benefits i.e. Job Seekers Allowance, Income support, Employment & Support allowance in work related group activity, Universal Credit, Working Tax Credit, Housing Benefits, Council Tax Benefit.

Funds are limited and we cannot guarantee to support every application so we recommend that students apply as early as possible.

16 – 19 Discretionary Bursary Application 2020/2021

IMPORTANT: Please complete all parts of this form in block capitals.

SECTION 1: PERSONAL, RESIDENCY AND NATIONALITY DETAILS	
Student ULN: (to be completed by office)	Age as of 31st August 2020:
	Date of birth:
First Name:	Email Address:
Surname:	Mobile Number:
SECTION 2: – COURSE DETAILS	
Course Title:	Level of Qualification:
Course Code:	Full Time: <input type="checkbox"/> Part Time: <input type="checkbox"/>

Section 3: ESSENTIAL DOCUMENTATION REQUIRED	
<p><u>You must bring in evidence to show that you meet the funding criteria. Please bring in proof of household income and proof of benefits as detailed below. If providing letters, please provide the complete letter (all pages)</u></p>	
<u>Benefit:</u>	<u>Letter or evidence to be dated within:</u>
In care, or recently left care (Social Services letter required)	Last 8 weeks
Income Support or Universal Credit	Last 8 weeks or if UC – 3 most recent monthly award statements
Employment Support Allowance or Incapacity Benefit AND Disability Living Allowance or Personal Independence Payment PLEASE NOTE DISABILITY LIVING ALLOWANCE ALONE IS NOT VALID	Last 8 weeks
Any other Means Tested Benefit	Last 8 weeks
Jobseekers Allowance	Last 8 weeks
Working Tax Credit or Child Tax credit	<u>Final award letter (not annual review) for current financial year 2020 - 2021</u>
Household income of £23,000 per year or less	Last 3 monthly payslips OR Last P60 for all income earners in the household
National Asylum Support Service (NASS)	Last 3 Post Office receipts

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Section 5: SUPPORTING STATEMENT

Please use this space to give any information to support your application i.e. Cost of travel, lunches, equipment. You must complete this section otherwise a bursary cannot be awarded.

BANK INFORMATION

If your application for a Bursary is approved payment of the Bursary will be made directly into your bank account or building society account. Please ensure that all the details are entered correctly as Reynolds Training Academy cannot accept responsibility for payments that are directed to an incorrect account.

Bank/Building Society	
Name of Account Holder	
Account Number	
Sort Code	
Signature of account holder	

Student declaration

I declare that the information on this form is true and accurate to the best of my knowledge.

I have made this claim for a bursary payment fully aware that any false statements can lead to withdrawal or refusal of any financial support and may lead to me being prosecuted.

I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.

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I understand that monies I receive under the Bursary Fund will be paid on condition of standards of attendance and behaviour. This includes verbal or written warnings, suspension etc.. Please refer to the Student Code of Conduct.

I will attend regularly and complete the course for which my bursary is supporting me.

I understand the bursary payments will stop or be reduced if my average attendance falls below 90%.

When changes to my household financial circumstances occur which may result in changes to my claim, I confirm I will notify Reynolds Training immediately.

I will notify Reynolds Training immediately with any changes to my Bank/Building Society details.

I understand that monies I receive under the Bursary Fund have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning 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 the means to remain in learning and are to be used for items such as books, equipment, travel, meals, additional costs i.e. trips, miscellaneous course costs.

Applicant Signature:

Date:

Name (block capitals):

PLEASE NOTE:

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as Income Support, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit