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**16 – 19 DISCRETIONARY BURSARY FUND**

**APPLICATION FORM 2023 – 2024**

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 this support is for costs such as travel and lunch on days you study or train.

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 2023
* 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

Please complete **ALL** relevant sections.

**Please complete the checklist before returning your form and ensure you supply the relevant evidence**.

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| Please note that photocopied evidence **IS** acceptable**.** |

If your financial circumstances are not reflected in any of the categories listed below then please provide a covering letter explaining your situation

Learners should note that this fund is limited, and awards from the fund will only be made where sufficient funds are available to do so. The Academy/College may refuse applications once the fund is exhausted. Applications will not be accepted within 2 months of the end date of the course unless there are extenuating circumstances which may affect your completion of the course.

**PLEASE NOTE THAT BURSARIES ARE FOR ASSISTING WITH COSTS AND ARE NOT GUARANTEED TO COVER ALL**

**YOUR COSTS.**

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| **Learner Details**  Please provide your personal details. (Please write clearly) | | | | |
| Student/Learner ULN :                  (Office to complete)  Title:                  Surname:  First Name:                  Date of Birth:      /     /  Age: | | Address:   |  |  | | --- | --- | |  | | |  | | |  | Postcode: |   Telephone:  Mobile: | | |
| Email: |  | | | |
| **Course Details**  Please provide us with as much information as you can about your course of study | | | | | |
| Course Title:    Centre of Study:    Course Level: | | | Course Start Date:       /     /  Course End Date:       /     / | | |
| **BURSARY CRITERIA** | | | | | |
| \*Are you able to provide evidence of your total household incomebeing below **£23,000?**  YES  NO  Please note that this is an assessment of household income so you will need to give details for all adults you live with.  **You must provide evidence of your total household income with your application, otherwise we will not be able to assess it and the form will be returned to you.**   |  |  | | --- | --- | | **Please tick all of the statements below that apply to you** |  | | I live alone and support myself financially |  | | I am a lone parent and support myself financially |  | | I live with my partner and have no dependents |  | | I live with my partner and have a child/children or other dependents |  | | I live with parents/guardians but support myself financially |  | | I am supported financially by my parent(s)/guardian(s) |  | | I am supported financially by my partner |  | | | | |  | |
| |  |  |  |  | | --- | --- | --- | --- | | **Type of Benefit** | **YOU** | **YOUR PARTNER**  **(if applicable)** | **EVIDENCE REQUIRED** | | **Jobseekers Allowance (income based) award letter** | **YES**  NO | **YES**  NO | **If you have ticked “YES” in any of these boxes you must attach a COMPLETE letter of proof for each benefit you receive from the Benefits Office/ Local Authority issued within the last 3 months.**  **In the case of Universal Credit – please supply the last FULL 3 monthly award statements.**  **All pages of your latest Tax Credit Award Notice, NOT the review letter (there are usually 8 pages)** | | **Employment Support Allowance & Universal Credit & Disability Living Allowance (DLA) or Personal Independence Payment (PIP).**  **DLA or PIP alone are not valid** | **YES**  NO | **YES**  NO | | **Universal Credit - last 3 monthly award statements** | **YES**  NO | **YES**  NO | | **Any other Means Tested Benefit award letter** | **YES**  NO | **YES**  NO | | **National Asylum Support Service – ASPEN/ARC Card & last 3 Post Office receipts** | **YES**  NO | **YES**  NO | | **Income Support award letter** | **YES**  NO | **YES**  NO | | **Child Tax Credit/Working Tax Credit - final award letter for 2023 - 2024 (NOT REVIEW LETTER)** | **YES**  NO | **YES**  NO | | **Pay slips (for last 3 months)/most recent P60 \*** | **YES**  NO | **YES**  NO | \***Please supply proof of income for all earners in the household**. |   . | | | | | |

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| **Financial Support**  The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any financial barriers you may have when attending learning.  Please indicate what financial support you require: -   |  |  | | --- | --- | | Type of Support Required: | Amount: | | Travel | £           per week | | Lunch | £           per week | | | |
| **Please state why you need financial assistance towards the costs of your study. If applying for help with travel, please provide information below on how you travel to college and the weekly cost - for example, train fare = £30 a week. Please provide proof of the cost of travel/childcare e.g. receipts, tickets, invoices etc.**  **If claiming for uniform items – please give details on a separate piece of paper.** | | |
| **BANK DETAILS** | | |
| Please provide your bank details below, as printed on your bank card or statement.  Bursary payments will be paid direct into a learner’s bank account only.  **PLEASE PRINT CLEARLY**   |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Bank / Building Society Name:** |  | | | | | | | | | **Account Name:** |  | | | | | | | | | **Sort Code:** |  |  | **-** |  |  | **-** |  |  | | **Account Number:** |  |  |  |  |  |  |  |  |   **Declaration by Learner – please read and sign the Declaration below:**   * The information I have given on this form is correct, true, and accurate to the best of my knowledge. * I understand that if I provide false or incomplete information, I may have to repay any money given to the applicant. * I agree to notify the Academy/College of **any change in my circumstances** which may affect my eligibility for funding, or of any change to my course, as soon as either of these occurs, I will inform The Administrator immediately. * I understand that the Acacemy/College may claim back all or some of the award made to me if I give **misleading** or **inaccurate** information intentionally. I recognise that false statements can leave me open to prosecution. * I understand that financial assistance is dependent upon **satisfactory attendance and behaviour**. **I understand the Bursary payments will stop if my average attendance falls below 90%.** * I understand that if I withdraw from my course early, I may be asked to pay back some or all the funding I have received to that date. * I understand that any funding I am allocated is for this current academic year only and that a new application will be required for any subsequent years /additional courses. * I understand that I may be required to produce evidence such as receipts or travel tickets for audit purposes to prove the allowance is being spent as required. | | |
| Signed:                       (Learner applying for assistance) | Date:      /     / |
| Please return your application form to:  Business Administration Team  Reynolds Training  Orchard House  Kent Road  DARTFORD  DA1 2AJ | |
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RTA Discretionary Bursary Application Form 2023-2024 – reviewed 7-3-2024