

## BURSARY FUND APPLICATION FORM 2020-21

Information collected on this form is requested to allow us to fulfil our contractual obligation with the ESFA (Education and Skills Funding Agency) in relation to the distribution of student support funds / provision of learning support. We will never share this information with a third party outside the ESFA. We may use the information to contact you directly in relation to your application / support. All your information will be kept securely. For further information on Data Protection at Morley please refer to our Privacy Notice at [www.morleycollege.ac.uk](http://www.morleycollege.ac.uk)

Applications must be made before you enrol on a course.  
Applications forms submitted after enrolment, are not able to be considered.

Please complete this Application Form and submit it to Pearl Charles-Evans, Student Services:  
[studentfinance@morleycollege.ac.uk](mailto:studentfinance@morleycollege.ac.uk)

Section A: Name & Address – Please complete in BLOCK capitals	
Student Reference:	
Surname:	First Name:
Address:	Telephone:
Postcode:	E-mail:

Section B: Course(s) Details	
Course Code:	
Course Title:	
Full Fee: £	Concessionary Fee: £

Section C: Details of Financial Circumstances				
Please provide full details of what money you receive each month and attach copies of all relevant documents to support what you are saying. E.g. bank statements or benefit letters etc.				
<b>Monthly Household Income</b>				
Wages:		Benefits:		Any Other Income:
Total:				

Section D: Supporting Documents		
We need to see copies of all of the following documents which apply to you. Please tick below to indicate the evidence you are providing. Your application will be delayed if you do not attach copies of the documents which support your claim.		
<input type="checkbox"/> Bank Statement - This account should be the one in which your income stated above is paid into.	<input type="checkbox"/> Benefit documents - If these are not dated within the last three months please also provide the bank statement.	
<input type="checkbox"/> Payslip (if applicable)	<input type="checkbox"/> Medical document (if applicable)	<input type="checkbox"/> Other (Please give details)

## Section E: Supporting Statement

In a few sentences please tell us why you are applying for a bursary.

You should include information on any exceptional circumstances that mean you are unable to cover the fees stated overleaf. You should also tell us how you feel the course will benefit you.

## Guidance Notes

The College Bursary is only for the payment of tuition fees. Any other associated costs are excluded from the bursary award scheme.

The Bursary may help with 25% or 50% of the course fee depending on the individual circumstances of the applicant.

**You need to apply individually for each course, as it's not guaranteed each term.**

In 2021/21 it is capped at £200 per student; this can be spread across 3 term courses.

All payments are at the discretion of the Bursary panel.

The panel meets on a weekly basis and you will hear of the result of your application within 10 working days of submission.

The panel does not consider applications for courses where the applicant would qualify for the Advanced Learner loan or Higher Education finance

The panel will consider applications when one of the following applies;

- The student qualifies for the concessionary rate but there are circumstances above and beyond those for which the concession is granted. Proof of these circumstances must appear within the supporting statement and a bank statement / benefit documents must support the application
- The applicant does not qualify for the concessionary fee but there are exceptional circumstances which would mean that the applicant would not be able to attend the course unless the Bursary was awarded. Proof of these circumstances must appear within the supporting statement and a bank statement / benefit documents must support the application

If you wish to appeal the decision of the Bursary panel you can do by email. Please contact the Deputy Principal, Marco Macchitella [Marco.Macchitella@morleycollege.ac.uk](mailto:Marco.Macchitella@morleycollege.ac.uk)

Please refer to our Financial Assistance for Students policy for full details and conditions.

## Declaration

*I confirm that I have read the guidance notes and that I am eligible.*

*I am not in receipt of fee remission for any other courses during the current term.*

*The information I have provided is true and accurate.*

<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

### For Office Use Only

Evidence of Financial Circumstances: <input type="checkbox"/>	Amount Approved: £	Amount Learner Must Pay: £	Signature & Date:
---	--------------------	----------------------------	----------------------