



## **Guide to Completing 16-18 Bursary Fund Application Form**

There are two types of Bursaries available, and you only need to apply for one

1. The Vulnerable Bursary is for students who are in care, care leavers, receiving Universal Credit and living independently or receiving Personal Independence Payments as well as Universal Credit in your own right.

Eligibility: You must be over 16 but under 19 on 31st August 2022. You must be enrolled on an applicable accredited course(s). Your application will not be assessed without the correct evidence, please upload below.

2. The Discretionary Bursary is for students who are dependent on someone in receipt of a means tested benefit or on low income (less than £25,000 per year.)

Eligibility: You must be aged 16-18 on 31st August 2022, 19 or over and continuing on a study programme you began aged 16 to 18 or 19-23 and have an EHCP. You must be enrolled on an applicable accredited course(s). Your application will not be assessed without the correct evidence, please upload below.

### **Closing date for applications is Friday 21st October 2022**

Applications received after this date will be considered for the next round of payments. However we will accept late applications depending on the circumstances.

**The Bursary is awarded if your attendance is 90% or above at any time, you can check this on e-trackr or MyDay when you are in college.**

There are a number of steps to complete, please read through these notes and make sure you have everything you need before you start the application.

### **We ask you to pick which one you are applying for**

Please select one box only

Vulnerable Bursary

Discretionary Bursary

### **We ask for your Personal Details**

Student Reference Number: This is your unique 8-digit number and it will have been emailed to you by the IT team and forms part of your Morley email address e.g. [01110078@morley.ac.uk](mailto:01110078@morley.ac.uk). Alternatively, you can bring ID and ask reception at any centre for it. If you received an offer letter it will be on that.

Name

Date of Birth

Address

Email

Mobile Phone Number

**We ask for your course details** - This is for your main course with the college, if you are also studying English and/or Maths we'll assess this as part of your application.

Course Code: e.g. K21XXXX02B, C21XXXX03C,

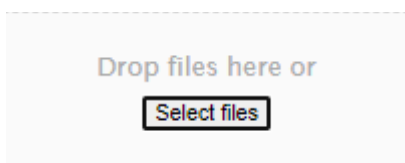
Course Title: e.g. Art Foundation Level 4

Campus: the site you are studying at.

We ask you to tick the days that you study

**We ask for evidence for Vulnerable Bursary ONLY to be uploaded first –**

If you are in care or a care leaver, please upload a letter confirming your status from your local authority. If you are receiving Universal Credit in your own right because you are financially supporting yourself, please upload a Full Monthly Universal Credit Statement with your name and address AND a document such as a tenancy agreement in your name. If you are receiving Universal Credit in your own right because you are financially supporting yourself AND receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP), please upload a Full Monthly Universal Credit Statement with your name and address AND your evidence of DLA or Pip AND a document such as a tenancy agreement in your name.



**If you are applying for the Vulnerable Bursary once you have uploaded your evidence above, please skip to the Bank Account Information section**

If you are applying for the **Discretionary Bursary for Travel and Materials** we need to know about your household circumstances. Please answer all of the following questions, the answers go towards determining your eligibility for the fund.

All information provided in this section will remain confidential. Please provide full details of what money you receive each month and upload any relevant documents to support what you are saying. E.g. bank statements, benefit letters. Proof of expenditure may be requested. Income should be for the whole household

**We ask what you are applying for**

**Travel & Materials**

**Materials only (I live less than 1 mile from the college or I will be using free bus travel)**

**Travel only**

**We ask for details on your financial circumstances**

Number of adults (over 18) in the household

Number of dependants (under 18) in the household including yourself

Annual Income

Please indicate monthly income amounts in the boxes provided.

**Wages:**

Please enter Monthly Wage, if nothing please put EO

**Benefits:**

Please enter Monthly Amount from Benefits, if nothing please put EO

**Any Other Income:**

Please enter Monthly Amount, if nothing please put EO

### We ask the type of evidence you are going to upload

- Universal Credit - 3 Months of award Statements downloaded from the DWP
- ESA -Full Letter & Supporting Bank Statements
- JSA Full Letter & Supporting Bank Statements
- Employment - 3 Months Pay Slips - Monthly income below £25,000
- Self Employment - most recent SA302 - - Monthly income below £25,000
- Other Means Tested Benefit

### We ask you to upload the supporting evidence of the income mentioned

This can be benefit documents or pay slips. Please make sure you upload documents in full e.g. the full Universal Credit statement not just the first page. Your application will be delayed if you do not attach copies of the documents which support your claim.

#### Evidence upload \*


Drop files here or

Select files

Max. file size: 29 MB.

Click Select files and you can upload them

When they are uploaded they will appear in a list below the box

 Universal Credit Statement February 2022.docx

If you have made a mistake, click the red cross to delete and upload again

### We ask you to complete the Bank Account Information Section

We need your bank details in order to pay you any bursary funds awarded.

The bank account MUST be in the student's name - a basic bank account can be opened once you are 16.

If you do not have a bank account in your name please open one before submitting an application.

Please make sure the details you enter are correct.

Bank Name

Account Name - This account must be in the student's name

Bank Account Number

Sort Code.

### We ask you to agree to the declaration

#### Tick to confirm: \*

You must agree to all conditions.

- I understand my attendance needs to be at 90% or above to receive a bursary
- I understand support will be removed if my conduct or behaviour is in breach of College Rules & Regulations
- I understand that this support is intended as a contribution towards costs
- All documents in support of my application have been uploaded
- I will inform student services if I withdraw from or change my course, or if there are any changes to my college timetable

### Sign and date

Student Signature, please type your full name \*

Please enter today's date \*

Submit

Please contact [student.finance@morleycollege.ac.uk](mailto:student.finance@morleycollege.ac.uk) with any queries