



Guide to Completing Adult Bursary Fund Application Form

This form is to request financial support with travel and materials ONLY.

For travel costs you must live in excess of one mile from the College, unless there are exceptional circumstances.

In you live in zones 1-3, payment is £3 per day you are timetabled to be in college, for zones 4 upwards £5 per day. If you live further away the college may be able to help with extra costs.

The Materials payments is based on your course.

Eligible learners:

You must be over 19 on 31st August 2022 and enrolled on an applicable accredited course(s), not English, Maths, ESOL or IT.

To receive support from this fund, you must be in receipt of a means tested benefit or earn less than £25,000, and evidence will need to be uploaded with your application.

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 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. 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

Course Code: e.g. W21XXXX01A, K21XXXX02B, C21XXXX03C,

Course Title: e.g. Jazz Piano 1A

Campus: the site you are studying at.

We ask you to tick the days that you study

We ask for details on your financial circumstances

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 of Wages, Benefits or any other income *

We need to see evidence of your household income as indicated above. Please upload 3 months of wage slips or 3 months of benefits statements. or any other information which is relevant. You can upload more than 1 item of evidence. Your application will be delayed if you do not attach copies of the documents which support your claim.

Drop files here or

Select files

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

If you received an advanced learner loan for your course we ask you upload

Evidence of Advanced Learner Loan (only applicable if you have applied for a loan for your course)

Drop files here or

Select files

When it is uploaded, it will appear in a list below the box, 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

The Payments will be made once a term, the first payment being made in the week commencing 31st October 2022. Payments are made at Half Term of each term.

Payments will be made to the student by BACS transfer.

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

You must agree to all conditions below *

- 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
- If I am granted assistance I understand that it is my responsibility to inform the Department for Work and Pensions about any learner support payments, as this payment may affect eligibility for some state benefits.

Sign and date

Student Signature, please type your full name *

Please enter today's date *

 

Once you click submit we will receive a copy and we'll contact you via email after the Bursary Panel meeting, you should hear within 10 working days of submitting

Submit

Please contact student.finance@morleycollege.ac.uk with any queries