

WHAT IS THE BURSARY FUND?

The fund helps students who are experiencing financial difficulties while in full time education. The bursary fund is for costs related to attending College (such as books, equipment and travel). It is cash-limited and priority will be given to certain groups e.g. students who are economically or socially disadvantaged. The fund is cash limited and is assessed on a case by case basis. Payments are not released until a student is enrolled and has good attendance. Not all applicants will be successful.

FREE MEALS

Students who qualify for Bursary Fund at Leeds College of Building may also be entitled to a free meal token each full day they attend College to the value of £2.41.

* Please be aware that the eligibility for Free Meals is different to the criteria below. Please see information in the enrolment pack.

AM I ELIGIBLE FOR THE 16-18 BURSARY FUND?

To be eligible you must:

- be an enrolled student on a full-time or government funded course
- be aged 16-18 on 31 August 2020 have 'home' student status or have been granted full 'refugee' or 'asylum seeker' status
- have been 'ordinarily resident' in the UK, EU or EEA continuously for the last three years before the start of the learning programme, with 'settled status' - which means having indefinite leave to enter or remain (ILE/ILR)
- have a household income below £20,000.
- **maintain good attendance (95% minimum)**

This fund is discretionary and not all applications will be successful.

WHO IS NOT ELIGIBLE TO APPLY?

- International (overseas) students
- Students on Higher Education courses ie BA/BSc/HND/HNC
- Students on Work Based Learning/Modern Apprenticeships
- Students age 19 or over on 31 August 2020 (please request a 19+ Discretionary Learner Support Fund application form).

HOW DO I APPLY?

If you wish to apply for the Bursary Fund you should:

- check that you meet the criteria
- complete the application form, answering all questions required in full
- attach the right evidence as indicated to the application form (**please use photocopies as originals cannot be returned**)
- hand in your application form and evidence to the Student Services office.

WHAT HAPPENS NEXT?

Fully completed forms, with all the supporting evidence attached, will normally be processed within 28 days of receipt. Once your application has been assessed, you will receive an award notification letter which will indicate what support you are entitled to and how this will be provided. If your application is not successful, you will also be notified.

CAN I APPEAL AGAINST THE COLLEGE'S DECISION?

You do have the right to appeal. If you do want to appeal please do so in writing within 10 days of receipt of your award notice. Appeals should be sent to Student Services, Leeds College of Building, North Street, Leeds LS2 7QT. Whenever possible we will respond to your appeal within 10 working days.

PLEASE DETACH THIS FRONT COVER AND KEEP FOR YOUR REFERENCE

GUIDELINES FOR COMPLETING THE 16-18 BURSARY APPLICATION FORM

You must complete every part of the and include the relevant evidence. If you do not your application will be delayed.

Part A Student Details

This is about the student, where they live, their residency status, what course they are studying and their bank account details - all sections must be completed and residency evidence provided if required.

The bank account must be in the students own name.

Part B Income Details

This is about the household income for year ended April 2019. Please indicate which income category applies and provide the evidence requested.

Part C Bursary Spend

This is where the student indicates what financial assistance they need during the academic year.

Part D Additional Information and Declaration

This is to be filled in if the student feels there is additional information which would be of use for the team to know when assessing their application. All information provided will remain confidential. All students and parents must read and sign the declaration before submitting the application form.

The deadlines for submitting Bursary applications are:

September enrolments - Friday 2 October 2020

Remember, this is a cash-limited fund and funds are issued based on a first come, first served basis (subject to priority groups).

Payments will be made termly.

HIGHER LEVEL BURSARY 16-18

Those most in need will be eligible for a bursary of £1200 a year this includes young people in care, care leavers, young people receiving income support in Universal Credit/ their own right and disabled young people receiving both employment support allowance and disability living allowance. This fund will be paid weekly.

Student Contract:

I will adhere to the College Code of Conduct

I will have no less than 95% attendance per term

Parent/Carer Contract:

I undertake to support the student and College in working towards the learning goals:

- Encouraging and supporting attendance and adherence to College rules
- Encouraging completion of assignments and other study commitments promptly and to their best ability
- Entering into communication with College when required to do so.

I understand that the College will be under a duty to stop Bursary payments if it not satisfied that the terms of the agreement are being met.

THIS APPLICATION IS FOR ACADEMIC YEAR 2020/21 ONLY

PART A: STUDENT DETAILS

To be completed by the applicant

A1 - YOUR NAME

First Name(s)

Surname

A2 - YOUR DATE OF BIRTH

Date of Birth (must be 18 or under on 31 August 2020)

Age

A3 - YOUR ADDRESS

Address

Postcode

Please note we are unable to issue travel help unless we have your postcode

Are you living:

- alone with parents with partner with children
 shared accommodation with partner and children with legal guardian carer

A4 - YOUR CONTACT DETAILS

E-mail Address

Home Phone

Mobile Phone

A5 - COURSE DETAILS

Full name of course

Is your course classed as full-time or part-time? F/T

Which site will be your main place of study e.g. North Street, South Bank 1 and South bank 2.

FOR OFFICE USE ONLY

Reference Number:

Total Award:

Date Processed:

Course start date:

Course end date:

Number of days in College:

Personal Adviser:

Eligible for free meals: YES / NO

Input date received:

A6 - RESIDENCY

Please tick one box only, you must complete this section.

- A. I am a British Citizen and have lived in the UK for at least three years prior to the start of my learning programme.
- B. I have 'settled status*' in the UK and have been ordinarily resident for at least three years prior to the start of my learning programme.
*Settled means having either indefinite leave to enter or remain (ILE/R), or having the right of abode in the UK.
- C. I am an EU/EEA national (including Gibraltar) or the spouse or civil partner or child of an EU/EEA national and have been ordinarily resident in the EU/EEA for at least three years prior to the start of my learning programme.
- D. I have been granted 'refugee' or 'asylum seeker' status by the UK government, or am the child of someone with this status.

If you have ticked B, C or D you must provide Home Office letter or passport to prove your residency status.

Please confirm the date when you entered the UK:

D	D	M	M	Y	E	A	R
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A7 - BANK/BUILDING SOCIETY DETAILS

To receive payments, you will need a bank account that will accept BACS payments. **If you do not have a bank account, please open one before submitting this application.**

Full Name of Account Holder:	<input type="text"/>
Name of Bank/Building Society:	<input type="text"/>
Account Number:	<input type="text"/>
Sort Code:	<input type="text"/>
Ref/Roll Number*:	<input type="text"/>
College Enrolment/ID No.	<input type="text"/>

* If you have given details of a building society account, enter the roll or reference number (if applicable).

Enter this exactly as it appears on your statement and include any hyphens (-) or slashes (/) that are shown as part of the number.

PART B: INCOME DETAILS

B1 - INCOME EVIDENCE

Please tick the section that applies to you and submit the evidence

Please tick ALL benefits or income that your household is receiving. Please also provide details of any taxable or earned income where appropriate. Evidence of income MUST be included with your application (we can only accept photocopies).

Name of Income / Out of Work Benefit	Yes / No	Name of Income / Out of Work Benefit
Child Tax Credit / Working Tax Credit (if online, please provide a print copy)		All pages of 2020/21 Tax Credit Award (TC602)
Income Support / Employment Support Allowance		Letter confirming benefit no more than 3 months old
Job Seekers Allowance		Letter confirming benefit no more than 3 months old
Universal Credit (if online, please provide a print copy of all pages)		Universal Credit monthly award notice (3 consecutive months)
Self-employed		Self Assessment Tax Calculation for 2019/20
P60 (for all members of household)		P60 for year ending April 2020

PART C - BURSARY SPEND/FREE MEALS

If successful, how will you use the Bursary you receive? (Please tick all that apply)

- Books
 Equipment
 Travel
 Visits
 Material Fees
 Meals - Tick this box if you are eligible for free meals

C1 - ABOUT THE OTHER PEOPLE LIVING IN YOUR HOME

Do you live with at least one of your parent(s)/guardian(s)?

- Yes ▶ Please complete section below.
 No

About your parent(s)/guardian(s) living at your address

Family Name	First Names	Date of Birth	Tel No.
<input type="text"/>	<input type="text"/>	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> E <input type="text"/> A <input type="text"/> R	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> E <input type="text"/> A <input type="text"/> R	<input type="text"/>

C2 - WORKING FROM HOME

Do you have a laptop, computer or tablet which you can do your college work at home?

- Yes
 No

PART D - ADDITIONAL INFORMATION AND DECLARATION

Please use this space to give us any additional information about yourself which might be used to support your application.

Declaration

- I declare that the particulars given in this application are a full and correct statement to the best of my knowledge and belief. All taxable income sources are shown and documents requested are enclosed. I understand that giving false information may lead to legal action being taken against me to recover monies paid and that it may jeopardise any continuing payments from this and any subsequent application I make.
- I will inform you immediately if the details I have given on this form change.
- I agree to attend my classes and activities that form my course programme regularly and on time.
- If I wish to alter my course in any way, I will notify Student Services.
- I understand that if I do not keep to my Learning Agreement or if I leave my course early I should notify Student Services team and that any payments made to which I am not entitled should be repaid.
- I agree to provide additional information, if requested, to substantiate my application.
- I will adhere to the College Code of Conduct.
- I will have no less than 95% attendance per term.

Student signature

Date

PARENT/CARER DECLARATION

I declare that the information given in this application is a full and correct statement to the best of my knowledge and belief.

Parent/Guardian signature

Date

A parent/carer signature is required unless the student is living independently.

When you complete and sign this Application Form, you are expressly giving your permission to us to process your data, including sensitive or special categories of personal information about you. This is detailed in the Leeds College of Building Student Privacy Notice. This is a condition of Application. This notice is regularly reviewed and sometimes updated, for example, to clarify how your information is used. Updates may be made at any time, and you will always find the most up to date version at <https://www.lcb.ac.uk/privacy-policy/>.

CHECKLIST

- | | |
|--|---|
| <input type="checkbox"/> Before submitting your form, please make sure you have completed the following: | Child Tax Credit / Working Tax Credit |
| <input type="checkbox"/> I have completed all of my personal details | Income Support / Employment Support Allowance |
| <input type="checkbox"/> I have provided a Home Office letter or my passport (if applicable) | Job Seekers Allowance |
| <input type="checkbox"/> I have completed all of my bank account details | Universal Credit |
| <input type="checkbox"/> The bank account is in my name | Self-employed |
| <input type="checkbox"/> I have provided proof that I/my household receives at least one of the following: | P60 (for all members of household) |
| | <input type="checkbox"/> I have provided proof of my household income |
| | <input type="checkbox"/> All documents I have provided are for the correct year |
| | <input type="checkbox"/> I have signed the Declaration |
| | <input type="checkbox"/> My parent/carer has signed the Declaration |