

For full time & part time students on further education funded courses

This application should be completed by the student.

If you need assistance please contact us on: **01539 814700** or **bursary@kendal.ac.uk**

I am applying for the:

- Bursary Fund (16-18 year olds)
- Learner Support Fund 19+ year olds on L1, L2 and L3* courses (*if entitled to a fee waiver)
- Advanced Learner Loans Bursary Fund (19+ years, Level 3/4/5/6 courses)

In order to apply for this fund, you need to have applied for the Advanced Learner Loan.

Please write down your customer reference number here:

Section 1, About you:

Name: Address:

Date of Birth: Age (31st August 2023)

Contact Number:

Have you been living in the United Kingdom or another EU/EEA Country (and have settled status) for the past 3 years? Yes / No

Course Title: First Year Second Year

Personal Tutor (if known):

Please tick the statements that apply to you and please list anyone you live with, and their relationship to you:

- I live with a Parent or Guardian.
- I live in my own rented or bought housing.
- I live in supported housing.
- I care for a member of my household.
- Other, please specify:

If you are 16-18 years old, tick the below if any of these apply:

- I am a young person in care.
- I am a care leaver.
- I am receiving Income Support, or Universal Credit because I am financially supporting myself (or financially supporting myself and someone who is dependant on me and living with me such as a child or partner.)
- I am receiving Disability Living Allowance or Personal Independence Payments in my own right as well as Employment and Support Allowance or Universal Credit in my own right.

You will need to include evidence of the above with your application, for example, a letter from your social worker confirming that you are in care or a care leaver, alternatively a letter from the DWP confirming what benefits you are entitled to and that you are able to participate in further education or training.

If you have ticked any of these statements go straight to section 3.

Section 2, Personal finance:

If you are **16 to 18** and living with a Parent or Guardian, they should complete this section of the form.

If you are **19+**, you should complete the below based on your income. If you are living with your parents, we may ask you to complete an additional budgeting sheet. This will be given to you on application.

Do you receive income based benefits? If yes completed part A, if no complete part B:

Part A - Please tick if you receive:

- Income Support
- Jobseeker's Allowance
- Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit

- Working Tax Credit
- Universal Credit

PART B - Please complete as applicable:

Your Gross-Annual Income:

Your Partners Gross-Annual Income (if applicable):

Your Total Savings & Investments (if applicable):

Evidence:

If you receive UNIVERSAL CREDIT this is the evidence we require, one notice must be from July onwards.

- Waged - Please send the last 3 UC monthly award notices showing the full breakdown.
- Unwaged - Please send the latest monthly award notice showing the full breakdown

If you are not receiving UC but receiving other UNEMPLOYMENT BENEFITS such as,

- Income Support • Jobseeker Allowance • Employment and Support allowance

We require your benefit letter, this should be dated from July 2023 onwards, If your letter is dated earlier in 2023 please submit this along with your latest bank statement, showing that you are still receiving the benefit.

If you receive neither of the above but receive CHILD and /or WORKING TAX CREDITS (even if you are working) please submit this as evidence, the letter should be for 2023-24.

If you are WORKING and not receiving any of the above, we require from you and your partner (if applicable):

- Two recent payslips (one of which must be July 2023 onwards)
- One month's bank statement that covers July 2023 onwards showing the wage being received.

Section 3, Student bank details:

If you are awarded any funding we may pay this directly into your account, please complete the following:

Name of account holder:

Account number:

Sort Code:

This must be the students bank details.

Section 4, Other support:

You must answer all the following questions:

Do you have an Education Health Care Plan? Yes No

Do you live in Social /Council Housing? Yes No

If "YES" may we contact your housing provider? You may qualify for additional support. Yes No

Do you have any caring responsibilities, e.g. caring for a parent or other relative? Yes No
By answering this question we can ensure you get the maximum support.

Do you currently get Free School Meals Yes No

Section 5, Assistance required:

Completing this application is not a guarantee of money being awarded.

Items bought through the Bursary, Learner Support Fund, or Advanced Learner Loan Bursary Fund remain the property of Kendal College and must be returned in good condition upon the completion of your course. If your attendance falls below 85% any money awarded may be withheld, including childcare.

Please tick the item/s you are applying for:

<input type="checkbox"/> Childcare	<input type="checkbox"/> Bus pass	<input type="checkbox"/> Mileage	<input type="checkbox"/> Other (please specify):	<input type="text"/>
<input type="checkbox"/> Meal Card (FSM)	<input type="checkbox"/> Equipment	<input type="checkbox"/> DBS		
<input type="checkbox"/> Trip costs	<input type="checkbox"/> Uniform			
<input type="checkbox"/> Laptop				
<input type="checkbox"/> Course fees (19+ Students on a Level 1 or 2 Programme)				
<input type="checkbox"/> Emergency living costs (if homeless or applying for supported housing)				
<input type="checkbox"/> Rent, through the Residential Support Scheme (we require a copy of your tenancy agreement)				
<input type="checkbox"/> Other (please specify):	<input type="text"/>			

Have you already made FULL or PART payment towards any of these items:

If "YES" please state the full amount:

Evidence:

If you have made payment towards any of these items please provide receipts.

Bus pass information:

In order to apply for a bus pass you will also be required to complete an application form, these are available from Student Services or the college website.

Childcare information:

If you are aged under 20, assistance is via Care to Learn, please contact Student Services for more information. If you are aged 20 and over you will be required to ask your childcare provider to complete an application form, these are available from Student Services or the college website. Once complete, please submit this to us with a copy of your child's/children's Birth Certificate.

Section 6, Supporting statements:

Funding cannot be granted on the basis of income related evidence alone. There must also be proof of hardship; this means you must tell us why without financial support you may be unable to complete and succeed on your course. We require a statement from both the student and a Parent, Guardian or Support Worker:

Student statement:

Parent, guardian or support worker statement:

Section 7, Declaration:

Please read all the following statements:

It is my responsibility to inform the Student Services Team if I withdraw from my course and/or if my circumstances change. I understand that I may be required to pay back some or all of the money awarded and any fees outstanding to the College, as per the college fees policy 2023/24.

I understand that if my monthly attendance level falls below 85%, I may lose payment.

I understand that if my application for financial assistance is unsuccessful or successful in part, I will be liable for all outstanding fees related to my course(s) and it is my responsibility to pay these outstanding fees upon request.

I understand that items bought through these funds remain the property of the College and should be returned to the College in a good condition at the end of the course.

Applications are only seen by staff involved in the delivery of these funds. From time to time it may be necessary for additional supporting information to be sought from other college staff in order for a decision to be made.

Kendal College is committed to compliance and to the protection of personal data as specified in the General Data Protection Regulations (GDPR). We only hold personal information relevant to your interest in the College, we will store the data securely and will only retain it for the duration required for the purpose of its capture or a statutory period as laid down by legislation or other formal obligation. Our full privacy statement is available at www.kendal.ac.uk/privacy.

I certify that the information in this application is true and accurate. I am aware that I could face prosecution if I give false information and would need to repay any monies given.

If you accept and understand these statements please sign below:

Student Signature: Date:

Parent or Guardian Signature: Date:

We are required to have these signatures before we are able to process your application.

Information:

Please return this application, in-person or by post, to Student Services, Kendal College, Milnthorpe Road, Kendal LA9 5AY.

We are unable to assess your application if it is incomplete or missing the relevant evidence, consequently, this will delay a decision.

Once all funds have been allocated, no further requests can be supported.

Students are advised that they can appeal to the Principal within ten-days of receipt of the letter notifying them of the decision if they are dissatisfied.

What happens next?

- 1) Your application will be assessed.
- 2) You will be notified of the decision by POST.
- 3) If you need to apply for additional items throughout the year you can collect the relevant forms from Student Services, you will be notified of the decision by COLLEGE EMAIL.
- 4) We are unable to give items to applicants prior to enrolment been completed.