

Declaration

By submitting an application you confirm that:

- The information you have given on this form is, to the best of your knowledge, correct and true.
- You understand that monies received from the bursary scheme will be paid on condition of standards of attendance and behaviour.
- QE can process your personal data contained in this form and your Learning Agreement in order to assess your eligibility for financial assistance. If you have given personal information relating to anyone else on this application you have obtained their permission to disclose it.

You understand that:

- You may be committing a criminal offence if you omit to disclose any information that may affect your application.
- If you leave your course early, the College may ask you to return any money, equipment or travel pass that has been given to you.
- Once an award has been made, any financial assistance is subject to satisfactory attendance, behaviour and performance, and if the conditions are not met, funding may be withdrawn or reduced and you may be liable to repay any payments made.

Appeals

Applicants refused support or whose support is withdrawn have the right to appeal. This appeal should be made within 10 working days of the College's decision. The reason for appeal must be given and any supporting documentation or information must be provided. This will be dealt with in accordance with the College appeals procedure.

Guidance Notes – What information do I need to supply with this form?

Incomplete applications will not be accepted and will be returned to you for completion. This includes applications with missing evidence, or missing signatures.

Household Income Details – please provide proof of your household income for the period 6th April 2024 to 5th April 2025. Proof of income includes:

- Three full consecutive monthly Universal Credit statements, showing the amount received each month and how the award is made up and dated within the last three months.
- A P60 dated after 1st April 2025 showing income details for 2024/25 year.
- Tax Credit Award Notice (TC602) showing income details for year 6 April 2024 to 5 April 2025 (dated after 1 April 2025).
- Proof of benefit (*Income Support, income-based Job Seekers Allowance, income-related Employment Support Allowance etc) must be dated within the last three months and show the amount received each week/month.
- Self-assessment tax calculation form (SA302) showing income for 2024/25 - this form is sent by the Inland Revenue to self-employed people and is equivalent of the P60. The income will be shown under "Total Income" for the most recent year end.
- Proof of care status: Written confirmation of the student's current or previous looked after status from the local authority which looks after the student or provides their leaving services.

You must attach an account statement, letter or form from your bank or building society that shows student name, sort code, account number, roll number (if applicable) and home address (not parents bank account details). Payment will always be made to the student, not parent(s)/carer(s).

Where a student or their parent(s)/carer(s) is unwilling to provide household income evidence or bank account details, no assessment can take place, therefore support will not be available.

Funding is for one year only. Students must reapply for funding at the start of each consecutive academic year where a programme is for more than one year in duration.

College financial assistance is conditional upon satisfactory attendance for all subjects. College financial assistance is also conditional upon satisfactory behaviour, which covers effort, return of homework/coursework on time and any disciplinary action. Payments will be reduced or withheld due to low attendance.

If we receive your application, with all necessary evidence, before the end of September 2025 you will be entitled to receive payment from the start of your course. Applications received after the end of September will be eligible for payment from the date you submit your application with all necessary evidence. We are unable to back-date payments due to late application.

Students will be informed in writing (within 10 working days) of the outcome of their application. At busy periods assessment may take a little longer.

Guidance Notes - Support available

Student Bursary Fund

A bursary of up to £1,200 a year is available for students in the following vulnerable groups: those in care, care leavers, students in receipt of income support or disabled students in receipt of both Universal Credit AND Personal Independence Payment (previously known as income support & employment support allowance and disability living allowance).

All students regardless of where they live and where household income is less than £30,000 per year are eligible to apply for a general bursary worth up to £650 and if income is less than £40,000 there is the opportunity for a transport bursary. Payment of the £650 bursary will be made in kind and may include an allowance towards the cost of food and drinks in the College café, College trips and UCAS applications which are essential to their course.

Free Meals

For students where household income is less than £16,190 (the official DFES prescribed amount) or if students were eligible for free meals at school, help towards the cost of food and drinks in College, worth a maximum of £5.00 per day, is available via the student catering app. Free meals are targeted at disadvantaged students. For the purposes of eligibility for free meals, "disadvantage" is defined by the students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment & Support Allowance (ESA)
- Support under part VI of the Immigration & Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided you're not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue & Customs
- Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa
- Eligibility in Year 11 for free school meals (proof is required)

Transport Assistance

The College may be able to provide some help towards the cost of travel for students who live more than two miles from College and where the household income is less than £40,000 per year. If you live in an area serviced by one of our College buses and your household income is less than £40,000 the student may be eligible to receive a free bus pass to use on one of the College buses. Where the student is using a College bus, any bursary or transport award will be allocated towards payment of the bus pass.

Childcare

If you're under 20 and have one or more children, Care to Learn can help with the cost of your childcare and related travel costs while you're learning. You could receive up to £180 per child per week. For more information call the Learner Support helpline on 0800 121 8989 or visit www.gov.uk/care-to-learn.