

**BURSARY FUND AND FREE MEALS  
APPLICATION FORM**

Deadline for submitting your completed application: Friday 04 October 2019

16 - 18

Academic Year  
2019 / 20

**Student Details**

**SECTION 1**

Mr/Mrs/Ms/Miss.....

ID Number

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First Name.....

Surname.....

**Course Information**

**SECTION 2**

Course title: .....

I am aged 19 or over and have an Education, Health and Care Plan (EHCP)

**Residency Status**

**SECTION 3**

Are you an Asylum Seeker? Yes  No

**Travel**

**SECTION 4**

**Transport for London - 16+ Zip Oyster Photocard**

Students aged 16, 17 on 31 August 2019 living in a London Borough can get free bus and discounted travel on the tube, DLR and overground. Students aged 18 on 31 August 2019 who are still in full time education can also apply. If you do not live in a London Borough and are under 18 years of age you may qualify for half price travel.

Are you applying for help with additional travel costs? Yes  No

If yes, please provide details of your journey:

Travelling from..... Travelling to.....

**Guaranteed Bursary**

**SECTION 5**

Please tick the box which applies/describes you:

I am 'looked after' by the local authority

I am a Care Leaver

I receive Income Support or Universal Credit

I have a disability and receive both the Employment Support Allowance AND Disability Living Allowance

The Care to Learn scheme can help with childcare costs while you study.

Name of account holder.....

Name of your bank/building society.....

Sort code:

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Account number:

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Roll Number (Saving & Credit Union accounts only)

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I declare that:

1. I have read and understood the guidelines and conditions for applying to the Bursary Fund.
2. The information I have provided is correct and up to date and supported by documentary evidence. I will inform Services for Students of any relevant changes in this information.
3. I understand that the grant I may receive from the Bursary may affect my entitlement to Social Security Benefits (e.g. JSA, Housing Benefit, Working Tax Credit, and certain payments from the Social Fund) and/or award from a Local Education Authority or other public or private body and vice versa. (Services for Students can give you more guidance on this issue.)
4. I understand I may not receive the full amount I apply for and that the College reserves the right to vary or withdraw the offer of Bursary subject to available funds and qualifying conditions.
5. I agree that this information may be used by the College in the process of allocating and distributing Bursary Funds, and for any other purpose connected to my studies or my health and safety, or for any other legitimate reason.
6. I agree that details of my award and application, including personal information, may be revealed, on request, to statutory Government bodies such as the Benefits Agency, Local Education Authority, etc.
7. I understand that if I withdraw from my course before the completion date I will be required to repay an appropriate amount of any Bursary received.
8. I understand that any attempt to obtain Bursary Funds by deception will result in disciplinary proceedings and the claim being cancelled. Any funds already paid may have to be repaid to the College.
9. I understand that I am expected to attend 100% of my classes to receive full bursary.

Signed (Student) \_\_\_\_\_ Date \_\_\_\_\_

## Guidelines for 16-18 Bursary Fund and Free Meals 2019 / 20

Applications are processed on a first come, first served basis and early application is advised as funds are limited. Completed application forms should be returned with supporting documents by **Friday 04 October 2019**. Applications received after this date will be considered but payments may be affected.

### Student Eligibility

To be eligible for the bursary students must:

- be aged between 16-18 at 31 August 2019
- Aged 19 or over if they continuing on a study programme they began aged 16 to 18 ('19+ continuers') or have an Education, Health and Care Plan (EHCP)
- Students aged 19 or over are not eligible for a guaranteed bursary
- You must be enrolled on a eligible course and meet the residency criteria
- Accompanied asylum seekers cannot receive cash payments

### Bursary Fund

There are two types of bursaries:

- Guaranteed bursary
- Discretionary Bursary

### Guaranteed Bursary

A guaranteed bursary of up to £1200 per year, for young people in the following defined groups: in care, care leavers, in receipt of Income Support or Universal Credit or receiving Disability Living Allowance or Personal Independence Payments as well as Employment and Support Allowance or Universal Credit in their own right.

### Supporting Documents

If you (student) are eligible for the bursary please provide one of the following:

- A letter setting out the benefit to which you are entitled to;
- Written confirmation of your current or previous looked-after status from the local authority which looks after you or provides your leaving care services.

### Discretionary Bursary

For eligible students with a combined household income of less than £25,000. The discretionary bursary contributes towards to the cost of your course. This can include additional transport costs, essential equipment, books, educational visits and free meals. The exact level of payment will be finalised after the application has been received. This is not a fixed bursary amount.

### Supporting Documents

You or your parent(s)/guardian(s) should provide proof of the following:

- Final Tax Credit Award Notice 2019/20 showing student's name (all pages)
- Income Support/Universal Credit, Income-Related Employment Support Allowance or Income based
- Job Seekers Allowance, benefit letter dated within the last 3 months
- NASS support letter and recent Post Office benefit receipt (no less than one month old)

## Free Meals

You may also be entitled to a free meal from the College Café on 4 or the Deli (daily specials menu board) if you or your parents receive:

- Income Support/Universal Credit
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under part 6 of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Child Tax Credit (not Working Tax Credit) and have an annual gross income of no more than £16,190
- Working Tax Credit run on—paid 4 weeks after you stop qualifying for Working Tax Credit

Eligible students will be entitled to one meal, normally on the days they are timetabled to be in college. If you do not study at the main college site alternative arrangements will be made for you. For special dietary requirements please inform the Well-being and Support team.

## Payments

### Guaranteed Bursary

Payments made on a monthly basis with a minimum attendance requirement of 90%.

### Discretionary Bursary

Travel payments paid half-termly and pro-rated if attendance drops below 100%.

Payments for equipment reimbursed from October onwards and paid on the production of receipts.

Educational visits/trips paid directly to the course department.

Payment for guaranteed and discretionary awards will stop if attendance is unsatisfactory.

## Bank details

Payments are made directly into student's bank account. Failure to provide correct bank details will result in a delayed or non-payment. You should still submit your application form if you do not have a current bank account.

## Disclaimer

All the information in this guide was accurate at the time of publication in July 2019.

Payments will be made subject to available funds.

## GDPR

The General Data Protection Regulation (GDPR) replaces the Data Protection Regulation from 25 May 2018. The Regulation aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework. By signing this document you will have consented for the College to process your personal data for the sole purpose of processing your Bursary Application Form and considering your eligibility to receive funds. If your Bursary Application Form is successful, we will retain the application for seven years as we have a legal or contractual obligation to do so, after the seven-year period the College will then securely destroy the form. If your Bursary Application Form is unsuccessful, we will retain the application for one year and then securely destroy the form. You may withdraw your consent to our processing of your personal information for a particular purpose, however, this may affect your eligibility to receive funds. For further information on Waltham Forest College's Privacy Statement, please visit [www.waltham.ac.uk](http://www.waltham.ac.uk)

Please return completed form with supporting documents to:

Welfare and Wellbeing Team, Room 224, Waltham Forest College, Forest Road, E17 4JB,  
Telephone 020 8501 8115/8330