

# Application form for Financial and Travel Support (Bursary students) 2017-18

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## **Financial Support for Learners**

We offer a number of financial schemes to assist full-time learners of all ages, each have specific criteria for allocation. All information disclosed on the application form will be held in the strictest of confidence within BCoT. Your information will not be used for marketing purposes or passed on to a third party.

**Please hand all forms back to the Student Experience Team by no later than 18 September 2017. If you wish to be considered for the first round of allocations. Any applications received after this date will be considered only if funding is available.**

There are two bursaries for learners between the ages of 16 and 18 years:

### **Guaranteed Bursary**

This is a guaranteed sum of £1,200 per year for those learners aged between 16 and 18 years, who the Government class as 'vulnerable', i.e.:

- Care leavers
- Learners looked after by the local authority
- Young parents in receipt of Income Support
- Learners living independently and in receipt of Income Support
- Disabled learners in receipt of ESA and DLA benefits

Learners eligible for this bursary will have their transport and equipment costs covered by the bursary. Remaining amounts will be issued to the learners as a weekly allowance for food and other essential items for college based on attendance. Where possible the learners will be paid by BACS (Bankers' Automated Clearing Scheme) and not given cash. Late enrollers will have a pro-rata allocation. Some learners will also be eligible for the new Free College Meal scheme – see relevant section below.

Please complete the attached form and send to Student Experience (Welfare) with relevant evidence from either your Local Authority or proof of benefits as listed above.

**Any payments will need to be made into a bank account in your name only. If you do not have an account you will be asked to open one before you can receive a payment. Payments cannot be made to a friend or family member.**

### **Discretionary Bursary**

All learners are asked to submit their applications for bursaries no later than the 18<sup>th</sup> September 2017 for consideration in the first round of allocation. Any applications received after this date will be held for the next round of allocation, should funding be available. If an application is received without relevant evidence then it will be held, pending for one week, so correct documents can be provided. After this time, the application will be closed and you will need to reapply.

Learners whose families are in receipt of any of the below will be able to apply for Discretionary Bursary:

- Job Seekers Allowance,
  - Income Support,
  - Pension Credit (guaranteed element),
  - Employment & Support Allowance,
- Learners whose family income is **below £25,000** per year.

Documentary evidence, to support figures given, must be submitted with the application as outlined on the form. No assessment can be made without current supporting evidence.

These bursaries are to assist with specific costs such as transport, and for those families on a means tested benefit the bursary will assist with specific costs including transport, equipment, kit and work wear. Please note that kits or uniform will not be ordered until after the October half term break, and this will be based on attendance being 90% or above. The bursary will not cover trips, any admin fees, books or additional items. **Refunds are not available, therefore it is vital that you complete the form at the end of the Guidance Notes and return this to Student Experience as soon as possible.**

For those families who are working and whose income is below £25,000 per annum there will now be a cost towards travel. £50 per term for both a rail pass and a bus pass if required, to be made payable before the ticket(s) are ordered. Please complete the travel section at the back of this form, with payment details if you require assistance with travel. Some equipment, kit and uniform will be covered by the bursary, however please note that any kits or uniform will not be ordered until after the October half term break, and this will be based on attendance being 90% or above. The bursary will not cover residential trips but essential day trips may be considered, it will not cover any admin fees, books or additional items. **Refunds are not available, therefore it is vital that you complete the form at the end of the Guidance Notes and return this to Student Experience (Welfare) as soon as possible.**

Any learner applying for travel assistance will receive passes termly. This will be based on attendance of over 90% and £50 payment being received as required. If you require a rail pass, a list of approved stations are below. This will allow learners to travel between their home station and Basingstoke, Monday to Friday in term time only. If your home station is not on this list then please select the closest one.

**BCoT's approved rail station list:**

**Aldershot, Alton, Andover, Ash via FNN, Ash Vale, Bentley, Bramley, Botley, Brookwood, Chandler's Ford, Cosham, Eastleigh, Fareham, Farnborough Main, Farnham, Fleet, Fratton, Gratley, Guildford, Hedge End, Hook, Micheldever, Mortimer, Netley, Porchester, Portsmouth Station, Reading Stations, Romsey, Salisbury, Shawford, Sholing, Southampton Airport, Southampton Central, St Denys, Wanborough, Winchester, Winchfield, Woking and Worplesdon.**

Bus passes are subject to learners living 30 minutes walking time or more from BCoT, calculated using the learner's postcode on RAC route planner. The learner's attendance must be at least 90% to meet this criteria.

**Free College Meal scheme**

The Free College Meal scheme is a Government initiative and is for learners who are:

Aged between 16 and 18 years old (as at 31 August 2017) – if you turn 19 during the academic year you remain eligible until the end of the academic year.

Aged between 19 and 25 who are eligible to a Learning Difficulty Assessment or an Educational Health and Care Plan.

The learner or their parents must be in receipt of one of the following benefits:

Income Support  
Income-based Jobseekers Allowance  
Income-related Employment and Support Allowance (ESA)  
Support under part VI of the Immigration and Asylum Act 1999  
The Guaranteed element of the State Pension Credit  
Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190pa, as assessed by Her Majesty's Revenue and Customs.

A food allowance of £2.41 will be available to the learner on the days they are expected to attend their course; including work placements/experience and trips; which can be redeemed at the college's TASTE restaurant. The allowance does not cover snacks such as crisps, chocolates or drinks etc. The allowance must be used on the day and cannot be 'saved up'. Use it or lose it!

If the application form is received after enrolment the food allowance will only begin once the financial assessment has been completed. During busy times this can take up to a week, it is crucial therefore to send in your application without delay.

**Care 2 Learn**

The government operates the Care 2 Learn scheme for those learners who are aged under 20 years (as at 31 August 2017), have a child and are claiming Child Benefit.

Care 2 Learn will fund up to £160 a week to a registered childcare provider for one child and £200 a week for two or more children. All applications are now completed on line via [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn). Early application is recommended. Please ensure you bring your child benefit letter and the child's birth certificate to Student Experience (Welfare) so we are able to complete your application. Care to Learn will NOT back date payments if the form is received by them 30 days after the course has started. Please be aware that if there is any shortfall in your weekly childcare fees then you will

be liable to pay this shortfall. The bursary, nor Student Experience, is able to assist with any costs in anyway.

### **19+ and Advanced Learning Loan Bursary**

The 19+/Advanced Learning Loan Bursary is for learners who are aged 19 and over from 31 August 2016 and, where applicable, claiming the Advanced Learning Loan. The funds are there to assist with travel, kit and work wear, some trips, as well as a remission on tuition fees with certain exceptions see below. Income threshold is £25,000pa.

The funds are there to assist with travel, kit and work wear and possibly some day trips, as well as remission on tuition fees with certain exceptions. **Refunds are not available, therefore it is vital that you complete the form at the end of the Guidance Notes and return this to Student Experience as soon as possible.**

If the learner is single, the fund is means tested based on their own income (parental income is not counted) or on the joint income if co-habiting with a partner. If the learner lives at home and does not have an income then we must take the parental income into account. Documentary evidence, to support figures given, must be submitted with the application as outlined on the attached form. No assessment can be made without supporting evidence.

### **Travel support**

Learners will be given travel assistance during the academic year as a result of their assessment, leading to either a bus or train pass being issued.

### **Kit/Equipment/Work wear**

Some departments will give learners a list of the items that they require for their course. This should be completed with sizes (where relevant) and returned with the financial assistance application form. Once the learner has enrolled on the college course the application forms will be sent off and the goods paid for through the bursary scheme.

If your department has not given you a list do not worry as they have sorted out the required work wear for you and once we receive your financial assistance form we will inform the department that the bursary is funding your requirements.

**Refunds are not available, therefore it is vital that you complete the form at the end of the Guidance Notes and return this to Student Experience (Welfare) as soon as possible.**

### **Remission of Fees**

Those who apply and are granted a 19+ Learn Loan and/or who are studying a Higher Education course will not be eligible for remission of fees. Remission of fees through the 19+ bursary has an income threshold of £16,190.

### **BCoT Childcare**

The college has a limited fund to assist with childcare costs. This fund can pay for registered childcare provision only and not to unregistered family/friends. Demand is high for this fund and it is recommended that an early application is submitted.

Funds are allocated on a first come first served basis and applications are subject to a financial assessment. The threshold for 2017/18 is £25,000pa. Documentary evidence, to support figures given, must be submitted with the application as outlined on the attached form. No assessment can be made without supporting evidence. **Should you wish to apply for this funding, your name will be added to the waiting list and we will contact you should funds be available to assist.**

**It is important to bear in mind that these funds are assistance only. ANY allocation of funds may have implications for your personal or family entitlement of other benefits, particularly Job Seekers Allowance and Housing Benefit. Applicants are advised to contact their Benefits Agency to ascertain how a grant may affect their circumstances.**

**Learner Agreement - Financial and Travel Support 2017-18**

**TO BE COMPLETED BY BURSARY STUDENTS ONLY  
(NOTE YOUR APPLICATION WILL NOT BE PROCESSED UNTIL THIS FORM IS COMPLETED  
AND RETURNED)**

I agree to:

**Attendance** – to attend at least 90% or above attendance of your timetabled lessons (there will possibly be termly attendance bonuses for students achieving 90% or better attendance).

**Behaviour** – to follow and adhere to BCoT’s Ready, Respect, Safe policy, ensuring a good standard of behaviour is displayed at all times. Failure to comply with the policy is likely to mean that your bursary privileges will be withdrawn until an acceptable standard of behaviour has been re-established.

**Student Name** ..... **Parent/Guardian** .....

**Signature** ..... **Signature** .....

**Date** ..... **Date** .....

✂-----

**Student copy**

**Learner Agreement - Financial and Travel Support 2017-18**

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**Student Name** ..... **Parent/Guardian** .....

**Signature** ..... **Signature** .....

**Date** ..... **Date** .....



Student Finance and Travel Application form 2017/2018  
**TO BE COMPLETED BY BURSARY STUDENTS ONLY**

<b>Support required:</b>  Bus Pass <input type="checkbox"/> Rail Pass <input type="checkbox"/> Kit/Uniform <input type="checkbox"/> Remission of Fees <input type="checkbox"/> Childcare <input type="checkbox"/>  (Please note that we assess for Free College Meals automatically and will advise you if you have been successful on your acceptance letter)  Course: ..... Level .....	
Name:	
Date of Birth:	Age on 31 August 2017:
Home Address:	Home Tel. No:
	Mobile No:
	Email:
<b>Residential Status:</b>  Have you always lived in the UK? Yes <input type="checkbox"/> No <input type="checkbox"/> Are you a British Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please bring your passport with you)	
Do you live with your parents? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have children? Yes <input type="checkbox"/> No <input type="checkbox"/>  Do you live with a partner? Yes <input type="checkbox"/> No <input type="checkbox"/> How many people live in your household?	
Please tick the relevant box if any of these apply to you:  Living independently and in receipt of Income Support <input type="checkbox"/> A young parent in receipt of Income Support <input type="checkbox"/> Looked after by the Local Authority <input type="checkbox"/> A Care Leaver <input type="checkbox"/> A student in receipt of DLA and ESA <input type="checkbox"/>	

Please provide evidence of the below to allow us to assess your eligibility for the bursary. Original documents will be returned.

Evidence you to provide	Office Use
Child Tax Credit / Working Tax Credit 2017-2018 <b>(All pages need to be provided. This is our preferred form of evidence)</b>	
Letter confirming receipt of: Income Support Job Seekers Allowance Employment Support Allowance Universal Credits	
Proof of parental earnings or student earnings if over 19 years old: Last 3 monthly wage slips Last 6 weekly wage slips Most recent P60 Self-Assessment Tax Return	

## **Bus and Rail information and Application form**

### **Bus**

#### **Unirider Zone 1:**

For use within the Basingstoke town centre area, which is bounded by Bramley, Sherfield on Loddon, Sherborne St John, Old Basing (The Hatch), Kempshott Park, Hackwood Park Gates and Oakley.

#### **Unirider Zone 2:**

For use on journeys to Basingstoke from out of town areas including Baughurst, Hook, Overton, Pamber Heath, Tadley and Whitchurch. You will also be able to use the pass in Zone 1.

Please note – you must live in Zone 2 to apply for this pass. Checks will be made and Stagecoach will take action if passes are requested inappropriately. Zone 1 and 2 tickets are valid for 7 days a week and allow free unlimited travel throughout the UK (except London) on all Stagecoach bus services.

### **Rail**

BCoT's approved station list:

Aldershot, Alton, Andover, Ash via FNN, Ash Vale, Bentley, Botley, Bramley, Brookwood, Chandler's Ford, Cosham, Eastleigh, Fareham, Farnborough Main, Farnham, Fleet, Fratton, Gratley, Guildford, Hedge End, Hook, Micheldever, Mortimer, Netley, Porchester, Portsmouth Station, Reading Stations, Romsey, Sailsbury, Shawford, Sholing, Southampton Airport, Southampton Central, St Denys, Wanborough, Winchester, Winchfield, Woking and Worplesdon.

Please note – Rail passes will only allow you to travel between the destination station and Basingstoke Monday to Friday Term Time only. If your home station is not on the list then please select the closest one. We may be able to purchase tickets to unapproved stations at an additional cost. BCoT will not be able to give funding towards the cost of any unapproved station tickets.

We will need either an existing rail ID card or a passport photograph to complete the Rail Application. Any delay in getting these to us could result in a delay in us issuing your pass. We will not be liable for any refunds during this time.



Travel Application Form – Please complete all sections

**TO BE COMPLETED BY BURSARY STUDENTS ONLY**

Name:	
Date of Birth:	Age on 31 August 2017:
Home Address:	Home Tel. No:
	Mobile No:
	Email:

**I wish to apply for a:**

Bus Pass:  Zone 1 <input type="checkbox"/>  Zone 2 <input type="checkbox"/>	
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Rail Pass:

Starting Station e.g. Hook	
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Passport photograph is attached: Yes/No

Existing Rail Card ID Number (returning students) \_\_\_\_\_

I certify to the best of my knowledge and belief the information given in this form is correct. I understand that any monies received will be reclaimed if the information is not correct or if I leave the college. I will notify the college if my circumstances change. I understand the conditions attached to my application and have signed the Learning Agreement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



**By completing the form below you are giving consent to your Credit/Debit Card/Switch Card to be debited by £50 for Autumn Term for bus or rail pass payment, or £100 for both.**

**Please note that for each term a £50 payment for bus or rail will be required and a £100 payment for both passes if required, will be needed before the pass(es) can be ordered.**

**Please note if the household income is £12,000 or less, there is no requirement to pay £50 per term per pass.**

Card holder's name			
Home Address			
		Postcode	

Card Type <b>Please tick</b>	Master Card		Visa		Electron		Other	
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Card Number (16 digits)	
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Issue Number (if applicable)		Expiry Date		Security Code (3 digit CVC No)	
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Signature of card holder		Date	
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***These details will be shredded after use.***

***Please note that we do not accept cheques.***