

Young Persons Bursary Application 2020/21

Issue 1 (for use from 17th August 2020)



Bursaries can be used towards the cost of transport, trips, equipment and other course related costs. In some cases, free meals in the canteen will also be available.

You may qualify for a bursary if **any** of the following apply:

- Your total gross household income is less than £26,000 per year, or
- You or your household are in receipt of certain state benefits, or
- You are 'in care' or a 'care leaver'

In addition, you **must** fall into one of the following age categories (*a separate bursary is available for adult students*):

- I will be 16, 17 or 18 years old on 31st August 2020
- I will be 19 years old on 31st August 2020 **and I will also be continuing** the same study programme that I started whilst I was 18 (*for example, completing the 2nd year of an A level programme*)
- I will be 19 to 24 years old on 31st August 2020 **and I also have** an Education, Health and Care Plan (EHCP)

If you are enrolled on an apprenticeship programme or pay fees (*for example, you are an international student*), unfortunately you are **not** eligible for a bursary.

If you need help completing your application:

Please telephone 023 9234 4415 or email room15@tpc.ac.uk and a member of our Wellbeing team will be happy to assist.

Section 1 - Student Information

Please provide your full legal name (i.e. as shown on your passport or birth certificate).

Surname:

Forename(s):

Date of Birth: / /

Address:

Postcode:

Who should we contact in the event of a query with your application? (*typically, this would be your parent or carer*)

Name:

Relationship to student:

Home Telephone:

Mobile Phone:

Email Address:

Section 2 - About You

If you will be 16, 17 or 18 years old on 31st August 2020 **and any** of the following apply to you (the student), you may be eligible for additional support beyond a standard bursary:

- I am currently 'in care' - *this means that you are looked after by the local authority on a voluntary basis*
- I am a 'care leaver' - *this means that you are a young person aged 16 or 17 who was previously looked after by the local authority for at least 13 weeks, beginning after the age of 14 and ending after the age of 16 (or you are now 18 but were looked after for at least 13 weeks before you turned 18)*
- I am in receipt of Income Support or Universal Credit **in my own name** because I am financially supporting myself (and potentially someone else who is dependent on me and living with me, such as a child or partner)
- I receive Employment Support Allowance or Universal Credit **and I also receive** Disability Living Allowance or Personal Independence Payments, **all in my own name**
- I am a young parent
- None of the above apply - **continue to section 3**

i If **any** of the above apply **and** you will be aged 16, 17 or 18 on 31st August 2020, please contact our Wellbeing team on 023 9234 4415 or email room15@tpc.ac.uk who will help you to make your application. **You do not need to complete any other sections of this form at this time. We will help you to ensure that you receive the most appropriate level of support.**

Section 3 - Your Living Arrangements

If none of the criteria in section 2 apply, you may still qualify for support towards the cost of transport, trips, equipment and other course related costs **if** your total household income is less than £26,000 per year **or** your household is in receipt of certain state benefits.

The evidence that you will need to supply in section 4 depends on your current living arrangements:

Please indicate your current living arrangements

And then:

- I live with both parents / carers / foster parents Your parents need to complete section 4
- I live with a single parent Your parent needs to complete section 4
- I live alone or in shared accommodation You need to complete section 4
- I live with my husband / wife / partner You and your partner need to complete section 4
- Other Contact our Wellbeing team on 023 9234 415 or email room15@tpc.ac.uk for advice

After section 4, all applicants need to complete sections 5 and 6

Section 4 - Household Financial Circumstances

Option A – to apply for Free Meals AND Bursary Support

If you or your parents receive **any** of the following state benefits, you will qualify for free meals and support towards the cost of transport, trips, equipment and other course related costs. You only need to provide evidence of **ONE** of these benefits to qualify for support.

Please indicate which benefit your household receives	and enclose a <u>copy</u> of the following evidence
<input type="checkbox"/> Income Support	Award notice (dated in the last 6 months)
<input type="checkbox"/> Job Seekers Allowance (income-based)	Award notice (dated in the last 6 months)
<input type="checkbox"/> Employment and Support Allowance (income-related)	Award notice (dated in the last 6 months)
<input type="checkbox"/> Support under part VI of the Immigration and Asylum Act 1999	Copy of your ARC card and recent post office receipts
<input type="checkbox"/> State Pension Credit (the guarantee element)	Award notice (dated in the last 6 months)
<input type="checkbox"/> Child Tax Credit (provided that you do not also receive Working Tax Credit and your total annual household income is below £16,190)	All pages of your Tax Credit Award Notice (TC602) for 2020/21, showing your income for 2019/20
<input type="checkbox"/> Universal Credit (with net earnings not exceeding £7,400 per year)	Award statement from your three most recent complete assessment period

i If your award notice is older than 6 months, we also need to see a recent bank statement to confirm that you still receive the benefit stated

Option B – to apply for Bursary Support ONLY

If you are not eligible for Option A, but your total gross household income is less than £26,000, you will still qualify for support towards the cost of transport, trips, equipment and course related costs (but **not** free meals). However, if nobody in your household works, you must qualify for support via Option A instead.

First Parent / Carer

(or yourself if living independently)

Are you:

- In paid employment
- Self employed
- Not in employment

Please state your total annual income before any deductions (e.g. tax, national insurance, pension):

£ (to the nearest pound)

and enclose a copy of one of the following to evidence your annual income:

- P60 for 2019/20
(your employer will normally issue this in April)
- Tax Credits Award Notice (TC602) for 2020/21
(showing your actual income for 2019/20)
- Audited accounts for 2019/20
(only if you are self-employed)

Second Parent / Carer

(or your partner if married / living with a partner)

Are you:

- In paid employment
- Self employed
- Not in employment

Please state your total annual income before any deductions (e.g. tax, national insurance, pension):

£ (to the nearest pound)

and enclose a copy of one of the following to evidence your annual income:

- P60 for 2019/20
(your employer will normally issue this in April)
- Tax Credits Award Notice (TC602) for 2020/21
(showing your actual income for 2019/20)
- Audited accounts for 2019/20
(only if you are self-employed)

i If your circumstances have changed since the end of the tax year, or you are unable to provide any of the above, please enclose copies of your pay slips and bank statements for at least the last six months. Please note in this instance we may need to request additional information from you

Section 5a - Financial Support Requested

Bursaries can be used to support the cost of transport, trips, equipment and other course related costs. In some cases, free meals in the canteen will also be available. Please help us to assess your application by telling us a little more about what financial support you might require during the 2020/21 academic year.

Transport - Bus Pass

If you live more than 2km from College, we will provide you with a termly bus pass most appropriate for your home address, **subject to you maintaining a full time programme with full attendance**. If your attendance drops below 90%, you will need to meet with a member of the Wellbeing team on a weekly basis to agree further transport support.

To check if you meet the distance criteria, please enter your home postcode into our online checker at <http://go.tpc.ac.uk/distance-check> and record the distance shown:

km

Transport – Isle of Wight

For students living on the Isle of Wight who are eligible for a bursary, the College will provide you with 3 Wightlink season tickets as follows:

- 30 day ticket (covering the period 3rd September 2020 → 2nd October 2020)
- 180 day ticket (covering the period 3rd October 2020 → 1st April 2021)
- 90 day ticket (covering the period 17th April 2021 → 16th July 2021)

Season tickets will be issued prior to each period, subject to you remaining on roll.

You are also eligible for **either** a First Portsmouth bus pass to help you get from Portsmouth Harbour to College **or** the bike scheme. **Please also complete the relevant section on this form indicating which option you would like.**

Free Meals in Further Education

The government provides additional funding for Colleges to provide free meals to disadvantaged students who either themselves, or their parents, are in receipt of certain state benefits. If you meet the necessary criteria, you will be able to use your College ID card to spend up to £3 per day in the College canteen.

To qualify, you must be able to complete section 4 (option A) and provide copies of the evidence requested.

UCAS Application / University Visits or Interviews

If you will be applying to University during the 2020/21 academic year, the bursary will support the cost of your UCAS application. It will also support the cost of transport for up to 3 University Visits or Interviews.

Course Related Costs

The bursary will also support additional costs that you might incur on your study programme (for example stationery, uniforms / sports kit, equipment, additional print credits and trips within the UK). **Please note the bursary cannot be used to support the cost of overseas trips.**

In October, we will assess the level of financial support you are likely to require for the particular courses you are studying (based on information provided by your teachers) and allocate this to your bursary.

Section 5b – Bike Scheme

Full-time students are eligible to apply for the Bike Scheme, which provides **up to** £150 towards the cost of a **new** bike and relevant safety equipment (D-Lock, helmet and lights). This scheme has the following conditions:

- You must live more than 1km from the main site of study;
- The scheme is not available to students who have had benefit from it in previous academic years;
- You must remain a full-time student at Portsmouth College until the end of the academic year (*if you leave early, you will be invoiced for a proportion of the grant*);
- All students utilising the Bike Scheme are expected to use full safety equipment and D-locks to protect both themselves and their equipment and to use designated cycle storage facilities at College;
- You and your parents / carers are entirely responsible for the upkeep and road worthiness of the bike; insurance against theft; and ensuring that you have the appropriate road skills and are safe to ride the bike

There is a sliding scale for the amount of grant available towards the cost of a bike, lights, cycle helmet and D-lock, based on when you submit your claim for payment:

Term	Deadline for claim to be made:	Grant Amount
Autumn 2020	Friday 23 rd October 2020	£150
Spring 2021	Friday 12 th February 2021	£100
Summer 2021	Friday 28 th May 2021	£50

The College has partnered with Portsmouth Cycle Exchange (<https://cycle-exchange.co.uk>) who offer cycles over a wide price range and variety, together with discounts to Portsmouth College students of 10%. PCE are also offer the option to service a bike which you already own. Portsmouth Cycle Exchange is based at 4-8 Gothic Buildings, Victoria Road North, Southsea PO5 1PH and is open 7 days a week. Please note - purchases via the Bike Scheme must be made in-store only.

New Bike Purchase (Portsmouth Cycle Exchange)

If you choose to purchase a bike (or service an existing bike) from PCE, they will invoice the College directly for the Bike Scheme grant amount authorised, thus reducing the amount you need to pay.

Bike Service (Portsmouth Cycle Exchange)

Where you already own a cycle which requires servicing, if this is arranged with PCE an allowance to the value of £30 will be granted. Any work costing above this amount is payable to PCE on completion/collection of the bicycle. PCE will invoice the college directly for the grant amount.

New Bike Purchase (Elsewhere)

If you intend to purchase a new bike from elsewhere, please choose this option. We will email you when your application has been approved, along with a travel grant claim form. You will then need to bring your completed claim form into Room 15 with all relevant receipts for a BACS payment to be made. **Receipts must be dated no earlier than 1st June 2020.**

By subscribing to the Bike Scheme, you are not entitled to access any other aspect of our travel support during the academic year unless a medical condition develops that permanently prevents you from riding a bike. Please see the Wellbeing Team in Room 15 should this occur.

Section 6 - Privacy Notice and Declaration

Portsmouth College Data Protection Statement and Privacy Notice

Portsmouth College is the Data Controller of personal information provided by you on this form. All personal information collected will be processed in accordance with the Data Protection Act 2018, in general for the purpose of providing your education or training. You can learn more about how we process your personal information by reading our Student Privacy Notice at <https://www.portsmouth-college.ac.uk/privacy/>

If you are eligible, we will share the fact that you are in receipt of a bursary or free meals with relevant College staff to best support your learning. This fact will also be shared with the Department for Education and the Education and Skills Funding Agency to enable the College to secure the funding to support you.

If you have opted to purchase a new bike or service via Portsmouth Cycle Exchange (PCE), we will share with PCE your name, admission number and bike scheme grant amount so that they can process your transaction.

All sensitive information that you provide on this form (e.g. specific information on benefits and income) will be processed securely and will only be available to authorised members of staff. Copies of benefit information and your financial circumstances will be securely retained to satisfy the financial audit requirements placed on the College.

DECLARATION

I confirm that, to the best of my knowledge, the information provided on this form is correct. I also understand that:

- If I have provided any false or incomplete information, Portsmouth College or the Education and Skills Funding Agency may take action against me to reclaim the cost of any support provided
- Payments made from a bursary (e.g. bus passes and trips) are dependent on me maintaining full attendance (not dropping below 90%) at all timetabled sessions
- The College reserves the right to refuse payments if attendance or behaviour falls to unacceptably low standards
- Equipment purchased with bursary funding may have to be returned for use by future students

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Submitting your application

Have you:

- Completed all relevant sections of this form
- Enclosed **copies** of any evidence requested in section 4 (*we need to keep all evidence for audit purposes, so we are unable to return these documents to you*)

When complete, please return your completed application form and evidence

You can either return at your enrolment interview, or by posting your completed application form and evidence to:

Room 15, Portsmouth College, Tangier Road, Portsmouth PO3 6PZ
or hand it in at our Reception (in a sealed envelope, addressed to Room 15)

Please check that you have completed all sections of this form and provided copies of all evidence requested in section 4. Incomplete bursary applications will be returned and this may delay the provision of support.