

Eligibility criteria for the Chesterfield College bursary fund for 2021/22 can be located on our website: www.chesterfield.ac.uk/bursaries. We encourage all students applying for the bursary to check this criteria prior to submitting their application.

STUDENT DEALS

LEARNER NUMBER (on your ID card). If unknown, please leave blank

FULL NAME:

DATE OF BIRTH:

AGE ON 31st AUGUST 2021:

HOME ADDRESS:

EMAIL ADDRESS:

PHONE NUMBER:

DO YOU HAVE AN EHC PLAN? YES

NO

BANK DETAILS

Please note, bank details provided must belong to the student – we are unable to make payment into an alternative account, unless in exceptional circumstances. Should you need to request payment into an alternative account, please contact Student Services on 01246 500500 for further guidance.

ACCOUNT HOLDER NAME:

BANK NAME:

ACCOUNT NUMBER:

SORT CODE:

If the bank account name does not match the applicant name provided, payment will not be processed.

Students aged 16-18 (or 19-24 with an EHC plan) on 31/08/2021

In order for us to process your application as quickly as possible, please ensure you complete this section carefully and accurately. Failure to submit all evidence indicated below will significantly delay the process.

Do you live with at least 1 parent or guardian and are financially dependent on them? Yes No

Do you or your parent(s)/guardian(s) receive any of the following income or benefits? Please tick the appropriate boxes and attach evidence to this bursary application when submitting. **Please ensure you have written the student's NAME and DOB on all evidence.**

Please provide **photocopies only**. All evidence of income provided will be destroyed upon completion of the application process. We **do not** have capacity to send back original copies to you.

- EMPLOYED**
Provide copies of your three most recent payslips or latest P60
- SELF EMPLOYED**
Provide copies of most recent Self-Assessment return (Form SA302) from HMRC
- BENEFITS (Universal Credit, Income Support, Job Seekers Allowance, Employment Support Allowance, Pension Credit)**
Please send a photocopy of a letter (dated within the last three months) from Job Centre Plus, The Pension Service, HMRC or the Home Office confirming your entitlement. Alternatively, please provide a bank statement clearly showing 3 recent consecutive payments.
- TAX CREDITS (Child Tax Credit, Working Tax Credit)**
You will need to send a full photocopy (all pages) of your Tax Credits Award Notice for 2021/22. Alternatively, please provide a bank statement clearly showing 3 recent consecutive payments.
- PENSION (Private or State)**
Please provide a copy of your annual pension statement or 3 monthly pension statements.
- HOUSING SUPPORT (Council Tax Benefit, Housing Benefit)**
You will need to send a photocopy of your Housing Benefit and/or Council Tax Support statement that is dated from March 2021 onwards

VULNERABLE STUDENT BURSARY (16-18 Students only)

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| I, the student, am in care/classed as a 'Looked after Child' by the Local Authority
<i>Provide a letter from the Local Authority (e.g. a social worker) to confirm this</i> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| I, the student, have been in Care and I am now classed as a 'Care Leaver'
<i>Provide a letter from the Local Authority (e.g. a social worker) to confirm this</i> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| I, the student, receive Income Support (or Universal Credit) in my own name
<i>Provide a copy of a letter from the Job centre, dated within the last 3 months</i> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |
| I, the student, receive BOTH ESA and DLA (or PIP) in my own name
<i>Provide 3 months' worth of proof of this and a letter from the Job Centre</i> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> |

Students aged 19+ on 31/08/2021

Do you live with at least one parent or guardian?

YES NO

(If you are 19+ and live with your parent(s) then please only provide **YOUR** income)

Do you live with a partner?

YES NO

(If you live with a partner, we will need **BOTH** incomes)

Do you have any children living with you who you are financially responsible for?

YES NO

(If yes, our Student Services Team will contact you regarding our childcare bursary)

If yes, how many:

HOUSEHOLD INCOME

Do you (or your partner if you have one) receive any of the following income or benefits? Please tick the appropriate boxes and attach evidence to this bursary application when submitting. **Please ensure you have written the students NAME and DOB on all evidence.**

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Provide copies of your three most recent payslips or latest P60
- SELF EMPLOYED**
Provide copies of most recent Self-Assessment return (Form SA302) from HMRC
- BENEFITS (Universal Credit, Income Support, Job Seekers Allowance, Employment Support Allowance, Pension Credit)**
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- PENSION (Private or State)**
Please provide a copy of your annual pension statement or 3 monthly pension statements.
- HOUSING SUPPORT (Council Tax Benefit, Housing Benefit)**
You will need to send a photocopy of your Housing Benefit and/or Council Tax Support statement that is dated from March 2021 onwards
- NIL INCOME**
If you are living with parent(s)/guardian(s) and have NIL income, please attach a supporting bank statement to evidence this.

ADVANCED LEARNER LOAN (Level 3-6 courses only)

Have you successfully applied for an Advanced Learner Loan?

YES NO

If yes, please send a copy of your letter from Student Finance England which confirms approval of your loan.

TRANSPORT TO COLLEGE

How are you planning on getting to and from college? Please tick.

- | | | | |
|--------------------------|------------------|--------------------------|----------------------|
| <input type="checkbox"/> | Bus (Stagecoach) | <input type="checkbox"/> | Bus (Other Provider) |
| <input type="checkbox"/> | Car | <input type="checkbox"/> | Cycle |
| <input type="checkbox"/> | Walk | <input type="checkbox"/> | Taxi |

Do you hold a disabled travel pass/mobility pass that already permits you to free travel?

YES NO

Do you wish to apply for a subsidised travel pass/award? **Please note you must live more than 2 miles away from your usual place of study to be eligible.**

YES NO

We would usually award a Stagecoach bus pass where this service is available to you to get to college. Please write below what mode of transport you will be using if your travel route is not serviced by Stagecoach, and include the daily cost to get you to and from College. (please note that we **do not** pay petrol costs and will only support travel via **public transport**.)

Mode of Transport (e.g. bus): Provider (e.g. Trent Barton):

Daily Amount (to college and back):

The Student Services team will review this information and make a decision on your claim. **If the student is unable to travel independently via Public Transport, please seek advice from Derbyshire County Council on 01629 536727 with regards to supported travel.**

FREE MEALS

Do you wish to apply for Free Meals? (Subject to meeting eligibility criteria).

YES NO

A student must be under 19 on 31st August 2021 to be eligible to receive a free meal. Students aged 19 or over are only eligible to receive a free meal if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an EHC plan.

The eligibility criteria which is used to assess free meals is set by external governing bodies and **is not** set by the college.

DECLARATION

The student **must** sign the form, as well as the Parent/Guardian(s) living in the household. This includes step-parents and/or partners.

I declare that the information provided is correct at the time of the application and providing false information may result in the retraction of any awards made. I agree to inform the Student Services Department if my income changes and exceeds any of the qualifying income thresholds during the academic year. I agree to inform the Student Services Department if my bank details change to the account I receive payments.

STUDENT SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN SIGNATURE (1): _____ DATE: _____

PARENT/GUARDIAN SIGNATURE (2): _____ DATE: _____

Please ensure you have provided all supporting evidence and attached to this form (**photocopies only**). We are unable to process applications without the evidence. **Any forms sent in without evidence will not be processed.**

All evidence should be marked with the name and date of birth of the applicant or their student number on each page. Send good quality photocopies, not originals. All evidence of income is destroyed upon completion of the application.

Once complete, forms may be sent via post (at sender's risk) or handed in to our Main Reception at the following address:

**Bursary Department
Student Services
Chesterfield College
Infirmary Road
Chesterfield
S41 7NG**

If you need any further information or help with making an application, please get in touch:

Email: bursary@chesterfield.ac.uk

Call: 01246 500500

Visit our website:

www.chesterfield.ac.uk/bursaries

DATA PROTECTION

The information you have provided on this form will be used by Chesterfield College Group in order to process your bursary application and planning of support of delivery in future academic years. Your information will be kept for up to 7 years after which will be removed from our paper and electronic records. All applications are treated as confidential and will only be seen by the staff responsible for processing the applications, however it may be necessary to discuss your case with other college staff in order to process it correctly. We may need to discuss your application or award with people named in the form such as parents/guardians or partners to verify information. You can find full information about how we use your personal information from our Privacy Notices which you can find at <https://www.chesterfield.ac.uk/wp-content/uploads/sites/54/2019/03/Privacy-Notice-Students.pdf>

WHAT HAPPENS NOW?

If your form is fully completed, and has all the evidence we require, we will usually process your application within 3 weeks of receiving it. However, due to the high volumes of applications during enrolment this process may take longer. You will be notified of the outcome via email and further information regarding your bursary can be obtained by contacting Student Services. We are unable to process a bursary application without all evidence of income indicated on Section 3 of the form, therefore, please note that if all evidence is not provided, the form will be returned to you which will significantly delay the application process. This notification will be sent to the email address provided on the students enrolment/application form. Should you be dissatisfied with the award, you can appeal in writing to feedback@chesterfield.ac.uk. This should be done within 10 working days of receiving notification of the application outcome. Appeals received after this time may not be considered.