

The eligibility criteria for the Chesterfield College bursary fund for 2022/23 can be located on our website on [www.chesterfield.ac.uk/bursaries](http://www.chesterfield.ac.uk/bursaries). We encourage all students applying for the bursary to check these criteria prior to submitting their application. Please note that funding is limited and will be allocated on a first come, first serve basis. Applications should therefore be submitted by 21<sup>st</sup> October 2022 to ensure that we are able to provide the most appropriate level of support.

### Student Details

Forename:  Surname:

Student Number:  Date of Birth:  Age on 31/08/2022:

Address:   
Postcode:

Phone Number:

Email:

Course Title:

Campus (Please Tick):  Infirmary Road  Lockoford Lane  Nottingham  Derby

Is your course full-time or part-time? (Please tick the appropriate box)  Full time  Part time Do you have an Educational Health Care Plan? (Please tick the appropriate box)  YES  NO

How many days per week is your course? (Please write in the box provided)

Residency Status (Please tick the appropriate box):

British Citizen  EU/EEA Citizen  Leave to Remain  Refugee  Asylum Seeker

## Bank Details

If we need to pay support directly to you, we will normally pay you by BACS directly into your bank account. If you do not have a bank account, and would like information about opening a bank account, visit [www.moneyadvice.service.org.uk](http://www.moneyadvice.service.org.uk) for details about the different products available, or the Student Services team for more advice on 01246 500500.

Account Holder Name:

Name of Bank/Building Society:

Account Number:

Sort Code:

## Students aged 16-18 (or 19-24 with an EHC plan) on 31/08/2022

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 one parent or guardian and are therefore financially dependent on them?

YES

NO

Please provide an estimate of your annual household income  
(Please write in the box provided):

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

Please provide **photocopies only** of any supporting evidence. All evidence of income provided will be destroyed upon completion of the application process. We are unable to return any 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, 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 2022/23. 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 2022 onwards.

## Vulnerable Student Bursary (Students ages 16-18)

The bursary for vulnerable groups can pay up to £1,200 per year to a student who meets one or more of the criteria listed below. Students will be awarded the amount of support they need to participate, based on an assessment of the types of costs they need for their course and may not automatically be awarded £1,200.

- I, the student, am in care/classed as a 'Looked after Child' by the Local Authority**  
Provide a letter from the Local Authority (e.g. a social worker) to confirm this
- I, the student, have been in care and I am now classed as a 'Care Leaver'**  
Provide a letter from the Local Authority (e.g. a social worker) to confirm this
- I, the student, receive Income Support (or Universal Credit) in my own name**  
Provide a copy of a letter from the Job centre, dated within the last 3 months
- I, the student, receive BOTH ESA and DLA (or PIP) in my own name**  
Provide 3 months' worth of proof of this and a letter from the Job Centre

## Students Aged 19+ on 31/08/2022

If you are eligible for an Advanced Learner Loan and choose not to take one and self-fund your course fees, you **will not** be eligible for any bursary support.

Do you live with at least one parent or guardian and are therefore financially dependent on them?  
(If you are 19+ and live with your parent(s) then please only provide **YOUR** income)

YES NO

Do you live with a partner?  
(If yes, please provide both incomes)

YES NO

Do you have any children living with you who you are financially responsible for?  
(If yes, our Student Services Team will contact you regarding our childcare bursary)

YES NO

If yes, how many children do you have?  
(Please write in the box provided)

Please provide an estimate of your annual household income, including your partner's income, if you have one (Please write in the box provided):

Do you (or your partner if you have one) receive any of the following benefits and/or wages? Please tick the appropriate boxes below and attach evidence to this bursary application when submitting. **Please ensure your student NAME and DOB is recorded on all pieces of evidence.**

Please provide **photocopies only** of any supporting evidence. All evidence of income provided will be destroyed upon completion of the application process. We are unable to return any 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.

(Continued on next page)

## Students Aged 19+ on 31/08/2022 (Continued)

- BENEFITS (Universal Credit, Income Support, 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 2022/23. 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 2022 onwards.
- NIL INCOME**  
If you 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.

Bus (Stagecoach)          Bus (Other Provider)          Car      
Cycle          Walk          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 the subsidised College Stagecoach Bus Pass? Please note you must live more than 2 miles away from Chesterfield College to be eligible for this type of support.

YES      NO  
     

If there is no Stagecoach service available to you to get to College, please write below what mode of transport you will be using and the daily cost to get to and from College. Where there is no Stagecoach service available for you to get to College, we will provide an alternative method of support. We do not offer an alternative for any other reason.

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

Daily Amount: £ .....

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

Students who live less than 2 miles away from the College will not be eligible for support with travel. Please note we **do not** pay petrol costs and will only support travel via **public transport**.

### Free Meals

A student must be under 19 on 31<sup>st</sup> August 2022 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 a study programme they began aged 16 to 18 (19+ continuers) or have an EHC plan.

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

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

YES

NO

### Disclaimer and Signature

Please carefully read the following and sign/print your name in the boxes below. By signing, you confirm that you have read and understood the following statements:

- I declare that the information provided on this form is correct and true at the time of the application.
- If I give incorrect or incomplete information, or if I withdraw from my course early, I may be liable to repay any amount paid to me or on my behalf from the Chesterfield College Bursary fund.
- 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 in which I receive payments.
- All awards made from the Bursary fund are conditional on my continued adherence to the College's student code of conduct. I am aware that support will be stopped if my attendance record is below 85%.

*I certify that my answers are true and complete to the best of my knowledge.*

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ 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 received without evidence will not be processed.**

**All evidence should be marked with the name, date of birth and student number (if known) on each page. Please send good quality photocopies, not originals. All evidence of income is destroyed once the application has been fully processed.**

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

**Student Services Team  
Chesterfield College  
Infirmary Road  
Chesterfield  
S41 7NG**

or sent via email to [bursary@chesterfield.ac.uk](mailto:bursary@chesterfield.ac.uk)

## 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 volume of applications during enrolment this process may take longer. You will be notified of the outcome of your application via email. This notification will be sent to the email address provided on the student's enrolment/application form. Further information regarding your bursary can be obtained by contacting Student Services on the following details:

**Email:** [bursary@chesterfield.ac.uk](mailto:bursary@chesterfield.ac.uk)

**Call:** 01246 500500

**Visit our website:** [www.chesterfield.ac.uk/bursaries](http://www.chesterfield.ac.uk/bursaries)

We are unable to process a bursary application without all evidence of income indicated on the household income section of the form, therefore please note that if all evidence is not provided, we will need to contact you or your parent(s)/guardian(s)/partner for further details. Failure to contact may result in the form being returned to you which will significantly delay the application process, preventing you from receiving appropriate funds. Should you be dissatisfied with the outcome of your bursary application, you can appeal in writing to [feedback@chesterfield.ac.uk](mailto: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.

## Data Protection

The information you have provided on this form will be used by Chesterfield College Group 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 it 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 to process it correctly. We may need to discuss your application or award with people named as your next of kin contact attached to your learner record, such as parent(s)/guardian(s) or partner 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>

**Office Use Only**

Approved  Pending  Rejected

Overall Household Income:  Please Tick: 16-19  19+  ALL  VYP

CTC: £ WTC: £ UC/IS: £ Pension: £ CTB: £

HB: £ SE WGE: £ E WGE: £ SSA Name:

**Travel**

Bus Pass Silver  Bus Pass Gold  BP Reference

Travel Payments:  T1 Amount £  T2 Amount £  T3 Amount £

**Kit/Uniform/Materials**

Kit: YES  NO  Uniform: YES  NO  Materials: YES  NO

Amount £  Amount £  Amount £

Budget Code: Budget Code: Budget Code:

**Free Meals**

Eligible: YES  NO  IR Campus: YES  NO  LL Campus: YES  NO

**19+/ALL Bursary Payments**

Is the course: Full Time  Part Time  How is the course funded: 19+ AEB  ALL  NSF

T1 Amount £  T2 Amount £  T3 Amount £

Childcare YES  NO  Required: YES  NO  Application Sent:

**Notes**