**Bursary and Free Meals Application Form (5 pages)**

The eligibility criteria for the Portland College bursary fund for 2022/23 can be located on our [website](https://www.portland.ac.uk/choose-your-future/further-education/). We encourage all learners applying for the bursary to check these criteria prior to submitting their application. Learners who meet the criteria are not automatically entitled to a bursary if they do not have financial needs and/or their financial needs are covered from other sources. The bursary funding may be linked to terms and conditions agreed by the learner (for example, attendance, behaviour, receipts of purchases). These bursaries are intended to support learners to participate in their study programme.

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| **Learner Details** | | | |
| Forename: |  | Surname: |  |
| Date of Birth: |  | Age on 31/8/22: |  |
| Have you been a Resident of the UK continuously for the past 3 years? | | | Yes / No |
| Please provide any additional information regarding residency you may feel is relevant (such as Irish Citizen, EU/EEA Citizen, Leave to Remain, Refugee, Asylum Seeker): | | | |
| Address:  Post Code: |  | | |
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| Contact Phone Number: |  | Contact E-mail: |  |
| Reasons for the application (for example, equipment or travel costs): |  | | |

**Bursary and Free Meals Application Form** (continued)

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| **Free Meals in Further Education, and Discretionary Bursary** | | | |
| 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 delay the process. | | | |
| Please provide an estimate of your family’s annual household income: | |  | |
| 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 learner NAME is recorded on all pieces of evidence. | | | |
|  | * 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 Guarantee element of State Pension Credit | | |
|  | * Child Tax Credit (if not entitled to Working Tax Credit and have an annual gross income of no more than £16,190) | | |
|  | * Working Tax Credit run-on (paid for 4 weeks after no longer qualifying for Working Tax Credit) | | |
|  | * Universal Credit with net earnings less than £7,400 for the year (after tax and not including any benefits) | | |
| **Only answer this question if Universal Credit has been used as evidence. If not, please skip this question.**  Have you received free school meals at any time from 1st April 2018 (transitional protection)? If yes, please provide a previous entitlement letter for free school meals. | | | N/A  Yes / No |

**Bursary and Free Meals Application Form**  (continued)

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| **Bursary for Defined Vulnerable Groups**  **(Learners aged 16-18 on 31 August 2022)** | |
| The bursary for vulnerable groups can award up to £1,200 per year to a learner who meets one or more of the criteria listed below. Learners 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 **will not automatically** be awarded £1,200.  Please indicate which of the following criteria apply and tick the appropriate box. | |
|  | **I, the learner, am in care/classed as a ‘Looked after Child’ by the Local Authority.**  Please provide a letter from the Local Authority (for example, a social worker) to confirm this. |
|  | **I, the learner, have been in care and I am now classed as a ‘Care Leaver’.**  Please provide a letter from the Local Authority (for example, a social worker) to confirm this. |
|  | **I, the learner, receive Income Support (or Universal Credit (UC)) in my own name.**  Please provide an award notice and copy of a letter from the Job centre, dated within the last 3 months. If UC, please also provide relevant documentation supporting the UC award (such as tenancy agreement in your name, child benefit receipt, children’s’ birth certificate(s), utility bills). Your UC Work Coach or Benefit Office can also assist in providing evidence. |
|  | **I, the learner, receive BOTH Universal Credit (UC) and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in my own name.**  Please provide evidence of these showing amounts paid over the past 3 months. |
| Please provide an estimate of your annual income: | |

**Bursary and Free Meals Application Form**  (continued)

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| **Returners – Please only fill this section in if you are returning for another year in your study programme.** | | | |
| I can confirm my household’s financial circumstances have not changed since the 1st year of my study programme | | | Yes / No |
| Signed (by Learner): |  | Date: |  |

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| **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 please speak to the IAGT team for more advice on 01623 499111. | | | | | | | | | | |
| Account Holder Name: |  | | | | | | | | | |
| Name of Bank/Building Society: |  | | | | | | | | | |
| Account Number: | |  |  |  |  |  |  |  |  |
| Sort Code: | | | |  |  |  |  |  |  |

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| * **I can confirm the information and evidence I have provided is correct and complete to the best of my knowledge as of the date below.** * **I am aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any incorrectly paid funds being recovered.** * **It is my responsibility to immediately inform Portland College of any changes to my financial circumstances that may affect my application.** * **I/we understand that books and equipment, purchased with bursary funding, will remain the property of Portland College and will be returned on leaving/completion of my education programme.** * **I can confirm that I consider myself/my child to be in financial need.** * **I understand that this form does not guarantee entitlement to the bursary.** | | | |
| **Signed (by Learner):** |  | **Date:** |  |
| **Signed (by Parent/Guardian if applicable):** |  | **Date:** |  |

Please return by e-mail, with evidence attached, to - Bursaries@Portland.ac.uk

**or**

Post along with photocopies or evidence, to: Finance Department, Portland College, Nottingham Road, Mansfield, Notts, NG18 4TJ.

All evidence of income provided will be secured and retained for a period of 6 years to comply with Education & Skills Funding Agency guidance. This can be found on the GOV.UK website (<https://www.gov.uk/government/publications/16-to-19-bursary-fund-guide-2022-to-2023-academic-year/16-to-19-bursary-fund-guide-2022-to-2023-academic-year>).

Please note, we can only process your bursary application once you have enrolled on a course and it may take up to 8 weeks for us to reply with any queries.

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| **For Office use only:** | | | |
| Learner Registration Number: | |  | |
| Relevant evidence obtained: | | Yes / No | |
| Are the learner’s free meals “protected”? | | Yes / No | |
| Bursary for Defined Vulnerable Groups Awarded? | | Yes / No | |
| Discretionary Bursary Awarded? | | Yes / No | |
| Free Meals for Further Education Awarded? | | Yes / No | |
| Authorised: |  | Date: |  |