

16-19 Bursary Fund 2020-21

Element 1 (Vulnerable) Application Form

You must be aged 18 or under on 31/08/2020 to apply

FOR OFFICE USE ONLY

Student EBS No.

Date received

Received in Funding Office

PLEASE NOTE THIS FORM & EVIDENCE MUST BE RETURNED ELECTRONICALLY TO:
FUNDINGAPPLICATIONS@WIGAN-LEIGH.AC.UK

PART A – TO BE COMPLETED BY THE STUDENT

Part A: Section 1 - Student Eligibility

Are you currently a young person in care or unaccompanied asylum seeker? Yes No

Are you a care leaver? Yes No

Do you receive Income Support or equivalent Universal Credit in your own name? Yes No

Do you receive **BOTH** Employment Support Allowance (or Universal Credit) **AND** Disability Living Allowance (or the new Personal Independence Payment) both in your own name? Yes No

PLEASE NOTE - If you have NOT ANSWERED YES to any question above then you are NOT ELIGIBLE to apply for a Vulnerable Bursary; please see 16 - 19 Bursary Fund Element 2 (Discretionary) application form.

Part A: Section 2 - Personal Information

Surname Forename

Date of birth Age Nationality

Have you been resident in the UK/EEA for the last 3 years? Yes No

Home Address

Postcode

Home Tel No Mobile No

Part A: Section 3 - Course Information

Current Course

College Centre (please ✓ as appropriate)

Parsons Walk, Wigan School for the Arts, Wigan Pagefield, Wigan

Leigh College, Leigh Other (please list below)

Part A: Section 4 – Eligibility & Evidence Check

- ✓ I have completed all the information in this section.
 - ✓ I am 18 or under on 31/08/2020.
 - ✓ I have a letter or information from the Local Authority - this could be from a support worker, social worker etc.
- Or;**
- ✓ I have evidence of the benefits I receive as stated above - which are dated in the last 3 months. Please see **Part F** for any additional evidence that may be required

Please photocopy any evidence you are submitting with the application.

We cannot return originals once submitted.

An explanation of how your personal information is handled can be found in the Privacy Notice on the Wigan and Leigh College website.

PART B & C – TO BE COMPLETED BY STUDENT

Part B: Section 1 - Bursary Award

From the 16-19 Vulnerable Bursary you may be eligible to the following support, please select ✓ the options that you wish to be considered for.

Monthly Payments

- A monthly payment of **up to £120** paid directly into the students own bank account. I understand I will be responsible for paying for all of my college needs from this award.

Part B: Section 2 - Free College Meals

All students who are in receipt of a Vulnerable Bursary can access a free meal on the days they are timetabled to be at college. An allocation of £2.60 will be available on all days that students are timetabled to attend college for use in the College Refectories.

Free College Meal Scheme - Those in receipt of Income Support or Universal Credit will also receive support whilst they are attending work placement. **This does not apply to all bursary students**, only those that meet this specific criteria and this will be confirmed in the offer letter.

I am in receipt of Income Support or Universal Credit in my own name (✓): Yes No

(Evidence of Income Support or Universal Credit must be supplied)

Part C: Student Code of Conduct 2020-21

Wigan & Leigh College places high expectations on all students undertaking a course of study. All students will be expected to act in accordance with the guidelines stated below.

By enrolling onto a programme of study at Wigan & Leigh College and signing the learning agreement, I agree to adhere to the following:

- Attend all college lessons punctually and meet deadlines for completing work to a high standard at all times.
- To report all absences, or expected lateness to timetabled classes on the absence reporting number 01942 761600 - option 4 before your first class or by 10am on each day of absence.
- All absences will affect my % attendance and I understand that the % attendance rate expected from all students is 100%; the attendance target is set to ensure that I have the best opportunity to succeed on my course and as a preparation for the expectations of working life.
- Follow instructions for completing assignments and exams without cheating, copying or plagiarising (using someone else's work, e.g. from the internet, another student or a book or magazine, and pretending it is my own).
- Wear my student identity card so that the photograph can be seen at all times and show it when asked. I will never allow it to be used by another person.
- Not to smoke (this includes electronic cigarettes), anywhere on college premises except designated smoking areas. This includes entrances and exits.
- Respect the well-being and property of other members of the college and the wider community, and treat college property with care.
- Keep my mobile devices on silent and non-vibrate mode or switched off in learning areas and use only with permission of the staff.
- Demonstrate respect to all students and staff and behave in a thoughtful, caring and responsible manner. Violence, discrimination, harassment, bullying or foul and abusive language are not tolerated. This includes wearing or displaying logos or slogans that could offend other people.
- Safeguard the reputation of Wigan & Leigh College by not behaving in a way that could damage the good name of the college. This includes not posting images or words online which may give a bad impression of the College, its students or staff.
- Agree to the IT User Policy and to use computer facilities only to support my learning.
- Observe the College Health & Safety regulations, pay attention to my own and other people's health and safety and follow instructions given by staff regarding this.
- The possession or use of drugs, alcohol or weapons on college premises is strictly not allowed.
- Be aware of, and follow the wider college rules and respond to any reasonable request from a staff member about behaviour and standards e.g. being asked to remove hoods or hats indoors.

If I fail to follow this Code, disciplinary action may be taken in accordance with the Student Disciplinary Procedure. This may lead to exclusion from the College.

If in receipt of Learner Support Funding (i.e. 16-19 Bursary, 19+ Discretionary Learner Support, 20+ Childcare), I am aware that should my attendance drop below 100% or I fail to meet the terms of the Student Code of Conduct, this may result in loss of funding.

Print Name:

Sign:

Date:

PART D – TO BE COMPLETED BY STUDENT

Part D: Signature to support your application

By signing the declaration below, you are agreeing to adhere to, and have completed the following statements:

I have enclosed all required evidence to support my application.

I have provided evidence which is accurate and true. I understand that the college may carry out checks to verify the evidence provided, and may take action deemed appropriate if any information I have given is proven to be incorrect or false.

I have signed Part C: Student Code of Conduct and returned it with this application.

I have completed Part E (Below): Bank Information Form with **my own** bank details, and returned it with this application.

I understand that that I am expected to maintain 100% attendance at college and that my payments will be stopped if I fail to attend at a minimum rate of 90%. I have read Part F: Further Information & Guidance section about the attendance process.

I understand that it is my responsibility to monitor my own attendance through Pro Portal, which I will be shown during my induction, and to discuss any issues I may have with my Personal Tutor or Student Liaison Officer, to ensure the record is accurate.

By signing and submitting my application, I agree to the collection of my personal and financial information for assessment purposes. These will be held in accordance with the General Data Protection Regulations.

Signature of Student

Date

PART E – TO BE COMPLETED BY THE STUDENT

Part E: 16-19 Vulnerable Bursary - Bank Information Form

Payments cannot be made into Building Society or Post Office accounts

Applicants EBS No (office use only)

Applicants Full Name

Full Name as on bank card

Name of Bank

Sort Code
(6 digits)

Account Number
(8 digits)

Please check that you have supplied the correct details for the account you want the bursary to be paid into, we cannot accept liability for payments being made into incorrect accounts – in most cases this must be the student's own bank account*

Signature of Student

Date

Please note: It is the student's responsibility to advise The Funding Team if their bank details change in year.

Please submit your completed application electronically to fundingapplications@wigan-leigh.ac.uk with **ALL** required evidence – no evidence or insufficient evidence will result in your application being returned to you delaying the assessment process.

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Part F: Further Information & Guidance

SUMMARY

The guidance has been simplified for ease of use – all applications are subject to the full terms and conditions of The Education and Skills Funding Agency (ESFA) 16-19 Bursary Fund Guidelines 2020-21, this may be subject to change. (Please see Department of Education publications)

The Fund will close 11th June 2021 to new applications.

You may be eligible for a bursary of up to £1,200 a year for courses of 30 weeks and above, or a pro rata amount for courses below 30 weeks. Please note if your circumstances change during the academic year and you become eligible to the priority bursary or you apply to the fund more than 2 months after the start of your programme we will only request support from the beginning of the month in which you apply or become eligible until the end of the academic year.

Important benefit changes - you are eligible to apply to this fund if your benefits have been changed as follows:

- Income Support – this may have been changed to Universal Credit
- Disability Living Allowance – this may have changed to Personal Independence Payments
- Employment Support Allowance – this may have changed to Universal Credit

If you receive **Universal Credit** - additional documentation to confirm your independent status is required, for example a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.

You must receive any of the above benefits in your own right.

ATTENDANCE

Bursary payments are **not an entitlement** they are to support your attendance and engagement at college so that you can make the best of your educational opportunity. Wigan & Leigh College expects 100% attendance from all its students and this will be monitored throughout the academic year.

Your attendance will be monitored as follows:

- Attendance is checked every month before making monthly payments. It is based on the month prior to payment e.g. October payment is based on September attendance and so on.
- If your attendance is below 90% for the month then you will lose your bursary payment.
- Payments will only be made when your attendance for the month is above 90%.
- We will write to you at your home address if we are not making a payment.
- If you do not attend a course for 4 consecutive weeks your award will be removed, you will have to re-apply to the fund and show evidence of re-engagement on a course.
- Reasonable adjustment will be made for those with disabilities or severe medical conditions. Please speak to the Student Funding Team about an individual attendance plan.

Attendance, behaviour and attitude towards your studies = the best outcome from your chosen course.

PAYMENTS

Awards for Academic Year 2020-21 will run from September 2020 to June 2021.

All payments will be made to your bank account on or around the 20th of each month. Please be aware that bank holidays and your banks policies may affect how quickly payments reach your account. We will back date any payments to the start of the month in which we receive your fully completed application and all correct evidence has been received.

*In the case of unaccompanied asylum seekers who are in the care of the local authority and do not have access to their own bank account, the college will endeavour to make bursary payments to the care provider on the understanding this is provided directly to the student.

Please Note: Processing your application form may take longer at the beginning of the academic year due to high volumes of applications being received.

NOTIFICATION OF AWARDS

- We will write to you giving you the full details of the award you have been offered. Please **keep this letter** as you will need it during the academic year.
- You will be notified in writing if we are not paying a monthly payment because of your attendance.
- You can check your own attendance on Pro Portal. Any issues should be discussed with your Personal Tutor or Student Liaison Officer.

APPEALS

- Appeals can be made in writing within 15 days from receipt of the award notification to: The Director of Finance, Wigan & Leigh College, PO Box 53, Parsons Walk, Wigan, WN1 1RS.
- All appeals about decisions or payments must be submitted before **1st June 2021** to allow time for a review to be carried out before the funds close at the end of the academic year.
- Please be aware, the College cannot accept appeals about awards being refused or reduced where the reason given is that the funding has been fully utilised.

PLEASE KEEP THIS PAGE OF THE APPLICATION FORM FOR YOUR INFORMATION