



16-18 Bursary Guidance Notes 2021-22



access
creative college

This application is for Access Creative College students who are aged 16-18 on 31st August 2021 and need financial help so that they can participate in learning. All the information you need to complete this application is contained within this form.

CONDITIONS OF SUPPORT

Awards are subject to the following conditions:

- Support is based on a first-come first-serve basis and is therefore subject to funds being available when you apply;
- Support in a previous year is no guarantee of support in any future years of study;
- Continuing students must re-apply for support each year;
- We expect you to attend all your timetabled sessions including English and Maths lessons (if applicable);
- Eligibility for support is not an entitlement to awards or payments;
- We reserve the right to withhold payments at any time if you fail to meet the college code of conduct;
- If you withdraw from the course, support will cease immediately;
- You must inform us of any change in circumstance while on the course;
- You must declare to your benefits providers (where required) if you are awarded any support.

You will not receive support if:

- You do not meet the residency criteria set by the Education Skills Funding Agency when you enrol onto your course;
- You have not completed your enrolment;
- Your application is assessed, and you do not meet the criteria for eligibility;
- Your application is incomplete, contains false information, or is missing any supporting evidence;
- You are enrolling onto a higher education course;
- You are studying a distance learning course;
- You are a work-based learner, or on a waged apprenticeship;
- You are in prison or a young offender's institution, or have been released on temporary licence;
- You have been remanded to a secure Institution.

FURTHER INFO

Residents of Wales or Scotland:

If you live in Wales or Scotland and you are travelling to one of our centres, you should approach your home local authority to make an application for Education Maintenance Allowance (EMA). Please contact our Student Support department by emailing studentsupport@accesscreative.ac.uk to check your eligibility before applying.

Asylum Seekers:

If you are an Asylum Seeker, please contact our Student Support department by emailing studentsupport@accesscreative.ac.uk to check your eligibility before applying.

APPEALS & COMPLAINTS

If your application is unsuccessful you will be able to appeal the decision. To be considered, an appeal must be made in writing to Student Support. You will receive a reply and an outcome within 10 working days, and that decision will be final. Please send any appeals or complaints in writing to Student Support at the address below, along with any additional supporting evidence that may assist your appeal.

Email: studentsupport@accesscreative.ac.uk

Address: Student Support Dept, Access Creative College, Hill Dickinson, 50 Fountain Street, Manchester, M2 2AS

COMPLETING YOUR APPLICATION FORM

The application form must be completed in full by the student and submitted to Student Support at the address below. You must sign the declaration (section 9) and include all the requested supporting evidence. You will receive a written response within 10 working days.

PROVIDING YOUR SUPPORTING EVIDENCE

You must provide all the requested supporting evidence in full. We will be unable to make any awards due to incomplete or missing evidence. Please submit photocopies of your evidence, as original documents cannot be returned to you. The following types of evidence will be enough:

Residents of Wales or Scotland

- Full benefits award letter stating the name, address, and benefits received (dated from June 2020 or later).

Tax Credits

- Full letter from Inland Revenue stating the name, address, and total Tax Credit awards (dated 2020/21).

Local Authority Letter

- Letter from your Local Authority to show that you are in care, or a care leaver (dated from June 2020 or later).

If you do not receive any of the eligible benefits that are specified in the application, you may still be able to apply for Travel Costs if your annual gross household income is **£40,000** or less. We require a copy of the following:

- P60 (Dated from 2020);
- Payslips (Payslips must be from the last 3 months of employment).

FURTHER ASSISTANCE

All the information you need to complete this application is contained within this form. However, if you need further assistance, there will be a member of staff at your centre who can help you.



16-18 Bursary Application Form 2021-22

Please make sure you have read and understood all the attached guidance notes before completing this form. You must complete all the relevant sections in full and you must supply all the requested supporting evidence. All information you provide will remain private & confidential, in accordance with our Data Protection Statement which is included with our enrolment Terms & Conditions and is available on request. Please ensure you have your full supporting evidence before applying.

1. PERSONAL DETAILS:

Surname:	<input type="text"/>	Address:	<input type="text" value="Address line 1:"/>
First name:	<input type="text"/>		<input type="text" value="Address line 2:"/>
Date of Birth:	<input type="text" value="DD.MM.YYYY"/>		<input type="text" value="Address line 3:"/>
Age on 31.08.21:	<input type="text"/>		<input type="text" value="Postcode:"/>
Telephone:	<input type="text"/>		
Email:	<input type="text"/>		

2. RESIDENCY DETAILS

Are you a British Citizen, or a national of the EU/EEA?	Yes	No
Have you lived within the UK, or the EU/EEA for the last 3 years?	Yes	No
Are you an Asylum Seeker?	Yes	No

3. COURSE DETAILS:

ACC Centre Location:	<input type="text"/>	Course Name:	<input type="text"/>
ACC Person Code: (if known)	<input type="text"/>	Course Level:	<input type="text"/>

4. FINANCIAL ASSISTANCE REQUIRED

Please tick and complete the relevant sections of the applications form:

Travel (Section 5)

Vulnerable Bursary (Section 7)

Meals (Section 6)

5. TRAVEL

Who can apply?

If you, your parents, or your guardians are in receipt of one or more of the low-income benefits listed below, you may be able to get help with your travel if you use public transport to attend your course.

Job Seekers Allowance (JSA)	Income Support	Universal Credit
Pension Credit	Working Tax Credit	Child Tax Credit

Travelling by bus

If you are travelling to and from college by bus, we may be able to provide financial support to help you travel to and from college. This is dependent on where you live and which bus company you travel with. If you have been awarded, this will be confirmed in the outcome letter you will receive.

What bus company will you be using to travel to and from college?

(E.g. Stagecoach etc)

Travelling from:

Travelling to:

Travelling by train

If you are travelling to and from college by train, we may be able to provide financial support to help you travel to and from college. **Please ensure that you also have either a 16-17 railcard saver or a 16-25 railcard saver. Information on these schemes.**

Station from:

Station to:

Time leaving (AM):

Time leaving (PM):

Travelling by London Underground, Overground & other London Services

Travelling by London Underground, Overground & other London Services. **You must ensure you have an Oyster Card before applying.**

Station from:

Station to:

Type of Oyster Card:

Travelling by Metrolink (Manchester only)

If you are travelling to and from college by Metrolink, we may be able to provide financial support to help you travel to and from college.

What zones will you travel through?

(e.g zone 1+2+3)

What Supporting Evidence do you need?

You must also provide at least one of the following forms of evidence:

- Award letter for one of the benefits stated above (dated from June 2021 or later);
- Tax Credit award letter (dated 2021 to 2022).

6. MEALS

Who can apply?

If you, your parents, or your guardians are in receipt of one or more of the low-income benefits below, you may be able to get help with costs towards meals while you attend your course.

Income Support	Job Seekers Allowance (JSA)	Employment Support Allowance (ESA)	Support under Part VI of the Immigration and Asylum act 1999
State Pension Credit (Guaranteed Element)	Child Tax Credit (Provided you are not in receipt of Working Tax Credit and have an annual income of £16,190)	Working Tax Credit 'run on' (Paid 4 weeks after you stop qualifying for Working Tax Credit)	Universal Credit (With net earnings not exceeding the equivalent of £7400 pa)

How much will you be awarded?

You can be awarded up to a maximum of £540 for the year towards the cost of meals while you attend your course.

How will the meals be paid?

Meals payments will be made in ten instalments of £54.00 in line with our instalment schedule.

What Supporting Evidence do you need?

Meals payments will be made in ten instalments of £54.00 in line with our instalment schedule.

- Award letter for one of the benefits stated above (dated from June 2021 or later);
- Tax Credit award letter which also states that your gross household income is £16,190 or less (dated 2021 to 2022).

Universal Credit Information & Guidance

From 1 st April 2018, if you, your parents or guardians are in receipt of Universal credit, you must have a net earned annual income of no more than £7,400 in order to be eligible for free meals. To find out if you're eligible please see below:

Step 1 – You or your parents/ guardians must provide your most recent monthly Universal Credit Letter as evidence. If your earnings for that month do not exceed £616.67, then you are eligible for free meals. If it exceeds the amount, then you must move onto step 2.

Step 2 - You or your parents/ guardians must provide 2 recent monthly Universal Credit Letters as evidence. If the earnings for these months do not exceed £1233.34, then you are eligible for free meals. If it exceeds this amount, then you must move onto step 3.

Step 3 - You or your parents/ guardians must provide 3 recent monthly Universal Credit Letters as evidence. If the earnings for these months do not exceed £1850, then you are eligible for free meals. If it exceeds this amount, then you are not

7. VULNERABLE BURSARY

Who can apply?

If you meet one of the criteria for the defined vulnerable groups below, you may be eligible for a bursary to help you financially while you attend your course. The criteria below **must apply to you** (the student), and **not** a parent or guardian.

I am in Care	I am a Care Leaver	I am in receipt of Income Support or Universal Credit (in my own name & receiving it because you are financially supporting yourself or financially supporting you and someone who is dependent on you & living with you i.e. a child or partner)	I am in receipt of Employment & Support Allowance and Disability Living Allowance (in my own name)
I am in receipt of Universal Credit and Disability Living Allowance (in my own name)	I am in receipt of Employment & Support Allowance and Personal Independence Payments (in my own name)	Working Tax Credit 'run on' (Paid 4 weeks after you stop qualifying for Working Tax Credit)	Universal Credit (With net earnings not exceeding the equivalent of £7400 pa)

How much can you claim?

An assessment will be made by the Student Support Team to determine how much vulnerable bursary you could be awarded. If your course is part time or lasts for less than 30 weeks, you will be awarded a proportional (pro-rata) amount. Payments will be made in ten instalments according to the payment schedule.

What Supporting Evidence do you need?

You must provide at least one of the following forms of evidence **in your own name**:

- Letter from your Local Authority to show that you are in care (dated from June 2021 or later);
- Letter from your Local Authority to show that you are a care leaver (dated from June 2021 or later);
- Employment & Support Allowance **and** Disability Living Allowance award letters (dated from June 2021 or later);
- Employment & Support Allowance **and** Personal Independence Payments award letters (dated from June 2021 or later);
- Universal Credit **and** Disability Living Allowance award letters (dated from June 2021 or later);
- Universal Credit **and** Personal Independence Payments award letters (dated from June 2021 or later).

Evidence you need to provide if in receipt of Income Support or Universal Credit (In your own name)

If you are in receipt of Income Support or Universal Credit (in your own name) and you are living with a partner that is dependent on you, the evidence you need to provide is:

- Income Support or Universal Credit award letter (dated from June 2021 or later) It must also confirm you are allowed to be in education or training;
- A signed tenancy agreement (in your own name) **and** a utility bill.

If you are in receipt of Income Support or Universal Credit (in your own name) and you are living with a child that is dependent on you, the evidence you need to provide is:

- Income Support or Universal Credit award letter (dated from June 2021 or later) It must also confirm you are allowed to be in education or training;
- A signed tenancy agreement (in your own name) **and** a utility bill;
- A child benefit receipt **and** the child's birth certificate.

8. PAYMENT DETAILS

Payments will be made directly into the bank account details provided according to the payment schedule in the guidance notes.

- The details you provide must be a valid United Kingdom current account. We will not make payments into a Building Society, Post Office or Savings account.
- You must have your own bank account set up for the bursary payments to be paid into as we can't except anybody else's.

Bank Name:

Sort Code:

**Account Holder
Name:**

**Account
Number:**

9. DECLARATION

This declaration must be signed by the student before any awards can be made. Please make sure you have read and understood all the attached Guidance Notes and Conditions of Support. Access Creative College is referred to as ACC.

- I declare that the information and evidence I have provided is complete and accurate;
- I have read and understood the attached Guidance Notes;
- I understand that bursary funding is limited and is based on a first-come first-serve basis;
- I understand and agree to the Conditions of Support;
- I understand that funds are limited and subject to availability;
- I understand that this application and supporting evidence must be submitted in full in order to be assessed;
- I will inform ACC of any change in circumstance, and understand that this may affect my eligibility;
- I understand that this award is for this academic year only, and that I must re-apply in subsequent years;
- I agree to use these funds for the purpose that they have been awarded;
- I understand that eligibility for support is not an entitlement to awards or payments;
- I understand that ACC may withhold or stop payments at any time;
- I understand that if I withdraw from the course, support will cease immediately;
- I understand that if I use fraudulent methods, or submit any false or inaccurate information to access these funds support will cease immediately, and I may face disciplinary action;
- I agree to ACC processing the personal information that I have provided for assessment, and understand that the information may be used for monitoring and statistical purposes, and may also be used for the detection of fraud.

I agree to the terms & conditions stated in this document:

Student Signature:

Print Name:

Date: