

This application is for Access Creative College students who are aged 19 or over on 31<sup>st</sup> August 2020 and need financial help so that they can participate in learning. All of 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 of your timetabled sessions
- 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 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

## Further Info

### Level 2 Courses

If you are 19 or over on 31<sup>st</sup> August 2020 and you are enrolling on a level 2 course at Access Creative College, please contact your centre to find out if you are eligible for support.

### Aged 19+ on a Level 3 or Level 4 Course with an Advanced Learner Loan

If you are aged 19 or over on 31<sup>st</sup> August 2020 and have applied for an Advanced Learner Loan and you are enrolling onto either a Level 3 or Level 4 course, **you must have your Advanced Learner Loan approved by Student Finance England (for your tuition fees), before any payments can be made to you.**

### Aged 19+ Learners in receipt of Low Wage

If you are a 19+ learner who is employed and earning less than £17,004 annual gross salary, then you are eligible to apply for Financial Support. **This is dependent on you providing us with your most recent P60.**

### Aged 19+ with an Education, Health and Care Plan (EHCP)

If you are aged 19 or over on 31<sup>st</sup> August 2020 and have an Education, Health and Care Plan (EHCP), please apply through the 16-18 bursary application form.

### Aged 19 & Continuing to Study

If you are aged 19 on 31<sup>st</sup> August 2020 and you are continuing to study on a course that began when you were aged 16-18 then please apply through the 16-18 bursary application form

## 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, and include all of 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:

### Benefits

- 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 to 2021)

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 & equipment bursaries. We require a copy of the following:

**P60** (Dated from 2020)

**Payslips** (Payslips must be from the last 3 months of employment)

## Gross Household Income

Equipment bursary awards will be assessed on your annual gross household income if you don't receive any low income benefits. To be eligible, you must ensure that your household income is within the below funding band.

Gross Household Income	Funding Band
£0 - £14,999	1

## 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, or you can contact Student Support on the details below.

**Tel:** 0161 247 4935

**Email:** [studentsupport@accesscreative.ac.uk](mailto:studentsupport@accesscreative.ac.uk)

## 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@accessmusic.ac.uk](mailto:studentsupport@accessmusic.ac.uk)

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

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

<b>Surname:</b>	<b>Home Address:</b>
<b>First Name:</b>	
<b>Date of Birth:</b>	
<b>Age on 31<sup>st</sup> August 2020:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

## 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

<b>ACC Centre Location</b>	<b>Course Name</b>
<b>ACC Person Code (If known)</b>	<b>Course Level</b>

## 4. Financial Assistance Required

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

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Travel</b> (Section 5)      | <input type="checkbox"/> <b>Childcare Costs</b> (Section 8) |
| <input type="checkbox"/> <b>Meals</b> (Section 6)       | <input type="checkbox"/> <b>Equipment</b> (Section 9)       |
| <input type="checkbox"/> <b>Residential</b> (Section 7) |   |

## 5. Travel

### 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 your travel costs 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 a 16-25 railcard saver. Information on this scheme can be found under the bursary section of our website.**

Station From: .....

Station To: .....

Time Leaving (AM): .....

Time Leaving (PM): .....

### Travelling by London Underground, Overground & other London Services

If you are travelling to and from college by London Underground, Overground, TfL Rail or National rail services, we may be able to provide financial support to help you travel to and from college. **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 are required to provide example tickets or receipts that show your actual travel costs to your study location once you have started your course. 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 2020 or later)
- Tax Credit award letter (dated 2020 to 2021)

## 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 £433 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 £43.30 in line with our instalment schedule.

### What Supporting Evidence Do You Need?

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

- Award letter for one of the benefits stated above (dated from June 2020 or later)
- Tax Credit award letter which also states that your gross household income is **£16,190** or less (dated 2020 to 2021)

## Universal Credit Information & Guidance

From 1st 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 eligible for the meal's bursary

## 7. Residential Access Fund

### Who Can Apply?

You may be able to get help with the cost of term time accommodation if you need to study away from home. **To be eligible, all the following must apply to you:**

- Your course is more than 15 miles or a 2 hour return journey away from your home address
- You have confirmed your term time accommodation, **and** have a signed tenancy agreement
- Your term time accommodation is within 15 miles of your study location
- You, your parents, or your guardians are in receipt of one or more of the low income benefits listed below

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

### How Much Can You Claim?

You can be awarded up to a maximum of **£5500** for the year. Access Creative College will only cover rent that totals £550 per month. For any rent costs higher than this, you will then have to pay the remaining balance each month. The awarded amounts will be paid directly to your Landlord or Agency, and you will be responsible for paying any outstanding amounts.

### What Supporting Evidence Do You Need?

You must provide a signed tenancy agreement for the term time accommodation specified below. 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 2020 or later)
- Tax Credit award letter (dated 2020 to 2021)

<b>Start Date of Accommodation</b>	<b>Term Time Address</b>
<b>Cost of Rent Per Month</b>	

<b>Landlord or Agency Name</b>	<b>Landlord or Agency Address</b>
<b>Telephone</b>	
<b>Email</b>	

**Note – Your Landlord cannot be related to you.**

## 8. Childcare Costs

### Who Can Apply?

You may be able to get help with the cost of childcare if you use an Ofsted registered childcare provider while you attend your course. To be eligible, all of the following must apply to you:

- You are aged 20 or over on 31<sup>st</sup> August 2020 (19-year-old students should refer to the 'Care to Learn' scheme)
- You use an Ofsted registered childcare provider
- You, your parents, or your guardians are in receipt of one or more of the low income benefits listed below

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

### How Much Can You Claim?

You can be awarded up to a maximum of **£175** per week in total. The awarded amounts will be paid directly to your childcare provider, and you will be responsible for paying any outstanding amounts.

### What Supporting Evidence Do You Need?

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

- Award letter for one of the benefits stated above (dated from June 2020 or later)
- Tax Credit award letter (dated 2020 to 2021)

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

What are your daily childcare costs per hour, per child? £ \_\_\_\_\_

Please specify the number of hours per day that you require childcare services (on your timetabled days only):

Monday	Tuesday	Wednesday	Thursday	Friday
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<b>Childcare Provider Name</b>	<b>Childcare Provider Address</b>
<b>Ofsted Registration Number</b>	
<b>Telephone</b>	
<b>Email</b>	

**Note – Your childcare provider cannot be related to you.**

## 9. Equipment

### Who Can Apply?

If you, your parents, or your guardians are in receipt of one or more of the low-income benefits below, we may be able to provide financial support to help you towards equipment you need while you're on the 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 or Working Tax Credit (a providing your household income is in within Funding Band 1 as set out in the table on Page 2)	Universal Credit (With net earnings not exceeding the equivalent of £7400 pa)	

### What equipment do you need?

Please confirm below what equipment it is you need to assist you whilst on the course and the reason for the equipment

## Universal Credit Information & Guidance

From 1st 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 eligible for the meal's bursary



## 10. 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.**

Bank Name	Sort Code
Account Holder Name	Account Number

In exceptional circumstances, payments can be made to a responsible adult if you do not have a valid UK current account. **If the account above does not belong to you (the student), the account holder named above must sign the following declaration.**

**I agree to receive payments to my account above, on behalf of the student who has applied. I agree to make these funds available to the student for the purpose that they have been awarded:**

Adult Signature	Date
	Print Name & Relationship to student

## 11. 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 understand that funds are limited and subject to availability
- I understand that bursary funding is limited and is based on a first-come first-serve basis.
- 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