

19+ Bursary Guidance Notes 2021-22

This application is for Access Creative College students who are aged 19 or over on 31 st August 2021 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 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 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;
- You are paying for the course yourself;
- 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

Advanced Learner Loan

If you are aged 19 or over on 31 st August 2021 and have applied for an Advanced Learner Loan, **you must have your Advanced Learner Loan approved by Student Finance England before any payments can be made to you.**

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

If you are aged 19 or over on 31 st August 2021 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 st August 2021 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 2021 or later).

Tax Credits

- Full letter from Inland Revenue stating the name, address, and total Tax Credit awards (dated 2021 to 22)

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 2021);
- 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.

COMPLAINTS

Please send any formal complaints in writing to the email address below.

Email: ccc.admin@accesstomusic.ac.uk

19+ 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)

Residential (Section 7)

Meals (Section 6)

Childcare Costs (Section 8)

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	Working Tax Credit	Universal Credit

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).

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, the following must apply to you:**

- You must not be in receipt of housing benefit;
- You, your parents, or your guardians are in receipt of one or more of the low income benefits listed below:

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

What Supporting Evidence do you need?

You must provide a signed tenancy agreement for the 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 2021 or later);
- Tax Credit award letter (dated 2021 to 2022).

Start date of Accomodation:	<input type="text"/>	Address:	<input type="text" value="Address line 1:"/> <input type="text" value="Address line 2:"/> <input type="text" value="Address line 3:"/> <input type="text" value="Postcode:"/>
Cost of rent per month:	<input type="text"/>		
Landlord/ Agency Name:	<input type="text"/>	Landlord/ Agency Address:	<input type="text" value="Address line 1:"/> <input type="text" value="Address line 2:"/> <input type="text" value="Address line 3:"/> <input type="text" value="Postcode:"/>
Telephone:	<input type="text"/>		
Email:	<input type="text"/>		

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 st August 2021 (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

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 2021 or later);
- Tax Credit award letter (dated 2021 to 2022).

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Childcare Provider Name:
Ofsted Registration No.:
Telephone:
Email:

Childcare Provider Address:

Note: Your childcare provider cannot be related to you.

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.**

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: