**Learner Support Funds**

**16-18 Bursary Application Form 2021/22**

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| Are you eligible?  |
| * Do you live in a household that has an income of less than **£30,000**?
* Are you fully enrolled to a course at Newcastle College during the academic year 21/22 and aged 16-18 on the 31st August 2021? Or aged 19 on the 31st August 2021, studying on the second year of a Level 3 course (19+ continuers)? Or aged 19 and over with an Educational Health Care Plan (EHCP)?
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| What support can we offer you?  |
| **There are three categories which we can offer support to** …**Tier 1**Do you live in a household that has an income up to **£20,000**?**YES**You will be awarded with a travel pass or payments if you live more than **2 miles** away from campus.You will be awarded with a meal allowance which is **£3.50** per timetabled dayYour essential equipment and trips costs will be made payable to the course department *\*Please note any equipment provided, you will be required to return to the department at the end of your study*You will be eligible to apply for a college laptop if your course requires coursework |
| **Tier 2**Do you live in a household that has an income between **£20,001- £25,000**?**YES**You will be awarded with a travel pass or payments if you live more than **2 miles** away from campusYou will be awarded with a meal allowance which is **£3.50** per timetabled dayYour essential equipment and trips costs will be made payable to the course department \**Please note any equipment provided, you will be required to return to the department at the end of your study*You will be eligible to apply for a college laptop if your course requires coursework |
| **Tier 3**Do you live in a household that has an income between **£25,001 - £30,000**?**YES**You will be awarded with a travel pass or payments if you live more than **3 miles** away from campusYou will be awarded with a meal allowance which is **£3.50** per timetabled dayYour essential equipment and trips costs will be made payable to the course department \**Please note any equipment provided, you will be required to return to the department at the end of your study* |

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| How do I apply?  |
| * Please complete this application form using black or blue ink
* Read all questions carefully and ensure you provide all evidence that meets your household circumstances. Any missing evidence will result in a delay to your application being processed.
* You can apply from **Monday 5th July**
* Applications can be posted to: **Newcastle College – Student Services, FREEPOST NT920, Rye Hill Campus, Scotswood Road, Newcastle Upon Tyne, NE4 7SA.**
* Photocopied documents MUST be sent along with your application. Please ensure that all photocopies are clear and contain all pages, otherwise this will cause delay in processing your application. Please note we will not be responsible for the loss of original documents if you choose to send these.
* You can upload your application form and evidence by requesting an account by **calling Student Services on 0191 200 4000 or email** **enquiries@ncl-coll.ac.uk**

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**Section 1: Personal details**

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| **Student ID Number:**\**You must be enrolled to receive support* |  |
| **Course Title:** |  |
| **Forename:** |  |
| **Surname:** |  |
| **Date of Birth:** |  |
| **Age on 31st August 2021:** |  |
| **Address:**\**Please ensure you update your curriculum admin office, along with evidence of any address change during your course- as this may impact your travel support. You MUST then inform Learner Support Funds* |  |
| **Postcode:** |  |
|  **Contact number:** |  |
| **\*Email address:** |  |

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| **How would you be travelling to college?** \*Please specify what form of transport/travel provider you will be using. Please bear in mind this form of travel may NOT be guaranteed  |   |

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| **Do you live with (or are you financially dependent on) parent(s)guardian(s)/spouse or partner, if yes please state their details below. \* You will need to provide household income evidence for the below State ‘N/A if you live alone.** | Yes No |
| Name | Relationship to You |
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| **Do you currently receive travel from your local authority/council, or are you in the process of applying for this?**  | Yes No |
| **Are you an Asylum Seeker?** \*Please provide home office, NASS, IND or ARC card, along with your parent’s evidence. | Yes No |
| **Do you (the student) have a current bank account?** If not, you will be required to open one before submitting your application \*A bank statement/opening statement will be required to verify account details for any payments to be made.You can request a bank letter from learnersupportfunds@ncgrp.co.uk to open an account with the bank | Yes No  |

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| **What is your total annual household income?** \*This includes all means tested benefits and earned income for all members of the household for the year | **£**  |
| **Which Tier have you identified yourself as?**  | Tier 1 Tier 2 Tier 3  |

**Section 2: 2021/22 Qualifying Evidence**

Please select only **ONE option,** tick the selected box below and provide the relevant evidence, then proceed to Section 3

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| **1. Are you a young person in care or a care leaver?**  | **Yes** **No** | \* Provide written confirmation of current or previous looked after status from the relevant local authority.The evidence can be a letter or email clearly from the local authority dated within the past 3 months. |

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| **2. Are you a young person in receipt of Universal Credit or Income Support in your own right because you are financially supporting yourself, or anyone who is dependent on you and living with you such as a child or partner?** |  **Yes****No** | \*Provide an Income Support letter dated within one year or 3 most recent Universal Credit statementsUC statements can be printed or screenshots can be providedIf you are in receipt of Universal Credit- please also provideonly **ONE** of the following documents;\* A tenancy agreement in your name\* A Child Benefit letter\* Children’s birth certificate \* A utility bill in your name. |

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| **3. Are you a young person in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in your own right as well as Employment and Support Allowance (ESA) or Universal Credit (UC) in your own right?**  | **Yes****No** | \* Provide evidence of DLA or PIP payment letter and 3 most recent Universal Credit statements.UC statements can be printed or screenshots can be providedAlong with **ONE** of the following to show independent living\*A tenancy agreement in your name\*A utility bill in your name |

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| **4. Do your parent(s)/guardian(s) receive Tax Credits?** | **Yes** **No** | \* Provide all pages of your 2021/22 Tax Credit Award Notice, If this is not available we can accept a Tax Credit annual review (from previous April) with 3 months bank statements, with a child benefit letter dated within one year |

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| **5. Do your** **parent(s)/guardian(s) receive pension credit payments with the guarantee element, which is the only source of household income?** |  **Yes** **No** | \* Provide pension payment letter dated within one year, plus a child benefit letter dated within the last year |

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| **6. Do your parent(s) receive Universal Credit?** |  **Yes****No** | \* Provide 3 most recent Universal Credit statements, plus a child benefit letter dated within one yearUC statements can be printed or screenshots can be provided |

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| **7. Do your parent(s)/guardian(s) receive any of the following?** * **Income Support**
* **Jobseekers Allowance**
* **Employment Support Allowance**
* **Carers Allowance**
 |  **Yes****No** | \*IS or JS-Provide an award letter, plus a child benefit letter dated within one year\*ESA or CA- Provide an award letter, plus a child benefit letter dated within one year, plus 3 most recent pay slips |

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| **8. Do your parent(s)/guardian(s) have a household income from earnings of under £30,000 before tax.** |  **Yes****No****Not eligible**  | \* Provide 3 most recent pay slips for all parents/guardians in the household, plus a child benefit letter dated within one year. If either parent/guardian is self-employed - a statement of accounts for the 2020/21 tax year from your accountant will be required. The statement must be on letter head, have a wet signature, and state your earnings before tax. |

**Section 3: Student bank details**

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| **Please provide your (the student) bank details clearly below in BLOCK CAPITALS**We also require a copy of your bank statement to verify your account details. This can be a printed document, a screenshot of your online account containing these details or a letter from your bank.Newcastle College do not accept responsibility for payments being processed to an incorrect account due to incorrect details being submitted, therefore it is important we receive these verification documents in order for you to receive any potential payments.**The provided bank account details MUST be the student’s personal bank details and not those of a parent/guardian. If you do not have a bank account, please contact your local bank to open one. Learner Support Funds can provide you with a bank letter if you email** **learnersupportfunds@ncgrp.co.uk** **We are unable to make payments to building society accounts.**For GDPR purposes – Your bank details will be destroyed no later than July 2022**WE CANNOT ACCEPT BUILDING SOCIETY ACCOUNTS, OR OTHER ACCOUNTS THAT REQUIRE A ROLL NUMBER.** |

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|  **Student ID Number** |  |

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| **Name on the Student Bank Account:** |  |

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| **Name of Bank:** |  |

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| **Sort Code (6 digits):** |  |  |  |  |  |  |

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| **Account Number (8 digits):** |  |  |  |  |  |  |  |  |

**Bank Card Example**

0000 0000 0000 0000

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NAME ON ACCOUNT

00-00-00

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Card number Expiry date

Sort code Account number

# Section 4 Terms and Conditions

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| What happens next?  |
| * Once you submit your application form and evidence, this will be assessed by a Student Engagement Advisor. They may contact you to require further evidence if you haven’t supplied everything that’s requested. If you have submitted all the required documentation, they will email you to confirm that your application has been accepted and passed onto the Learner Support Fund team.
* Learner Support Funds will process your support. We will send you a confirmation email with a statement of what support has been put in place for you. Please ensure you include a valid email address within your application.
* Support can take up to 4 weeks to be in place and we need to see that the student has been attending for the first 2 weeks of the course before we order travel passes.
* Travel passes will be posted out to the student home address and they will be ready to use which will cover your travel until the end of your course. If for any reason you have any issues with your travel pass, please refer to your travel leaflet that has been emailed to you along with your statement of support.
* As soon as you have received your statement of support from Learner Support Funds, you will then have access to a meal via the cashless system in the food outlets on campus. Please show your student id card at the till to access your £3.50 meal allowance. If your campus does not have food facilities, you will receive cash payments into your account as per the schedule on your statement of support.
* You can apply for a laptop by contacting **enquiries@ncl-coll.ac.uk** who will email a laptop request form. You will then be emailed by Learner Support Funds if your request has been accepted or declined. Eligibility also depends on course requirement.

**If you haven’t met the above criteria and are over the household income, you have the right to appeal. Appeal forms can be provided by the Student Engagement Advisors on receipt of your application.** **Appeals must be addressed to; Learner Support Funds Coordinator, Newcastle College, Rye Hill Campus, NE4 7SA****For anything else, please contact Student Services on 0191 200 4000 or email** **enquiries@ncl-coll.ac.uk** |

# Please read before you submit your application

**COVID**

Due to the ongoing and changeable COVID-19 situation, Newcastle College may implement changes to support. For example, we may issue cash payments towards meals in the result of another lockdown.

**Household income evidence**

Students and parent(s)/guardian(s)MUST sign the declaration when applying for this bursary, to confirm that the evidence they have provided is correct and complete. Students and parent(s)/guardian(s)should be made 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. They should also be informed that this might result in a referral to the police with the possibility of the student and/or their family facing prosecution.

It is the responsibility of the student/parent(s)/guardian(s)/partner or spouse to provide the household income evidence required in order to be assessed. The evidence requested enables Newcastle College to ensure that Learner Support Funds are following the guidelines set by the Department of Education, and therefore any evidence provided is open to audit. In order to comply with funding regulations, Learner Support Funds hold the right to not accept an application until satisfied that the evidence and the household income assessment is accurate. Until the household can provide the evidence requested, the application will not be accepted and support may be delayed.

**Support**

Payments are processed in accordance with a payment schedule. Students will not be able to receive funding prior to the date stated on their payment schedule. The financial support, including travel and meal support is only valid between the course start and end dates. If the student finds that they need to come to college after the course end date, for revision sessions, re-sits etc., our financial support offer does not cover these scenarios and the student will be responsible for any costs associated with attending these sessions.

Learner Support Funds may withhold financial support if the student does not adhere to the following conditions:

* Students must achieve satisfactory attendance.
* Students must maintain a level of good behavior and behave in a way, which respects the needs and aspirations of others to learn, teach and live within the community of the College when using any of the College facilities.
* All monies or support received must be used for the purpose intended. If the student is unsure of the purpose of support, please ask a Student Adviser.
* Students must not allow others to access or use any part of their support.
* Students must only access their meal entitlement via the cashless system on days that they are timetabled

Students must inform Learner Support Funds of any changes to their course and/or timetable. We need to ensure the correct support is in place i.e. days for travel & meals and equipment. If the student has received course related equipment for the course in which they first enrolled, they may not receive additional course related costs for a secondary enrolment. Course equipment will be required to be returned to the department at the end of study.

If your course requires coursework outside of your lessons and you do not have access to a computer/laptop at home- You may be eligible to apply for a laptop from us. This must then be returned at the end of your study.

In signing the declaration form, Newcastle College have the student’s consent to provide the travel pass companies with information in order to provide travel support. We offer the most cost-effective method. We are unable to offer travel support based on student preference. A journey planner will be complete on assessment to determine which pass is awarded. If you don’t agree with the travel provided, you have a right to appeal, on the basis there is a medical reason as to why a particular transport cannot be used. The Learner Support Funds Coordinator will contact you with the outcome of your appeal.

**Withdrawal**

If the student withdraws from their course they must inform Student Services immediately and ensure that they do the following:

* Refund such sums as may be determined by Learner Support Funds.
* Return the travel pass to Student Services. If the travel pass is not returned, Learner Support Funds will withhold all Learner Support Funds in future academic years. (Travel passes **MUST NOT** be sent in the post but returned directly to Student Services.)
* All items purchased by the Learner Support Funds remain the property of the college and must be returned if learners do not complete their course.

**Confidentiality**

Learner Support Funds will maintain confidentially of all applications.

**Section 5: Data protection**

All personal data processed by NCG is maintained in compliance with the requirements of the General Data Protection Regulation (GDPR) and The Data Protection Act 2018. NCG is registered with the Information Commissioner’s Office as a provider of education and training. By submitting this form, you acknowledge that you have read and understand that your data will be processed in accordance with our privacy policy (unless you state otherwise) which can be accessed via this URL: **https://www.ncl-coll.ac.uk/\_assets/media/downloads/294.pdf** For information regarding your rights under Data Protection legislation, please refer to the contact details our privacy policy.

Please tick to state that you are happy for NCG to process your data in accordance with our privacy policy.

**Section 6: Declaration**

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| **I agree to the terms and conditions of the Learner Support Funds.** **The evidence that I have provided is correct and complete to the best of my knowledge and belief. I am aware that submission of false or incomplete information which leads to incorrect funding or overpayment may result in future payments being stopped and any incorrect funding being recovered. I am aware that this might result in a referral to the police with the possibility of prosecution.****I understand that any misuse of funds will result in my removal from the Learner Support Funds in this academic year and will not be eligible to apply for support in future academic years.** |
|  **Student Signature:** |  |
|  **Date:** |  |

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| **I agree to the terms and conditions of the Learner Support Funds.** **The evidence that I have provided is correct and complete to the best of my knowledge and belief. I am aware that submission of false or incomplete information which leads to incorrect funding or overpayment may result in future payments being stopped and any incorrect funding being recovered. I am aware that this might result in a referral to the police with the possibility of prosecution.****I understand that any misuse of funds will result in the student’s removal from the Learner Support Funds in this academic year and they will not be able eligible for support in future academic years.** |
|  **Parent / Guardian / Carer Signature:** |  |
|  **Date:** |  |

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