

Bursary funds offer financial support to students who are in full-time further education and are encountering financial barriers to learning. Government funding is provided to the College and is a limited resource which is allocated on a first-come first-served basis. Funding is dependent on qualifying criteria detailed in the Further Education Access Fund Policy 2021/22. Copies can be obtained from: ASC (Advice Support Careers) or the Access Fund Office or www.newcollegedurham.ac.uk

A. Student Information

Enrolment Number:	
First name:	Surname:
Date of Birth:	
House number and street:	
Town:	
Postcode:	
Contact number:	
Email address:	
Course Title:	Course Tutor:

B. Student Bank Details

Sort Code:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Account No:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please note - you can only apply for one bursary and only one application will be accepted per Student per academic year. The bursary payments will be made to eligible students. All applications must be received in a timely manner and no later than the dates stated below: Please note if you miss the deadline to submit, your application will be processed for the next payment. The College is unable to make any retrospective payments.

	Application Deadline	Payment Date
Payment 1	Thursday 11 th November 2021	Friday 17 th December 2021
Payment 2	Thursday 3 rd March 2022	Friday 8 th April 2022
Payment 3	Thursday 5 th May 2022	Friday 24 th June 2022

Applications will not be accepted without evidence being provided of the eligibility of the student to apply for this scheme.

Please Note:

The costs of any benefits received by the Student from the College, **e.g. Travel (i.e. bus pass), Uniform or equipment will be deducted from any bursary payments made.** Students registered on this bursary scheme will not be eligible for support under the Hardship Bursary Scheme.

The data you have provided on this form will be used to process your application and we will hold it in our systems until 6 years after you finish your course to ensure we have adequate records to deal with enquiries and complaints. We will make a decision based on your household income and the data you provide will not be passed to any other third party without your consent, except when the College is required to do so by law. For further information on how the College manages your information please see the [Privacy Notices](#) page on our website.

Further Education Vulnerable Bursary Application Form 2021-22 Eligibility - Vulnerable Student

To be eligible you:

- a. be aged 16 or over but under the age of 19 on 31st August 2021.
- b. You must be enrolled on a full-time course for the 2021/22 academic year before an application can be submitted for processing.
- c. have an attendance record of at least 90%, be up to date with all course work/assignments and receive a satisfactory tutor report
- d. fall within one of the defined vulnerable groups below:

Students Circumstances:	Please tick which one is applicable	Evidence Required: (Please submit all evidence within your category)
I am a young person aged under 18 who is looked after by the Local Authority or supported by the leaving care team / in care.	<input type="checkbox"/>	A recent letter from your local authority confirming you are in or leaving care.
I am a young person aged 18 or under who is in receipt of Income Support / Universal Credit in own name.	<input type="checkbox"/>	A recent Income Support / Universal Credit letter confirming the amount the student receives, dated within last three months and must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. For students in receipt of UC, we must also see one of the following a tenancy agreement in the student's name or a child benefit receipt or a children's birth certificate or utility bill/s.
I am receiving Income Support or Universal Credit because I am financially supporting myself or financially supporting myself and someone who is dependent on them and living with them such as a child or partner.	<input type="checkbox"/>	A recent ESA/UC letter AND a recent DLA/PIP letter dated within 3 months which must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. For students in receipt of UC, we must also see one of the following a tenancy agreement in the student's name or a child benefit receipt, or a children's birth certificate or utility bill/s.
I am receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment Support Allowance (ESA) or Universal Credit in their own right.	<input type="checkbox"/>	For students receiving UC/ESA and Disability Living Allowance and Personal Independence Payments, a copy of their UC claim from DWP (dated within 3 months) of submitting this form. Evidence of receipt of Disability Living Allowance or Personal Independence Payment must also be provided.

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Payments

The Access Fund Team will determine whether a payment will be made based on the following.

On attendance no less than 90% on programme including maths and English (if relevant).	All work is up to date (guidance from tutors/staff).
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Payments are made direct to the Student via Banks Automated Credit System (BACS) transfer. Care should be taken to ensure correct and accurate bank details to facilitate this payment. Failure to do so may result in no payment being made. If a payment is made to an incorrect bank account, the College will be unable to reclaim funds, and this could result in no payment being made. The College reserves the right to review/amend or cease support if:

The student is withdrawn whilst on programme	Incorrect or falsified information is presented	Attendance falls below 90%	An unsatisfactory tutor report is received	A student is subject to discipline sanctions
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Please note if you miss the deadline to submit your application for payment 1 and submit your application in time for payment 2 no back payment for payment 1 will be made. The College is unable to make any retrospective payments.

Case Review

Applicants who are refused support have the right to have their case reviewed by the Access Fund Manager. A request for a case review must be made in writing (letter or e-mail) within 10 working days of receipt of the College's decision to decline support. Further information on how to submit a review or for a copy of the Access Fund Policy please contact the Access Fund Office.

Telephone: 0191 375 4218	Email: access.fund@newdur.ac.uk	Office: East Mall - Orange 0.28
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Student Declaration

- The information I have given on this form is correct, true and accurate to the best of my knowledge.
- I understand that if I provide false or incomplete information, I may have to repay any money given, my application will be automatically disqualified, and this could result in action under the student disciplinary procedures.
- I confirm that I am not on an **Apprenticeship or Higher Education (Degree)** course.
- I agree to notify the Access Fund Office of **any change in my circumstances** which may affect my eligibility for funding, or of any change to my course. I understand that the College may claim back all or some of the award made to me if I give **misleading or inaccurate** information intentionally **or if I withdraw from my course early**.
- I understand that financial assistance is dependent upon **satisfactory attendance (90%), behaviour and all work being up to date**.
- I understand that if I am in receipt of any benefits, I must declare that I am receiving financial support from the college to any other agencies.
- By signing this form you agree to *accept the terms and conditions contained within the Further Education Access Fund Policy 2021/22 and the accompanying documentation to this form.*
- **If your form is incomplete, it may be returned to you and your application will be delayed. Failure to provide evidence to accompany this form would result in the application not being processed.**

Signature: _____ **Date:** _____

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