

PLEASE COMPLETE THIS FORM FULLY AND CLEARLY

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.

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

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|--------------------|---|---|---|---|---|---|---|---|
| Sort Code: | <input style="width: 30px; height: 25px;" type="text"/> | <input style="width: 30px; height: 25px;" type="text"/> | <input style="width: 30px; height: 25px;" type="text"/> | <input style="width: 30px; height: 25px;" type="text"/> | <input style="width: 30px; height: 25px;" type="text"/> | <input style="width: 30px; height: 25px;" type="text"/> | | |
| Account No: | <input style="width: 30px; height: 25px;" type="text"/> | <input style="width: 30px; height: 25px;" type="text"/> | <input style="width: 30px; height: 25px;" type="text"/> | <input style="width: 30px; height: 25px;" type="text"/> | <input style="width: 30px; height: 25px;" type="text"/> | <input style="width: 30px; height: 25px;" type="text"/> | <input style="width: 30px; height: 25px;" type="text"/> | <input style="width: 30px; height: 25px;" type="text"/> |

Please note - you can only apply for one form of bursary support. Applications must be received no later than the dates stated below: If you miss the deadline to submit, your application this will be processed for the next payment. The College is unable to make any retrospective payments.

| | Applications deadline | Payment to be made |
|------------------|--|---------------------------------------|
| Payment 1 | Thursday 20 th January 2022 | Friday 25 th February 2022 |
| Payment 2 | Thursday 5 th May 2022 | Friday 24 th June 2022 |

You must be enrolled on a full-time course for the 2021/22 academic year before an application can be submitted for processing. Applications are assessed on household income therefore you must have a gross household income including benefits of less than £32,000 in the previous tax year 2020/21.

If you live with parents or a partner, this will include their income and income from any benefits. If you live independently, we need evidence of your own income and benefits you receive. Household income for the purpose of this application is defined as **gross taxable income** for the household, including taxable benefits.

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.

| Students Circumstances: | Please tick which one is applicable |
|--|-------------------------------------|
| Aged 16 or over but under the age of 19 on 31 st August 2021 | |
| Aged 19 or over at 31 August 2021 and have an EHCP | |
| Aged 19 or over at 31 August 2021 and continuing on a study programme you began aged 16 to 18 (19+ Continuers) | |

Evidence of household Income including benefits must be below £32,000 to receive financial support. You must provide evidence to support your application - types of evidence considered.

| | |
|---|--|
| Earnings from Employment or Self-employment | P60 dated April 2021 OR latest documentation from Accountant or Self - Assessment |
| Income Support | Latest Award letter no more 12 months old. All Pages |
| Disability Living Allowance and/ or Personal Independence Payments | Latest Award letter no more 12 months old. All Pages |
| Guaranteed Element of Pension Credit | Latest Award letter no more 12 months old. All Pages |
| Income related Employment Support Allowance (ESA) | Latest Award letter no more 12 months old. All Pages |
| Job Seekers Allowance | Latest Award letter no more 12 months old. All Pages |
| Universal Credit | Download 3 recent monthly payments showing all your monthly benefits and earnings. All Pages. STATEMENTS WILL NOT BE ACCEPTED |
| Working Tax Credit / Child Tax Credits | Final Tax Credit Award Notice 2020/21 dated after April 2020. Provisional Forms for 2021/22 cannot be accepted. ALL Pages. Ensure any other benefits stated on this form are also provided. i.e. ESA or JSA, Income Support. |

All requested evidence must be submitted with this completed form.

C. Student Declaration

- 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*, copies of which are available from: ASC (Advice Support Careers) or the Access Fund Office. The Policy can also be viewed on the College website: www.newcollegedurham.ac.uk
- The information I have given on this form is correct and true to the best of my knowledge. 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.
- If your form is incomplete, it will 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:** _____

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). |
|--|--|

Payments will be allocated based on the following criteria and are related to household income including benefits;

| Tier 1 Hardship | Tier 2 Hardship | Tier 3 Hardship |
|---|--|--|
| If the annual household income (including benefits) is £16,190 gross per annum or less. | If the annual household income (including benefits) is greater than £16,190 and less than or equal to £26,000 gross per annum or less. | If the annual household income (including benefits) is greater than £26,000 but less than or equal to £32,000. |

Payments are made direct to the Student via Banks Automated Credit System (BACS) transfer. Students should ensure that they supply 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 will give 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 |
|--|---|----------------------------|--|--|

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.

For further guidance/assistance please contact the Access Fund Team

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