



**Cabot**  
Learning  
Federation

## **Bursary Policy**

---

Date of Approval:  
Approved by:  
Review Frequency: Annual  
Next Review: July 2024

**History of most recent Policy changes**

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
June 2023	Whole Document	Formal writing of CLF Post-16 Bursary Policy	Bursary policies and processes previously collated locally. The CLF Bursary Policy brings together those policies and processes to replace them with a single Trust-wide document.

## Contents

	History of most recent Policy changes.....	2
	Contents.....	3
1	Policy Objective .....	4
2	Bursary Criteria.....	4
3	Types of Bursary .....	6
4	Evidence requirements.....	8
5	Bursary Applications .....	9
6	Complaints.....	9
7	Payment of bursary to Students.....	9
8	Equality and Diversity .....	12
9	Policy Monitoring.....	12
10	Matters beyond policy scope .....	12

## 1 Policy Objective

- 1.1 To support CLF Post-16 students in overcoming the specific financial barriers to participation they face to allow them to remain in education.
- 1.2 The Trust aims to provide fair and equitable access to the bursary fund across its Post-16 provisions, within the framework set out by ESFA bursary fund guidance and in compliance with CLF Financial Regulations.

## 2 Bursary Criteria

- 2.1 Bursary entitlement is assessed against two main criteria: Student Eligibility and Student Financial Need.

### 2.2 Student Eligibility

- 2.21 A student must be aged 16 or over but under 19 on 31 August 2023 to be eligible for help from the bursary fund in the 2023 to 2024 academic year.
- 2.22 **Students over 19** - Students aged 19 or over are only eligible to receive a bursary if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an Education, Health and Care (ECH) Plan.
- 2.23 These two groups of aged 19+ students can receive bursary funding while they continue to attend education (in the case of a 19+ continuer, this must be the same programme they started before they turned 19), as long as their eligibility continues and their institution considers they need the support to continue their participation.
- 2.24 Students aged 19 or over are not eligible for Priority Group 1 bursary funding (see section 3).
- 2.25 **Students under 16** - Students are only eligible for bursary funding if they are aged 16 or over. In exceptional circumstances students under 16 on funded 16 to 19 programmes may be eligible i.e where the student is on an accelerated study programme.
- 2.26 **Student Residency** - Students must meet the residency criteria in EFSA funding regulations for Post-16 provision in the 2023/2024 academic year. Please see Appendix 1 for ESFA residency criteria.
- 2.27 **Accompanied Asylum-seeking children** - As long as an asylum seeker has not had their application for asylum refused, the bursary fund can be used to provide in-kind student support such as books, equipment, or a travel pass. Cash will not be given to an accompanied asylum seeker.
- 2.28 **Unaccompanied asylum-seeking children** – unaccompanied asylum-seeking children are regarded as looked after children and are eligible for a Priority Group 1 bursary ('in care' group per section 3), where there is financial need.

When students reach 18 their immigration status must be considered. If the asylum claim is decided in their favour, they continue to be eligible for a Priority Group 1 bursary. Where the claim is not decided in their favour, the individual may not be able to legally stay in the UK. In this instance, once the asylum claim has been fully heard/ appeals process exhausted, the individual has no claim to public funds, but will continue to do so until this point is reached.

- 2.29 **Distance Learning** - Students accessing CLF Post-16 courses attend site. Where distance-learning arrangements are in place, students are not expected to require help from the bursary fund because they are not subject to the types of costs the bursary is intended

to cover (travel, equipment, and uniform for example). Where these students require financial help, support may be provided in-kind i.e. a temporary travel pass for the student to attend exams.

In extenuating circumstances, distance learning arrangements may be in place i.e. remote lessons due to staff absence, emergency school closures etc. Where this is the case, costs incurred to enable course participation may be covered i.e. meals for pupils in receipt of FSM.

## 2.3 Student Financial Need

- 2.31 Students individual financial need must be assessed when awarding bursary funding. Blanket and flat / fixed rate payments without actual financial need are prohibited across all Priority Groups.
- 2.32 Provisions may decide that although a young person may be eligible for a bursary, they do not have any actual financial need. This might be because their financial needs are already met and/or because they have no relevant costs. Students' applications can be refused on this basis.
- 2.33 Financial need is determined based on students' actual **course-related costs** to enable participation, including:
- Meals on the day of study for students eligible for FSM
  - Books, equipment
  - Coursework materials
  - Off-site curriculum visits and fieldwork
  - Uniform/specialist clothing
  - Transport
  - University interviews/open days or job interviews
  - Exam resits
- 2.34 It should be noted that for items of equipment including laptops, students must return them once they have completed their study programme so they can be used again by another student where appropriate. If keeping equipment on site is the best way of ensuring this happens, provisions have the right to set this as a condition.
- 2.35 Bursaries cannot be used for the following:
- Learning support costs i.e. counselling, mentoring, additional tutoring
  - Support for extra-curricular activities where not essential to the student's study programme
  - General household income support
  - As a way to incentivise/ reward attendance
  - As a way to encourage students to choose CLF over non-CLF Post-16 provisions

### 3 Types of Bursary

- 3.1 There are five levels bursary funding available across 5 priority groups as noted below. Emergency meal support is also available to students not in receipt of bursary as detailed in Section 3.3

Priority	Criteria	Potential Award
1	<p>Students must meet one of the following criteria to qualify for the Priority Group 1 Bursary:</p> <p><b><u>In care/ Care leavers:</u></b></p> <ul style="list-style-type: none"> <li>• <b>In care</b> – a young person aged 16 and 17 looked after by a local authority on a voluntary basis.</li> <li>• <b>Care leavers:</b> <ul style="list-style-type: none"> <li>- A young person aged 16 and 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks), which began after the age of 14 and ended after the age of 16: or,</li> <li>- A young person aged 18 or above who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of 13 weeks), which began after the age of 14 and ended after the age of 16.</li> <li>-</li> </ul> </li> </ul> <p><b><u>Recipients of Universal Credit</u></b></p> <ul style="list-style-type: none"> <li>• In receipt of Universal Credit (UC) because they are financially supporting themselves, or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner.</li> </ul> <p>UC is now fully rolled out and so students aged 16 to 18 will no longer be in receipt of the other benefits noted below.</p> <p><b><u>Recipients of Income Support (19+ only)</u></b></p> <ul style="list-style-type: none"> <li>• In receipt of Income Support (IS) because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them, such as a child or partner.</li> </ul> <p><b><u>Recipients of Disability Living Allowance or Personal Independent Payments (19+ only)</u></b></p> <ul style="list-style-type: none"> <li>• Receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in their own right <b>as well as</b> Employment and Support Allowance (ESA) or UC in their own right</li> </ul>	<p>Up to 100% of course-related costs per section 2.3. Up to £1,200 per year.</p> <p><i>Students should only receive the amount they actually need to participate. Automatic awards of £1,200 must not be made.</i></p> <p><i>If a student's financial need exceeds £1,200, any amount over this is subject to the same eligibility/ assessment criteria for the discretionary bursary allocation.</i></p>

Priority	Criteria	Potential Award
2	<p>Students who are unable to access other forms of Student support funding and either Parent/Carer is in receipt of:</p> <ul style="list-style-type: none"> <li>• Universal Credit</li> <li>• Income Support.</li> <li>• Income-based Jobseekers Allowance.</li> <li>• Income-related Employment and Support Allowance.</li> <li>• Support under Part VI of the Immigration and Asylum Act 1999.</li> <li>• The Guarantee element of State Pension Credit.</li> </ul> <p>Students who are unable to access any other form of student support funding and parental income, including child tax credit and working tax credit is <b>below £23,880</b></p>	Up to 100% of course-related costs per section 2.3
3	<p>Students who are unable to access any other form of student support funding and parental income, including child tax credit and working tax credit is <b>between £23,880 to £31,840</b></p>	Up to 75% course-related costs per section 2.3
4	<p>Students who are unable to access other forms of Student support funding and:</p> <ul style="list-style-type: none"> <li>• Parental income including child tax credit and working tax credit is <b>between £31,840 and £39,800</b></li> <li>• whose circumstances are causing them to suffer hardship and they require financial assistance, during their period of study</li> </ul>	Up to 50% course-related costs per section 2.3
5	<p>Students who do not fall into any of the above categories but whose circumstances are causing them to suffer hardship or who are at risk of being unable to continue their studies because of hardship.</p>	At the discretion of the Post-16 provision

**Bursary funding is limited, as such it should be noted that students who are eligible for support are not automatically entitled to bursaries. The level of support offered may be different to the above based on students' need relative to available funding. Where available funding is insufficient to meet the awards for students in Priority Groups 2-5 outlined above, a percentage reduction will be applied across Priority Groups 2-5 so that bursary awards match available funding.**

### 3.2 Emergency Meal support

- 3.21 Emergency meal support is available for students not in receipt of bursary funding.
- 3.22 This is ad-hoc support to be provided to students in financial hardship, without checks required to determine student eligibility or student financial need.
- 3.23 Academy staff should provide a lunch pass to pupils to allow them to claim a free lunch from the academy's catering facility. This should show the pupil's name and the date for the pass.
- 3.24 It is expected that this should only apply to a small number of students and is not intended to be a long-term solution. Where a student's situation of financial hardship is expected

to continue, students should consult the bursary policy and seek academy support to complete an application to access bursary funds.

#### 4 Evidence requirements

##### 4.1 Priority Group 1 Evidence

Evidence of students' eligibility for Priority Group 1 bursary funding must be submitted each year, even if this means re-submitting the same evidence as the previous year (i.e. to evidence looked-after status) in line Student Bursary Support Service requirements.

In care/ Care leavers	Written confirmation of the student's current or previous looked-after status from the Student's Local Authority that looks after them or provides their leaving care services. This evidence can be a letter or an email, but must be clearly from the Local Authority
Recipients of Universal Credit (UC)	A copy of the student's UC Award notice, dated within the last three months. The student must be entitled to the benefit in their own right. UC claimants will be able to print off details of their award from their online account, or provide a screenshot. <b>AND</b> Additional documentation to confirm their independent status, for example a tenancy agreement in their own name or a supporting statement from the person providing the student with accommodation. Where it is not possible to retrieve evidence to this effect and academy staff are aware of pupils' circumstances, a member of SLT must provide a supporting statement against the pupil's bursary record. <b>OR</b> A copy of the student's Bank/Building Society statement, clearly showing the most recent Child Benefit payment
Recipients of Income Support (IS)	A copy of the student's most recent IS award notice for the current financial year. This must clearly state that the claim is in the student's name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training.
Recipients of DLA or PIP	A copy of the Student's Employment Support Allowance (ESA), Universal Credit Statement and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) Award letter from the DWP, dated within the last three months.

##### 4.2 Priority Groups 2 – 5 Evidence

The criteria for Priority Groups 2 – 5 require checks on Parent(s) / Carer(s) (P/C) household income that must be submitted at the beginning of the students' studies.

P/C receiving of Tax Credits'	A copy of <b>ALL PAGES</b> of P/C most recent Tax Credits Award. This must clearly show the total 'Income for the year 06 April 2022 to 5 April 2023' and 'Amounts to be paid for Working and Child Tax Credit' for the period. Accepted versions will have one of the following Award letter titles: Tax Credits Award for 06/04/2022 to 05/04/2023 Amended Tax Credit Award for 06/04/2022 to 05/04/2023 Final Tax Credits Decision for 2022/2023 <b>OR</b> Tax Credits – Annual Review for Year Ended 05/04/23
P/C receiving Universal Credit	Copies of <b>ALL PAGES</b> of P/C <b>three</b> most recent monthly award statements.





P/C receiving Benefits	Three months worth of statements or an annual statement as applicable dated within the last 3 months
P/C not receiving Tax Credits, Universal Credit or Income related Benefits'	<p><u>Employed P/C:</u> A copy of your P60 for the 2022/2023 Tax Year <b>OR</b> Copies of <b>three</b> of P/C most recent payslips</p> <p><u>Self-employed P/C</u> A copy of P/C SA302 for the 2022/2023 Tax Year</p>

## 5 Bursary Applications

- 5.1 Applications should be submitted via the Applicaa online portal and must be supported with accompanying evidence uploaded to the portal
- 5.2 Evidence will be reviewed against students' applications by the Academy to ensure that the evidence submitted meets policy requirements and is in alignment with the student's application.
- 5.3 Paper application forms will be made available to students by each Post-16 provision to ensure that all Students are able to access the bursary application process. A copy of the paper application form can be found in *Appendix 2*
- 5.4 Where students require support for completing their application, they can seek help from the academy – please enquire at your academy reception for further information.

## 6 Complaints

- 6.1 Where a student has any concerns or queries regarding their bursary application, in the first instance they should e-mail the bursary inbox for the relevant Academy. The complaint will then be reviewed by the CLF bursary panel.
- 6.2 Should a student feel that their concerns remain outstanding, they can then request that the complaint is escalated through the academy formal complaints process

## 7 Payment of bursary to Students

- 7.1 Bursary payments should be made to students as 10 monthly payments per the below schedule. These timelines are approximate;

Initial Application Deadline (Sept)	Third Friday of Term 1
First payment (Oct)	Last Friday of Term 1
Ongoing Application Deadline (Oct onwards)	Last Friday of the month
November – July payment	Second Friday of the following month

- 7.2** All students are encouraged to submit their applications by the September deadline. Late applications will be accepted per the deadlines outlined above and will follow the same payment arrangements as other bursary payments
- 7.3** Whilst late applications are accepted, applications will close once the bursary budget has been fully utilised
- 7.4** Where possible, support will be provided in-kind rather than as a monetary payment.
- 7.5** Payments will be backdated by a maximum of 3 months in line with CLF finance policy, particularly as it is recognised that students can face challenges in securing the evidence required to process their bursary applications
- 7.6** Payment of bursary will be linked to attendance where possible, to ensure that bursary payments match actual financial need.

Course-related cost	Purchasing Guidelines	Evidence required
Meals on day of study	<ul style="list-style-type: none"> <li>Meal to be provided from on-site canteen where students are eligible for FSM</li> <li>Where off-site for course-related reasons, FSM students can source meals from elsewhere</li> <li>Where students do not have access to an on-site canteen, they can source meals elsewhere and will be paid a daily rate equivalent to the daily free school meal allowance (currently £2.41)</li> </ul>	<ul style="list-style-type: none"> <li>Where meals are sourced off-site by students attending provisions with on-site canteens, the student must upload a copy of meal receipts for each meal to the Applicaa portal.</li> <li>Students attending provisions without on-site canteens will be paid the daily rate noted, which will be linked with attendance.</li> </ul>
Laptops	<ul style="list-style-type: none"> <li>Where it is deemed that the student requires their own laptop from the bursary fund, the provision will procure the item on the students behalf.</li> <li>Laptops must be returned to the academy once study is complete.</li> </ul>	<ul style="list-style-type: none"> <li>Laptop purchases can only be actioned by the academy - students/ carers must not purchase the laptop themselves.</li> </ul>
Public transport	<ul style="list-style-type: none"> <li>Where possible, tickets for public transport services should be purchased directly by the academy in advance as a monthly or weekly pass, depending on how term-dates fall in the relevant month.</li> <li>Where it isn't practical to purchase tickets on the students' behalf, money can be paid directly to the student via the bursary fund.</li> </ul>	<ul style="list-style-type: none"> <li>Where pupils purchase their own travel passes, picture evidence must be uploaded to Applicaa. Students must provide a copy of their travel pass at the start of each term, after which bursary payments will be actioned by linking this cost to attendance.</li> </ul>
Private transport	<ul style="list-style-type: none"> <li>It is expected private transport arrangements are rare and so will be assessed and agreed on a case-by-case basis between the Academy and the student.</li> </ul>	<ul style="list-style-type: none"> <li>Written statement from Student to confirm reason for using private transport.</li> <li>Copy of receipts as applicable.</li> </ul>
Other (books, uniforms, specialist clothing)	<ul style="list-style-type: none"> <li>Where possible these should be purchased directly by the academy.</li> <li>Where a student is contributing towards the cost of materials, the academy will procure the item on the student's behalf once the contribution from the student/ their carer has been received.</li> </ul>	<ul style="list-style-type: none"> <li>If for any reason the student / their carer purchases materials instead of the Academy, they should provide the Academy with a copy of the receipt</li> </ul>
University interviews/open days/ job interviews/ off-site fieldwork	<ul style="list-style-type: none"> <li>Where possible, tickets for public transport services should be purchased directly by the academy for the cheapest method of public transport that would enable the student to attend the full event.</li> <li>Where it isn't practical for the academy to purchase tickets on a students behalf, money can be paid directly to them to the value of the cheapest method of public transport that would enable the student to attend the full event.</li> <li>A student is entitled to support for meal costs where they are eligible for FSM. This should be to the value of a standard lunchtime meal deal as evidenced by their receipt.</li> </ul>	<ul style="list-style-type: none"> <li>A copy of public transport receipt relating to the interview/ open day.</li> <li>A copy of the receipt for meal costs.</li> <li>A copy of documentation to demonstrate attendance (i.e. confirmation e-mail/ letter for an interview/ a screenshot to show university open day date)</li> <li>Any other purchases further to the above must be evidenced by receipts.</li> </ul>

	<ul style="list-style-type: none"> <li>Any costs further to the above must be assessed and agreed on a case-by-case basis between the academy and the student.</li> </ul>	
Exam Resits	<ul style="list-style-type: none"> <li>Exam resits must be paid for by the student, which will then be reimbursed from the bursary fund once the student has sat the exam.</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation documentation for resit.</li> </ul>

## 8 Equality and Diversity

- 8.1 The implementation of this policy and its processes will not discriminate against Students on the basis of any protected characteristics as set out in equalities legislation

## 9 Policy Monitoring

- 9.1 This policy will be reviewed annually in line with the annual ESFA 16 to 19 Bursary Fund guidance
- 9.2 This review will be completed by the end of June each year to support the new round of applications for the subsequent academic year.

## 10 Matters beyond policy scope

- 10.1 Any circumstances or situations not covered by this policy must be resolved with reference to the ESFA 16 to 19 Bursary Fund Guide for the 2023-24 Academic Year, with CLF central finance guidance and approval sought as appropriate.

## Appendix 1: ESFA Funding guidance for young people 2023 to 2024 - Residency Eligibility

### Residency eligibility

32: The following paragraphs set out the ESFA funding eligibility criteria for study programmes. Students only need to be eligible under any one point or sub-paragraph of the individual points or sub-paragraphs in paragraphs 38 to 40. All students eligible to start their study programme are eligible for the full duration of their study programme. Paragraphs 67 to 73 explain the main exceptions covering ineligible students for funding purposes.

33: For funding purposes, institutions must establish a student's eligibility at the start of their programme. Institutions must seek advice from their funding body regarding any case where they are having difficulty assessing student eligibility.

34: To be eligible for funding the student must have the legal right to be resident in the United Kingdom at the start of their study programme. A person subject to a Home Office deportation order will ordinarily be ineligible for funding until their situation has been resolved to the satisfaction of the Home Office. Students whose immigration permission to enter the UK is as short stay foreign visitor (also commonly known as a Tourist visa) are also ineligible for 16 to 19 funding.

35: In determining student eligibility, institutions must also satisfy themselves that there is a reasonable likelihood that the student will be able to complete their study programme before seeking funding for the student. This should include the practicality of providing a place for a student who may be unable to complete their programme if they are likely to leave the country permanently during their study programme. For the purposes of this paragraph, institutions must assume that all EEA students resident in the UK before 1 January 2021 have the legal right to remain in the UK for the duration of their study programme. Once a student is enrolled, the institution is expected to take all reasonable steps to ensure that the student can complete their programme.

36: Students who are attending programmes of more than one term's duration and are eligible for funding at the start of their programme, will usually be eligible for funding for the whole duration of their study programme as well as subsequent funded study programmes studied immediately end-on to their initial funded programme. This includes students studying consecutive study programmes with no break in studies other than normal holiday periods. Similarly, students who are not eligible for funding at the start of their study programme are very unlikely to become eligible for funding during the period of their study programme.

### Definition of ordinarily resident

37: For funding purposes, ESFA regards as ordinarily resident in a given country any person who habitually, normally and lawfully resides from choice and for a settled purpose in that country. Temporary absences from the relevant area should be ignored.

Someone who has not been ordinarily resident because he or she or the person's parent or spouse or civil partner was working temporarily abroad will be treated as if they have been ordinarily resident in the relevant area.

### Students eligible for funding

38: The following persons will be eligible for funding (these groups correspond to some of the groups in Schedule 1 to the Education (Fees and Awards)(England) Regulations 2007 (as amended):

- a person on the 'relevant date'<sup>[footnote 1]</sup> who is 'settled' in the UK, and who has been ordinarily resident in the UK and Islands (that is including the Channel Islands and the Isle of Man) for the 3 years preceding the 'relevant date'. 'Settled' means having either indefinite leave to enter or remain (ILE/ILR), being an Irish citizen or having the right of abode in the UK. Students who are eligible for funding include:
  - British citizens who hold a United Kingdom of Great Britain and Northern Ireland passport
  - Irish citizens
  - European Union citizens or family members of EEA and Swiss workers (resident in the UK before 1 January 2021) with settled status
  - students who are children of Turkish workers where the Turkish worker has been lawfully employed and resident in the UK before 1 January 2021
  - British Dependent Territory Citizens (now known as British Overseas Territory Citizens)
  - those whose passports have been endorsed to show they have right of abode in the UK
  - those who have a certificate of naturalisation or registration as a British Citizen
  - those with Hong Kong British National (Overseas) (BN(O)) visa who have been given Home Office permission to reside in the UK

39: In addition to the groups outlined above, ESFA will also consider the following groups of students (including those who may not have lived in the UK for the last 3 years) to be eligible for funding:

- people with refugee status (RS) or humanitarian protection (HP) or discretionary leave (DL) or exceptional leave to enter or remain (ELE/ELR), their spouses, civil partners and children

- people with recently settled status (this means those having been granted indefinite leave to enter or remain, right of abode or British citizenship within the 3 years immediately preceding the start of the course) -people granted pre-settled status following our exit from EU

40: In addition to the groups above, ESFA will also consider the following groups of students (including those who may not have lived in the UK for the last 3 years), aged up to and including the age of 18, as eligible for funding as follows:

- those who are accompanying or joining parents or spouses or civil partners<sup>[footnote 2]</sup> who have the right of abode or leave to enter or remain in the UK (or accompanying or joining relevant family members, usually parents, who are UK or Irish citizens), or those who are children of diplomats
- those who are dependants of teachers coming to the UK on a teacher exchange scheme
- those who are residing legally in the UK (including those entering the UK in the last 3 years who are or were not accompanied by their parents) who are British (or Irish) citizens or those whose passports have been endorsed (or as part of move to digital immigration systems, either a biometric residency permit (BRP), or an equivalent digital status and/or an endorsement letter) to either show they have the right of abode in this country or to show that they have no restrictions on working in the UK
- those who are dependants of adults residing legally in the UK who have been given immigration rights as workers to reside in the UK
- those who are dependants of foreign students where the accompanying parent or legal guardian has a student visa (the accompanying parent or legal guardian is excluded from our funding as set out in paragraph 71)
- asylum seekers
- those having been granted leave under section 67 of the [Immigration Act 2016](#) (the 'Dubs' amendment)
- those having been granted Calais leave to remain
- those who are (including unaccompanied asylum seekers) placed in the care of social services or those in receipt of Section 4 support

41: In addition to considering students in the categories listed in the 3 paragraphs above, the funding body will consider other exceptional circumstances. When an institution believes that a student should be considered for ESFA funding under exceptional circumstances, it must contact ESFA for guidance before claiming funding.

Appendix 2 – Paper-based application form

**PART A: Student Details** (to be completed by the Student in BLOCK CAPITALS)

A1	Surname/Family Name														
	First Name(s)														
	Date of Birth			-									Age on 31/08/2023	YEARS	MONTHS
	Address:														
	House Name/No.														
	Street														
	Town/City														
	County														
	Postcode														
	CLF Post-16 Provision (circle)	CLF POST-16			DIGITECH			WINTERSTOKE							

**PART B: Student Bank or Building Society Details** (to be completed by the Student in BLOCK CAPITALS)

B1	Full Name of Account Holder												
	Name of Bank/Building Society												
	Branch Address												
	Bank Sort Code			-									
	Bank Account Number												
	Building Society Roll Number (if applicable)												

Please provide evidence of the Student's account details (see Part B of Guidance Notes)

**PART C: Eligibility**

**Priority Group 1 Eligibility** (to be completed by the Student)

C1	Are you in Local Authority care, a care leaver or living with Foster Parents?	YES	NO
C2	Are you receiving <b>Universal Credit</b> in your own name, because: <ul style="list-style-type: none"> <li>You are financially supporting yourself, <u>OR</u></li> <li>You are financially supporting yourself and someone who is dependent on you and living with you, such as a child or partner</li> </ul>	YES	NO
C3	Are you receiving <b>Income Support</b> in your own name, because: <ul style="list-style-type: none"> <li>You are financially supporting yourself, <u>OR</u></li> <li>You are financially supporting yourself and someone who is dependent on you and living with you, such as a child or partner</li> </ul>	YES	NO
C4	Are you receiving Disability Living Allowance or Personal Independence Payments in your own right <b>as well as</b> Employment and Support Allowance or Universal Credit in your own right?	YES	NO

If you answered 'YES' to any of the questions above:  
Please provide relevant evidence (see 'Evidence of Priority 1 Group Eligibility' section of the Guidance Notes)  
Move to Section D of this form



## Priority Groups 2 – 5 Eligibility

### Parental/Carer Income Details (to be completed by the Parent/Carer(s) )

C5	Has the student been eligible for Free School Meals in the past?	YES	NO
----	--	-----	----

If answered 'YES' - please provide a copy of your confirmation letter

### C6 Annual Income – Parent/Carer(s) in receipt of **Tax Credits**

Pre-Tax Earned Income	£	Working Tax Credits	£	Child Tax Credits	£
-----------------------	---	---------------------	---	-------------------	---

Please provide a copy of ALL PAGES of your most recent Tax Credit Award

### C7 Annual Income – Parent/Carer(s) in receipt in **Universal Credit**

Take Home Pay (Month 1)	£	Universal Credit Payment (Month 1)	£
Take Home Pay (Month 2)	£	Universal Credit Payment (Month 2)	£
Take Home Pay (Month 3)	£	Universal Credit Payment (Month 3)	£

Please provide copies of your three most recent monthly award statements

### C8 Annual Income – Parent/Carer(s) in receipt of **Benefits**

Parent/Carer(s) Name(s)	Relationship to Student
-------------------------	-------------------------

Adult 1

Adult 2

Type of Benefit	Adult 1	Adult 2
Income Support	£	£
Income Based Job Seeker's Allowance (JSA)	£	£
Income Related Employment & Support Allowance (ESA)	£	£
Support under Part VI of the immigration & Asylum Act	£	£
Guarantee element of State Pension Credit	£	£
Child Benefit	£	£
Housing Benefit	£	£

Please provide a copy of your Benefit Award letter, dated within the last 3 months

### C9 Annual Income – Parent/Carers(s) **NOT** in receipt of Tax Credits, Universal Credit or Income related Benefits

Employed Annual Income 2022/2023	£
Self-employed Annual Income 2023/2023	£

Please provide evidence of your 2022/2023 annual income (see 'Supporting Evidence' section of the Guidance Notes)

**PART D: Contact Details (to be completed in BLOCK CAPITALS)**

D1	Student's email	
	Parent/Carer(s) email	

**PART E: Privacy Notice & Declaration**

E1	<p>The information you provide on this form will not be passed to any other organisation and will only be used to assess your eligibility for an award from the CLF Post-16 Bursary Fund.          In signing this form, you are confirming that you have read, understood and agree with the information and conditions laid out in the CLF Bursary Policy and Bursary Guidance notes.          In signing this form, you are making a declaration that the information you have provided is correct and complete to the best of your knowledge and belief. Please be 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.</p>								
	Student's Signature		DATE			-		-	
	Parent/Carer's Signature		DATE			-		-	

Please ensure that BOTH the Student and the Parent/Carer(s) sign and date the application form, where applicable