

16-19 BURSARY FUND APPLICATION FORM 2021/22 SUPAJAM

This completed application form and relevant evidence must be handed in by **5th October 2021**. Applications made after this date will be considered provided sufficient funds are available. It should be completed **by the student**, although you may need help from your parent or guardian.

Surname	Forename:
Address:	
	Postcode:
Date of Birth:	Age:

Have you the right of abode and been resident in the UK for the last 3 years?	Yes		No	
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Bursary criteria:

You must be aged 16, 17 or 18 on 31 August 2021 and meet the Education Funding Agency's residency criteria. If you are 19+ you must have an EHC Plan to qualify (this is for the discretionary bursary not the vulnerable bursary). The bursary is to be paid to enable you to attend college and will only be paid if your attendance and behaviour meet the required standards.

Vulnerable Student Bursary additional criteria:

To qualify for this bursary, you must fall into one of the categories below, be under 19 and produce the requisite evidence to support your application.

Are you over 19?	Yes	If yes- go to 'Discretionary bursary additional criteria'	No	
Are you in or recently left local authority care?	Yes		No	
Are you getting Income Support or Universal Credit in your own name?	Yes		No	
Are you getting Disability Living Allowance (DLA) in your own name and either Employment and Support Allowance (ESA) or Universal Credit?	Yes		No	
Are you getting Personal Independence Payment (PIP) in your name and either ESA or Universal Credit?	Yes		No	

Discretionary Bursary additional criteria:

Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £24,000 per annum, you will not be eligible for a discretionary bursary payment. You must provide your total household income and tick the box(es) of all the relevant documentation that you are providing to support this, including details of benefits being received. If you do not provide evidence to support the total household income figure then we cannot process your application for discretionary bursary payments.

What was your household income for the tax year 2020-21?	£	You must fill in this section in order for your application to be processed.			
P60 (for all earners in the household)		Income Support / Universal Credit award letter		Full TCAN (Tax Credit Award Notice)	
Self-employed earnings (official tax return)		Other benefits/pension award letter		Wage slips (3 most recent wage slip)	
My family does not receive any benefits		Are you currently in receipt of free school meals?	Yes	No	

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How will the bursary be paid to me?

This will be paid to you via bank transfer when you present evidence of travel costs to the admin office.

The evidence must be:

- A train/bus ticket or pass;
- A receipt for a train/bus ticket/pass.

Travel costs cannot be refunded if this evidence is not produced. You will be required to sign an agreement when your bursary has been approved and a letter stating the amount you will receive will be sent to your parent or guardian.

If you are 19+ and do not have an EHC Plan but your household income is below 24,000 per year then please speak to our Administration team.

Further information:

If you need further information or help with completing the application form, please contact SupaJam's Administration Team: **Telephone:** 01322 660845

Student declaration:

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a bursary payment fully aware that any false statements can lead to withdrawal or refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the Bursary Fund will be paid on condition of standards of attendance and behaviour as explained in SupaJam's policies.
- I will maintain over 85% attendance (95% if I am homeschooled and accessing the Vulnerable Bursary).
- When changes to my household financial circumstances occur which may result in changes to my claim, I confirm I will notify the SupaJam immediately.
- I will notify the SupaJam immediately with any changes to my Bank/Building Society details.
- I understand that this money must be used to support my travel to and from SupaJam and the evidence detailed above must be presented to access my bursary.
- I understand that SupaJam cannot give students additional payments for any other purpose.
- I understand that I will need to sign an additional agreement when my claim has been approved.
- I agree that if my claim is approved then the amount I receive will be shared with my parent/guardian.
- I understand that I do not have an automatic entitlement to bursary payments and all payments are based on the information I have provided.
- I understand I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to Charlotte O'Brien, but if I feel I have not been treated fairly I can follow SupaJam's Complaints Procedure.

I confirm I have read the '16-19 Bursary Fund – Information for students' which is available on SupaJam's website <https://www.semmuk.com/>.

Applicant name _____

Applicant signature _____

Date _____



SupaJam Discretionary Bursary Agreement

I _____ agree that SupaJam will cover my travel expenses up to the cost of _____ per week. If my travel costs exceed this amount, I understand that I will not receive extra funds from SupaJam and will have to cover any additional costs.

Expenses will be reimbursed in cash when I present my ticket(s) to the Administration office to be photocopied. I accept that payments cannot be back dated by more than one week.

In the event of a lost ticket, it will be at the discretion of the Administration office whether travel funds are reimbursed.

I also agree to maintain at least 85% attendance and I understand that if my attendance drops below this, my reimbursements could be stopped.

I understand that SupaJam will not pay any fines incurred on public transport and will not cover travel expenses for days when SupaJam is closed to students.

Signed _____ Date _____