

You can apply for a Bursary / LSF if the applicant is:

- Living in local authority care
- A care leaver
- Living independently and claiming Income Support, Employment and Support Allowance (ESA)
- A learner claiming **both** ESA and Personal Independent Payment (PIP)/DLA

OR The household is in receipt of:

- Income based benefits i.e JSA, ESA, Income Support, Universal Credit
- Working / Child Tax Credit with an annual income below £25,000
- (£21,000 for 19+ learners)

## PART A TO BE COMPLETED BY STUDENT

Surname:		Address:	
First name:			
Age at 31.08.17		Post Code:	
Date of Birth:		✉(email)	
Male		☎(t):	☎(m):
Female	(✓)		

Name of Parent/Guardian:		
Address (if different from above):		
☎(t):	☎(m):	✉(email)

Course title and level (including subjects if studying A Levels):	
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Please indicate who you live with (tick box)	Parents		Relatives		Other		Independently	
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Have you ever been in care?	Yes		No		Are you a care leaver	Yes		No	
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**PLEASE ENCLOSE A LETTER FROM THE LOCAL AUTHORITY CONFIRMING LOOKED AFTER STATUS**

Are you in receipt of Disability Living Allowance/PIP <b>and</b> ESA?	Yes		No	
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Are you a parent who has responsibility for a child?	Yes		No	
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Are you in receipt of Income Support (learner only)?	Yes		No	
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Tick any of the following you need help with	Student Bank Information
Travel (please complete travel form)	Payee Name
Uniform / Equipment	Bank Name
Educational Visits	Account Number 8 digit number
Books	_____ / _____ / _____
Meals	Sort Code 6 digit number
Childcare (complete additional childcare form if aged 20 +)	
Other, please specify	

STUDENT SIGNATURE..... DATE.....

**PART B****TO BE COMPLETED BY PARENT / GUARDIAN (s) or learner if above 19**

<b>DO PARENT (s) / GUARDIANS CLAIM ANY OF THE FOLLOWING BENEFITS (Please tick as appropriate)</b>	
Income Support	
Employment Support Allowance (means tested)	
Job Seekers Allowance (income based)	
Pension Guarantee Credit	
Universal Credit	
Tax Credits	
Other – please specify	

Household Income	Adult 1 £	Adult 2 £	
Have you been accepted for an Advanced Learner Loan (please tick boxes)	Yes	No	Awaiting Outcome

**Your application will not be processed if you have not provided the following**

- Evidence of benefit e.g. Local authority award letter dated within the last three months.
- For Tax Credits the award notice must be dated for year 2017/18
- Bank statements are not acceptable evidence of benefit
- The form must be signed by student and parent /guardian where appropriate
- Bank details must be completed

**Additional Information** (please complete if you feel there is anything we should be informed of in support of your application)

**PLEASE READ THE FOLLOWING DECLARATION. UNFORTUNATELY WE CANNOT PROCESS YOUR APPLICATION IF YOU DO NOT SIGN AND DATE THE DECLARATION**

- The information I have given on this form is complete and accurate to the best of my knowledge.
- I understand the college has a duty to protect the public funds it administers. Therefore, has a right to make an independent check of any evidence produced in prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for this purpose.
- I will inform the college immediately of any change of circumstances that might affect my entitlement to support. I understand that if I give false information awards may be withdrawn.

**If at least satisfactory levels of attendance (80%) are not achieved and progress with studies is not demonstrated, partial or all of any financial support may have to be repaid.**

<b>I AGREE TO THE DECLARATION ABOVE</b>	<b>Date</b>
Signature (Parent / Guardian if learner under 18 years old)	

Please return your completed form to the Bursary team at Harlow College

**Email: [bursary@harlow-college.ac.uk](mailto:bursary@harlow-college.ac.uk) ☎: 01279 868057 for more information**

**Please check you have answered each section**

**Have you remembered to enclose**

- Evidence of benefit or proof of household income
- Letter from Local Authority confirming looked after status (if applicable)
- Completed Travel Form
- Signed declaration