

Please complete this form to apply for financial assistance from the 16-19 Bursary Fund or 19+ Learner Support Fund. Before applying, please read the appropriate Guidance Form for information on the criteria and support available.

Please tick which college you are attending: Harlow College  Stansted Airport College   
Please tick which bursary fund you are applying for: 16-19 Bursary Fund  19+ Learner Support Fund

**1. Learner Details**

Title: ..... Surname: ..... Forename: .....  
Male  Female  Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age at 31/08/19: .....  
Home Address: ..... Post Code: .....  
Telephone: ..... Mobile: ..... Email: .....

**2. Parent/Guardian Details (If learner is under 18)**

Title: ..... Surname: ..... Forename: .....  
Address (If different from above): ..... Post Code: .....  
Telephone: ..... Mobile: ..... Email: .....

**3. Course Details**

Course title and level .....  
(Including all subjects if studying A Levels)  
First year  Second year  Full time  Part time

**4. Travel Details**

How do you intend to travel to and from college? (Please tick as appropriate)  
Walk  Cycle  Car  Motorcycle  Other (please specify).....  
Train   
Please specify the train station(s) you are travelling from .....  
(Including any changes)  
Bus   
Please specify the bus operator(s).....  
Bus stop(s)/station(s) you are travelling from .....  
(Including any changes)

**5. Bank Details**

Bank name: .....  
Name of account holder: .....  
Sort code: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Account number: .....

**6. 19+ Learner Support Fund Only**

Have you applied for and been approved for an Advanced Learner Loan? Yes  No  Awaiting outcome   
If Yes, please provide the confirmation letter as evidence.  
Are you applying for Childcare Assistance? Yes  No   
If Yes, please complete the additional Childcare Assistance Application Form.

## 7. Learners in Defined Vulnerable Groups (For learners that are aged 16-18 only)

(Vulnerable Bursary)

Please tick **Yes** or **No** against the following statements:

If **Yes**, please provide the following evidence as proof:

Learner is in care.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Written confirmation of current or previous looked-after status, from the relevant local authority
Learner is a care leaver.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Written confirmation of current or previous looked-after status, from the relevant local authority
Learner in receipt of Income Support.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Income Support award notice dated within the last 3 months
Learner is in receipt of Universal Credit, because they financially support themselves <b>or</b> financially support themselves plus someone who is dependent on them.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Universal Credit award notice dated within the last 3 months <b>and</b> tenancy agreement
Learner is in receipt of Employment and Support Allowance <b>and</b> Disability Living Allowance or PIP.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Employment and Support Allowance <b>and</b> Disability Living Allowance or PIP award notice dated within the last 3 months

If you have ticked **Yes** to any of the above, you will not be required to fill out Section 8 on Financial Details.

## 8. Financial Details

To apply for bursary you **must** provide evidence of your annual household income. Please tick the evidence you will be providing to support your bursary application.

Types of Income	Evidence Required	
Working Tax Credit/Child Tax Credit	All pages of the HMRC Tax Credits award notice dated April 2019 – April 2020	<input type="checkbox"/>
Universal Credit (UC)	Full breakdown of your UC payment summary for the 3 most recent months	<input type="checkbox"/>
Income Support	Income Support award notice dated within the last 3 months	<input type="checkbox"/>
Income-based Employment Support Allowance (ESA)	Employment Support Allowance award notice dated within the last 3 months <b>Must</b> state that it is income-based/income-related	<input type="checkbox"/>
Income-based Jobseekers Allowance (JSA)	Jobseeker's Allowance award notice dated within the last 3 months <b>Must</b> state that it is income-based/income-related	<input type="checkbox"/>
Pension Guarantee Credit	Pension Guarantee Credit award notice dated within the last 3 months	<input type="checkbox"/>
Other – please specify:	<b>Please see Bursary to determine what form of evidence is acceptable.</b>	<input type="checkbox"/>

## 9. Declaration

- The information I have provided on this form is complete and accurate to the best of my knowledge.
- I understand the college has a duty to protect the public it administers, therefore it 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 understand that if I give false information, allocated awards will be withdrawn and repayment will be required.
- I understand that I must maintain a minimum of 90% attendance to continue to receive bursary support.
- I will inform the college immediately of any change of circumstances that might affect my entitlement to bursary support.

Harlow College is committed to keeping your personal data safe and will act within the latest legislation regarding data protection (General Data Protection Regulation). The data that we have collected in this form is used to process and assess your application to Harlow College or for any other legitimate reasons such as compliance with relevant legislation. All data will be stored securely and retained in line with the college Data Protection Policy. We only share this data with your previous schools where detailed in your application or where we have a fair and legitimate reason to do so. For learners who will be aged 16-18 at the start of their course, we will share data with your parent(s)/guardian(s) and/or your local authority. Parent/Guardian information may also be shared with the learner named on the application.

For full details about how we use your personal data please visit [www.harlow-college.ac.uk/about/data-protection](http://www.harlow-college.ac.uk/about/data-protection)

Learner Signature:

Date:

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Parent/Guardian Signature:

Date:

(If learner is under 18)

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Please return your completed form to Bursary in the STAR Agency

Email: [bursary@harlow-college.ac.uk](mailto:bursary@harlow-college.ac.uk)

☎: 01279 868057