

**Sixth Form College Colchester**  
**Bursary/Contribution to Food Costs Application Form**  
**2021/22**



**Eligibility:** Bursary funds are targeted at disadvantaged students; this is defined as having parents or carers who are in receipt of one or more of the following benefits:

- a) Income Support
- b) Income-based Jobseekers Allowance
- c) Income-related Employment and Support Allowance (ESA)
- d) Support under part VI of the Immigration and Asylum Act 1999
- e) The guarantee element of State Pension Credit
- f) Child Tax Credit (provided they have an annual gross income of no more than £20,000 as assessed by HMRC)
- g) Working Tax Credit (provided they have an annual gross income of no more than £20,000, as assessed by HMRC)
- h) Universal Credit with net earnings not exceeding the equivalent of £10,000 pa

**Evidence:** Please supply the following:-

Letter from DWP dated within three months of the application, **all pages must be submitted**

**OR**

Full copy of 2021/22 Tax Credit Award Notice (not final notice for 20/21 or provisional for 21/22). **All pages must be submitted.**

**To be completed by student and/or Parent/Carer**

Student Surname	
Student First Name	
Student Address	
Benefit being claimed by parent	
Student Phone Number	
Student email address	
Tutor Group	
Parent/Carer Surname	
Parent/Carer Title and First Name	
Parent/Carer Phone Number	

**PLEASE SIGN DECLARATION OVERLEAF**

**Declaration:**

- I have provided relevant documentation to support my application.
- I agree that, to the best of my knowledge, the information I have given is correct.
- I agree to provide the college with details of any changes in personal circumstances as they occur.
- I understand the continuation of any award is conditional on the student achieving an attendance of 90% or above across the study programme and meeting college expectations for coursework and behaviour.
- I understand the Learning Resource Deposit/ILT contribution/Insurance of £50 will be deducted from the bursary, if approved, unless these charges have been paid separately.

The personal data entered on this form will be held on both paper and computer files. It will be shared with the ESFA in line with our legal obligations to provide information as part of the funding regulations. We will also use this information internally in order to administer and monitor the payment of the Bursary and Contribution to Food Costs scheme.

**Warning – it is an offence to obtain a bursary by deception**

**Student**

<b>Signed</b>	<b>Date</b>
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**Parents/Carer I can confirm that I am responsible for the student named on this form. He/she is resident with me.**

Full Name	Relationship to Student
Signed	Date

Full Name	Relationship to Student
Signed	Date

**We will not be able to process your application if you have not provided relevant supporting evidence.**

Forms to be returned as soon as possible with supporting evidence to:-  
 The Finance Office (Room 204E)  
 The Sixth Form College, Colchester  
 North Hill  
 Colchester  
 CO1 1SN

The application form lasts for one academic year only.

Returning students should submit their form by 31<sup>st</sup> August 2021 and new students by 30<sup>th</sup> September 2021.

All bursary payments are made by cheque payable to the student and will be issued via the Personal Tutor.

<b>Official Use Only</b>
<b>Authorising Signature</b>
<b>Position</b>
<b>Date</b>

