

Applying for Guaranteed Bursary, Discretionary Bursary or Free Meals 2018-19

Please apply at enrolment to ensure that you receive the help to which you are entitled.
If you are under 19, you can apply for both a Bursary and Free Meals.
Failure to bring in the correct paperwork will delay your application.

Guaranteed Bursary

Can you, the student, answer **YES** to any one of the following?

- Are you, the student, in care or leaving care?
- Are you, the student, receiving Income Support?
- Are you, the student, getting Employment Support Allowance (ESA) and Disability Living Allowance

If **YES** please bring with you one of the following:

- Your most recent Income Support letter
- Your most recent DLA letter
- A letter from the local authority or your support worker confirming that you are or were in care

Discretionary Bursary

Can you answer **YES** to any of the following?

- Do you live on your own and have an annual gross income of no more than £16,190 in total?
- Do you live with your parents/guardians and they have an annual gross income of no more than £16,190 in total?

If **YES** please bring with you one of the following:

- Tax credit award notice showing income 2017/18 (all 6 pages)
- Tax return 2017/18
- Letter from Jobcentre Plus

Free Meals

Students under 19 being in receipt of, or parents who are in receipt of, one of the following:

- Income Support
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190 in total
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed element of State Pension Credit

If **you qualify** please bring with you one of the following:

- Tax credit award notice showing income 2017/18 (all 6 pages)
- Income Support letter
- Tax return 2017/18
- Letter from Jobcentre Plus

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Applying for a Guaranteed Bursary, Discretionary Bursary or Free Meals 2018-19

At Wilberforce College we want to help students to be able to study even if they have financial difficulties. We can help you in a number of different ways depending on your circumstances. If you have a low income, have been in care or have a disability, check below to see what help is available.

What help can I get?
A Guaranteed Bursary of £40 a payment (total £1200) (over 30 weekly payment periods) If you are in care, leaving care, in receipt of income support or you are disabled (in receipt of Employment Support Allowance and Disability Living Allowance). OR A Discretionary Bursary of £10 a payment (total £300) (over 30 weekly payment periods) If your household income is below £16,190 per annum. Free Meals. Students under 19 being in receipt of, or parents who are in receipt of, one of the following: Income Support, Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance (ESA), Support under part VI of the Immigration and Asylum Act 1999, Guaranteed element of State Pension Credit.
Who can apply?
All students can apply. A new application is needed every year. Students 19 or over are paid at the same rates but from a separate fund.
How do I apply?
Complete the application form in your enrolment pack and bring it with you when you enrol.
Is there a deadline date?
There is no deadline, but if you apply at enrolment you ensure that you do not miss any meals or payments. If you apply after 7 th September 2018 you will miss the first payment. Payments are not back-dated.
How will I be paid?
Free Meals are allocated using a swipe card that you can use once a day. Guaranteed Bursary and Discretionary Bursary payments are made directly into your bank or building society account. The account must be in your name.
When will I be paid the Guaranteed Bursary or Discretionary Bursary?
The first payment will be made during the week commencing 10 th September 2018. Payments are paid weekly. If funds remain after 30 weeks, additional payments may be made during the summer term. Payments may be at a reduced rate.
Is the Guaranteed Bursary or Discretionary Bursary payment automatic?
No. All Guaranteed Bursary or Discretionary Bursary payments are subject to your attendance, behaviour and work meeting college expectations. Payments are assessed weekly. You must have no unauthorised absence in the previous week. The Discretionary Bursary funds are not guaranteed and if there is a high demand on the funds, payments may be reduced or withdrawn.
How will I know I am getting paid?
You will receive an email and can check on the college IT system. You can check your attendance on the college IT system.
What if I need extra financial help?
If you are experiencing exceptional financial hardship you can apply for additional assistance via Student Services.

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