

## Vulnerable Group Bursary, Discretionary Bursary, Free Meals Application Form 2022/23

**You need to bring this form and supporting paperwork (see the back for details) with you when you enrol.**

Forename:		Date of Birth:		Age on 31 August 2022:	
Surname:		Student Code (if known):			
Are you, the student, in care or leaving care? Are you, the student, receiving Income Support OR Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner? Are you, the student, getting Employment Support Allowance (ESA) and Disability Living Allowance				<b>Apply for the Vulnerable Group Bursary</b> <input type="checkbox"/> Tick here	
Do you live on your own and have a total annual gross income of no more than <b>£30,000</b> ? Live with parents/guardians who have a total annual gross income of no more than <b>£30,000</b> ?  If you have ticked Bus, which college bus will you use?  <input type="checkbox"/> W1 (Holderness Express) <input type="checkbox"/> 83 (Circular) <input type="checkbox"/> W2 (Hornsea/Leven) <input type="checkbox"/> 84 (Burton Pidsea/Hedon) <input type="checkbox"/> 81 (Beverley/Kingswood) <input type="checkbox"/> 85 (Bricknell Av/Victoria Dock) <input type="checkbox"/> 82 (Boothferry Estate) <input type="checkbox"/> Other (Please state) .....				<b>Apply for the Discretionary Bursary</b> Tick all that you may need help with <input type="checkbox"/> Bus <input type="checkbox"/> Meals <input type="checkbox"/> Trips <input type="checkbox"/> University application <input type="checkbox"/> Course related costs <input type="checkbox"/> Work placement costs <input type="checkbox"/> Other transport	
Are you a student under 19 in receipt of, or parents who are in receipt of, one of the following: Income Support Universal Credit with net earnings not exceeding the equivalent of <b>£7,400</b> per year Child Tax Credit (provided no Working Tax Credits) with a total annual gross income of no more than <b>£16,190</b> 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				<b>Apply for Free Meals</b>  <input type="checkbox"/> Tick here	

**If applying for the Vulnerable Group Bursary you must give your bank details.**

**If applying for the Discretionary Bursary and you will use the W1/W2 bus you must give your bank details.**

Full name of account holder. <b>Must be in the student's name.</b>	
Name of bank/building society:	
Branch name:	
Sort code:	
Account number:	
Building society roll number: include (-) and (/)	

I consent to the college keeping my bank account details.

Please write here what evidence you are providing .....

**Please** read the declaration on the back of this sheet before signing.

Signature of applicant:		Date:	
Signature of parent/guardian:		Date:	

**Evidence to support your application that you must bring to college when you hand in your form. We can only accept photocopies or printed photographs of documents. Documents will not be returned.**

**Vulnerable Group Bursary**

**Please bring one of the following**

- Your most recent Income Support letter or Universal Credit 3 most recent monthly award statements
- 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 (annual income no more than £30,000)**

**Please bring one of the following**

- Tax credit award notice showing income 2021/22 (all 6 pages) (or current one)
- Your most recent DLA letter
- Letter from Jobcentre Plus
- Other document showing proof of full household income (ie Universal Credit 3 most recent monthly award statements, P60, wage slip)

**Free Meals (annual income no more than £16,190)**

**Please bring one of the following**

- Tax credit award notice showing income 2021/22 (all 6 pages) (a current one can also be used)
- Universal Credit 3 most recent monthly award statements
- Income Support letter
- Tax return 2021/22 (or a current one)
- Letter from Jobcentre Plus

**Bank Details**

If you have applied for the Discretionary Bursary and will not be using a bus, we would like to keep your bank details so that we can pay you if we need to without having to contact you again. You can opt-out at any time.

**Declaration**

- I certify the information I have given in this application is true and accurate.
- I understand that Bursary Funds are not guaranteed and that awards are reviewed throughout the year. If there is a high demand on the funds, awards may be reduced or withdrawn.
- I understand that a meal card and/or bus pass is for my use only.
- I understand that a Vulnerable Group Bursary or Discretionary Bursary can be withdrawn if my attendance, behaviour or work rate falls below the college expectations.
- I understand that information I have provided will be held in line with the General Data Protection Regulation Act (2018). For further information see the Privacy Notices on the college website, [www.wilberforce.ac.uk](http://www.wilberforce.ac.uk)
- I have read and understood this declaration.

Office Use Only	Student Services will complete this section		
<input type="checkbox"/> Vulnerable Group	<input type="checkbox"/> Meals	<input type="checkbox"/> Trips	<input type="checkbox"/> University application
<input type="checkbox"/> Discretionary	<input type="checkbox"/> Bus pass	<input type="checkbox"/> Course costs	<input type="checkbox"/> Work placement
<input type="checkbox"/> 19+ Discretionary	<input type="checkbox"/> W1 (Holderness Express)	<input type="checkbox"/> W2 (Hornsea\Leven)	
<input type="checkbox"/> Free Meals	<input type="checkbox"/> 81 (Beverley\Kingswood)	<input type="checkbox"/> 82 (Boothferry Estate)	
	<input type="checkbox"/> 83 (Circular)	<input type="checkbox"/> 84 (Burton Pidsea\Hedon)	
	<input type="checkbox"/> 85 (Bricknell Av\Vic Dock)	<input type="checkbox"/> Other Transport .....	
Notes			
Entered by MIS			

## Applying for a Vulnerable Group Bursary Discretionary Bursary, Free Meals 2022-23

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.

<b>What help can I get?</b>
<p><b>A Vulnerable Group Bursary total £1200 split into weekly payments over approx. 35 weeks</b> If you are in care OR leaving care OR in receipt of income support or Universal Credit because you are financially supporting yourself or financially supporting yourself and someone who is dependent on you and living with you such as a child or partner OR you are disabled (in receipt of Employment Support Allowance and Disability Living Allowance).</p> <p><b>OR</b> A <b>Discretionary Bursary</b>. Depending on your circumstances, help will be given for travel (pass or weekly payment), meals (if not eligible for free meals), trips, some course costs, University applications and help with work placements. In most cases, regular monetary payments will not be made.</p> <p><b>Free Meals. This is in addition to the Bursaries listed above.</b> 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, Universal Credit, Universal Credit with net earnings not exceeding the equivalent of £7,400. An example of Universal Credit 3 most recent monthly award statements, is printed on the back.</p>
<b>Who can apply?</b>
All students can apply. A new application is needed every year. Students 19 or over are given help but from a separate fund.
<b>How do I apply?</b>
Complete the application form in your enrolment pack and bring it with you when you enrol.
<b>Is there a deadline date?</b>
There is no deadline, but if you apply at enrolment you ensure that you do not miss any bus passes, meals or payments.
<b>How will I be paid or receive help?</b>
Meals will be allocated using a swipe card that can be used in the college canteen. College riders will be issued weekly. Vulnerable Group Bursary payments will be paid weekly into student bank accounts. Students travelling on buses that require payment will receive a payment every week into their bank account. Bank accounts <b>must</b> be in the name of the student. Vouchers will be given instead of a meal card in extenuating circumstances such as 20-21 Covid Lockdowns/half term government funded free meals.
<b>When will I be paid the Vulnerable Group Bursary or a bus payment?</b>
Vulnerable Group Bursary students will receive a first payment during the week commencing 12 <sup>th</sup> September 2022. Payments will be paid weekly on a Thursday, excluding holidays. You will receive a weekly email. If you are still attending college after 35 weeks (June 2022), a reduced payment of £20 will be made each week. Students travelling on buses that require payment will receive a first payment during the week commencing 12 <sup>th</sup> September 2022. Payments will be paid weekly on a Thursday, excluding holidays. You will receive a weekly email.
<b>Once I have applied, is the Vulnerable Group Bursary or Discretionary Bursary automatic?</b>
No. All Vulnerable Group Bursary or Discretionary Bursary payments, bus passes and meals are subject to your attendance, behaviour and work meeting college expectations, this will be assessed weekly. Bursary funds are not guaranteed. If there is a high demand on the Discretionary funds, assistance may be reduced or withdrawn.
<b>What if I need extra financial help?</b>
You do not have to be on a bursary to request extra financial help. If you are experiencing exceptional financial hardship you can apply for additional assistance via Student Services.

If you are on Universal Credit, the college needs to see your most recent 3 months statements. The college will use the evidence provided to calculate whether you meet the criteria for a Bursary.

This document is printed on both sides

We would prefer it if you could **print** off your most recent 3 months statements from your Universal Credit Account by using screenshots.



Screen grab from name and address right to the bottom of the screen to where it says help and support for the most recent 3 months (shown in the screenshot below). There will be about 5 screenshots per monthly statement and then print these out. If this is not possible please send to [student.services@wilberforce.ac.uk](mailto:student.services@wilberforce.ac.uk), providing a student full name and date of birth in the subject line of the email.

