

Vulnerable Group Bursary, Discretionary Bursary, Free Meals Application Form 2023/24

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 2023:
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					Apply for the Vulnerable Group Bursary <input type="checkbox"/> Tick here
Do you live on your own and have a total annual gross income of no more than £37,500 ? Live with parents/guardians who have a total annual gross income of no more than £37,500 ? 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)					Apply for the Discretionary Bursary 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 £7,400 per year Child Tax Credit (provided no Working Tax Credits) with a total 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					Apply for Free Meals <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. Must be in the student's name.	
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.

Vulnerable Group Bursary

Please bring one of the following

Your most recent Income Support letter or Universal Credit 3 most recent monthly award statements (please see information sheet for guidance)

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 £37,500)

Please bring one of the following

Tax credit award notice showing income 2022/23 (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)

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

Please bring one of the following

Tax credit award notice showing income 2022/23 (all 6 pages) (a current one can also be used)

Universal Credit 3 most recent monthly award statements

Income Support letter

Tax return 2022/23 (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
- I have read and understood this declaration.

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

Applying for a Vulnerable Group Bursary Discretionary Bursary, Free Meals 2023-24

What help can I get?
<p>A Vulnerable Group Bursary total £1200 split into weekly payments over approx. 35 weeks 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>OR</p> <p>A Discretionary Bursary. 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>Free Meals. This is in addition to the Bursaries listed above. 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.</p> <p>Universal Credit Evidence</p> <ul style="list-style-type: none">• On Universal Credit site, go to Payments, open statements for last x3months• Take screenshots from top of page down to 'Help & Support' (takes approximately 3 pages)• Email screenshots to enquiries@wilberforce.ac.uk• Include student name in the subject line
Who can apply?
All students can apply. A new application is needed every year. Students 19 or over are given help 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 bus passes, meals or payments.
How will I be paid or receive help?
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 must be in the name of the student.
When will I be paid the Vulnerable Group Bursary or a bus payment?
Vulnerable Group Bursary students will receive a first payment during the week commencing 11 th September 2023. 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 2024), 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 11 th September 2023. Payments will be paid weekly on a Thursday, excluding holidays. You will receive a weekly email.
Once I have applied, is the Vulnerable Group Bursary or Discretionary Bursary automatic?
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.
What if I need extra financial help?
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.