



## APPLICATION FORM BURSARY AND FREE MEALS

All applicants must be students at Oakwood College and cannot be supported through another government training scheme or undertaking a waged apprenticeship as per the bursary guidelines.

The completed application form and relevant evidence must be handed in as soon as possible. The completed form and supporting evidence should be given to **Kate Anderson** the **College Business Manager**.

### Student Details:

STUDENT NAME:

CAMPUS:

ADDRESS:

DATE OF BIRTH:

If you are completing this form on behalf of a student, please provide your name and relationship to the student:

Have you the right of abode and been resident in the UK for the last 3 years?

Yes

☐

No

☐

## Vulnerable Bursary Criteria

**To qualify you must fall into one of the categories below and produce the required evidence as stated**

Are you personally in receipt of Income Support or Universal Credit? (Not parent/carer)

Yes

☐

No

☐

**Evidence required: Income Support or Universal Credit Statement letter**

Are you a care leaver or currently looked after in care?

Yes

☐

No

☐

**Evidence required: letter from Local Authority**

Are you personally in receipt of both Employment Support Allowance and Disability Living Allowance/Personal Independence Payments?

Yes

☐

No

☐

**Evidence required: Financial statement showing both ESA and DLA/PIP**

***If you meet any of the criteria above, please proceed straight to the Bank or building society details on this form***

## Discretionary Bursary Criteria

**To qualify you must fall into one of the categories below and produce the required evidence as stated**

Income Details – To be completed by the parent(s)/carer(s) with whom the student normally lives with.

Your household income is one of the criteria which will help us assess your application.

**If your household income exceeds £20,000 per annum you will not be eligible for a bursary payment or free meals.**

**Your Income: (combining any parent(s)/carer(s) who normally reside with the student)**

Pre-Tax Income  
(Annual)

£

Working Tax Credit  
(Annual)

£

Child Tax Credit  
(Annual)

£

## Discretionary Bursary Criteria cont.

Please tick which of the following you have provided as evidence. **If you are unable to provide evidence, then we are unable to process your application.**

Income Support/Universal Credit (award letter)

☐

Full Tax Credit Award Notice (Form TC602)

☐

If self-employed, SA302

☐

Other benefits/pension (award letter)

☐

**If the application for discretionary bursary is successful, the student also qualifies for free college meals**

**N.B. Equipment bought from the bursary for a student remains the property of the college and is to be returned when a student leaves.**

Additional Information to support application:

## Bank or Building Society Details

ACCOUNT HOLDER NAME:

NAME OF BANK/BUILDING SOCIETY:

SORT CODE:

ACCOUNT NUMBER:

ROLL NUMBER (IF APPLICABLE):

You must enclose an account statement, letter or form from your bank or building society which shows your name, sort code, account number, roll number (if applicable) and home address.

**Please ensure the copy is clear and complete**

# Privacy Notice

This privacy notice is to explain how the college use your personal information. If you have any questions about the way we use your personal data, please contact our College Business Manager on 0330 135 8170 or email [kanderson@oakwoodcourt.ac.uk](mailto:kanderson@oakwoodcourt.ac.uk). Your personal information is used by Oakwood College to exercise our official authority to provide further education services within the legislative framework of the Further and Higher Education Act and the Education (Government and Further Education Colleges) Regulations 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education and Skills Funding Agency (ESFA)

## What information do we collect from you?

We collect information from you when you submit an application to the Oakwood College Bursary Scheme. The information we collect includes your name, address, contact details, date of birth and information about your household and personal circumstances.

## How will we use this information?

We will use the information you provide to process your application for the Oakwood College Bursary Scheme. We also pass information to relevant government bodies and agencies as part of our mandatory duties. Your information will be securely destroyed after it is no longer required for these purposes.

# Parent/Carer Declaration

*This section must be completed by the applicant's parent/guardian as applications for the Oakwood College bursary will be assessed based on the household income*

- I/we declare that, to the best of my knowledge, all the information given in connection to the application is full and correct.
- I/we will provide any additional information which may be required by the college to verify my/our circumstances.
- I/we will inform the college of any changes in financial circumstances which may affect the award.
- I/we understand that if my/our child leaves the college, he/she will not be entitled to any further payments.
- I/we understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud.

Signature of Parent/Carer

Signature of Parent/Carer

Date