# **16-18 Fund Application**



2021-2022

Explanations and eligibility can be found online at www.buckscollegegroup.ac.uk

Student Services will assess your total family income and will automatically calculate your entitlement to course costs such as: college lunches, equipment, uniform, travel, Disclosure and Barring Service (DBS) checks etc.

#### PLEASE NOTE THAT EVERY BOX MUST BE COMPLETED FOR THE FORM TO BE PROCESSED

#### Section 1 - Personal Information

Section 1 - Perso	mai imormatio	11					
Surname	First Name		Studen	Student ID Number			
Address							
Post code:							
Mobile number		Home number		Date of Birth			
Email (Student)  Age (as of 31 <sup>st</sup> Augu							
Email (Parent/Guard	ian)		F 🗌				
Section 2 – Course Information							
Intended course and	l campus		Level	Full-time or part time			
Have you studied at Bucks College Group before and received funding? Yes No							
Previous course name, level and year							
Have you been resid	lent in the UK/EE	A for the last 3 year	rs? Yes	No			
What is your status	in the UK?						
British/EU citizen	Refugee	Asylum Seeker	Other (please	state)			
Section 3 – Bank	details						
If your application is app	oroved, any payment	s you receive will be pa	aid directly into you	ır bank account.			
Account Holder's	NAME:						
Sort Code:							
Account Number:							

### Question 1: Tell us about the parent/s/carer/s/ or guardian/s who live in your house Adult 1: Name Adult 2: Name Question 2: Are either of your parent/s or Guardian/s in receipt of any benefits? (Please circle) YES (Please provide evidence) Adult 2: (Please circle) YES (Please provide evidence) NO **Please Tick** Child Tax Credits Working Tax Credits **Employment Support Allowance** SEE ADDITIONAL SHEET FOR Job Seekers Allowance **EVIDENCE Pension Credits Universal Credits** (Your form will not be accepted without evidence) Other Benefits (please specify below) Question 3: Do either of your parents/Guardian/s work? Adult 1: (Please circle) YES (Please provide evidence) NO Adult 2: (Please circle) YES (Please provide evidence) NO SEE NEXT PAGE FOR EVIDENCE REQUIREMENTS (Your form will not be accepted without evidence)

Section 4 – Income details and Evidence Needed

### **EVIDENCE**

It is your responsibility to provide photocopies and NOT original documents as they cannot be photocopied or returned

### For those in receipt of Child Tax Credits

2021 Tax Credits Award Notice for **Child Tax Credit/Working Tax Credit**(All 6 pages **MUST** be provided)

### If you are NOT in receipt of Child Tax Credits

Universal Credit – Last three consecutive month award statements

For all other benefits -Latest benefit award entitlement letters

#### **Full or Part Time Work**

Last 3 months consecutive payslips

#### • Self-employed

Accountants letter showing earnings for the 2019/2020 tax year **or** A photocopy of the relevant pages of your Self-Assessment Tax Return

Will you be provided with transport by your local Council to travel to and from College?							
YES NO							
If Yes please provide a copy of the letter from the Council confirming the annual fee							
Please add any further information that may help your claim.							
Please <b>read</b> carefully and <b>tick EVERY</b> box in the declaration below before signing.  (Without this the form is invalid)							
Tick							
Bucks College Group reserves the right to withdraw support due to breaches of the college code of conduct, fraud, or if the reputation of the College is bought into disrepute.							
Attendance will be monitored and must be above 90%. Should your attendance fall below this level or if you withdraw, financial support may be stopped and you may be asked to pay back any financial support received.							
It is your responsibility to notify us of any changes to your timetable. Any changes in awards will only be made backdated to the beginning of the week in which information was received.							
Any items purchased through Bucks College Group remain the property of Bucks College Group and you may be asked to return them at the end of your course.							
If you are absent for a day you must inform your tutor as well as emailing studentservices@buckscollegegroup.ac.uk							
I agree to Student Services Staff at Bucks College Group talking to my parent's or guardian's about any finances linked to the College Support Scheme as well as your local Council Transport Team if applicable							
If I withdraw from my course or I am withdrawn from my course by my tutor, suspended or excluded from Bucks College Group I undertake to return any equipment or money provided through the Bursary Fund.							
I certify that the information I have given on this form is complete and accurate. I agree to repay the College in full any money paid to me if the information I have given is shown to be false or misleading.							
Students Name Student Signature Date							
What to do next:							

Once you have brought in a fully completed form with evidence, it may take up to 3 weeks to process. Please **do not** contact us in this time. You will be notified of your assessment result by email

## PLEASE NOTE THAT WE ARE UNABLE TO ACCEPT THE FORM UNTIL YOU HAVE ENROLLED ON YOUR COURSE.

Amersham Campus 01494 585415, Aylesbury Campus 01296 588592, Wycombe Campus 01494 585387

	ASSESSMENT - C	Office Use O	niy
16-18			
	Income	Support	
Joint Income Total	IBB / No Income	100%	
	<£16,190		
	£16,191 – £18,999	90%	
	£19,000 - £21,999	70%	
	£22,000 - £26,999	55%	
	£27,000 - £34,999	40%	
	£35,000 - £39,999 £40,000 - £45,000	35% 30%	
Coloulation materi	240,000 - 243,000	30 /6	
Calculation notes:			
Lunch			
Travel			
Course Costs			
Course Costs			
Total			
Student Services Officer			
<b>Head of Student Services</b>			
Evenutive Director (Otrolog)	myiooo)		
Executive Director (Student Se +£1000	rvices)		