



Xaverian College

Discretionary 16-19 Bursary and Free Meals in Further Education

Application Form 2022-2023

The 16-19 Bursary Fund is a government funded scheme intended to assist students with their actual costs of participating in their education at college. Please complete and submit to the Attendance and Student Finance Office for assessment which will be based on individual circumstances. **Forms must be submitted with copies of all evidence required and evidence of the student's bank details.**

Applications must be submitted before **21 October 2022**. Any applications received after this date will be paid from the date of the application. **Please note all information disclosed on this application form is treated in the strictest of confidence.**

SY Number	Student Surname	Student Forename(s)	Date of birth
			__/__/____

Home Address 1			
Home Address 2			
Town/City		Postcode	
Home Telephone		Student mobile	

Have you been resident in the UK/EEA for the last three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'No' what was the date of entry? __ / __ / ____		
EU Settlement Scheme (If applicable please provide evidence of your status)	Settled Status <input type="checkbox"/>	Pre-settled Status <input type="checkbox"/>

Are you an Asylum Seeker? (if applicable please provide evidence of your status)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Are you a young person in care?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please provide evidence from your social worker
Are you a young carer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please provide evidence
Do you live independently and receive Income Support /Universal Credit in your own right?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please provide evidence including tenancy agreement
Are you in receipt of Employment Support Allowance and/or Disability Living Allowance/Personal Independence Payments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please provide evidence



Household details:

Who do you live with? (Please tick):			
Mother & Father	<input type="checkbox"/>	Father & Father's partner	<input type="checkbox"/>
Mother only	<input type="checkbox"/>	Grandparent(s)	<input type="checkbox"/>
Father only	<input type="checkbox"/>	Independently	<input type="checkbox"/>
Mother & Mother's partner	<input type="checkbox"/>	Foster Care / Children's Residential Home	<input type="checkbox"/>
Other (please specify)			

Are you in receipt of 'Our Pass'	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Applied for <input type="checkbox"/>
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College costs: Please specify the amount (receipts will be required)

Weekly cost of travel	£	Weekly cost of meals	£
Essential books	£	Stationery/Equipment	£

Parent/Carer 1	Parent/Carer 2
Name:	Name:
Relationship to student:	Relationship to student:
Contact telephone number:	Contact telephone number:
Email address:	Email address:
Occupation: (if applicable)	Occupation: (if applicable)
Employment status i.e., Employed/Unemployed/Self Employed (Please circle as appropriate)	Employment status i.e., Employed/Unemployed/Self Employed (Please circle as appropriate)
Total household combined earned income per annum (not including any benefits): £	



Household benefits (please tick all that apply):

Benefit	Parent / Carer 1 (Please tick ✓)	Parent / Carer 2 (Please tick ✓)
Universal Credit (Latest three statements)	<input type="checkbox"/>	<input type="checkbox"/>
Working Tax Credit (All pages of Tax Credit Award Notice 22-23)	<input type="checkbox"/>	<input type="checkbox"/>
Child Tax Credit (All pages of Tax Credit Award Notice 22-23)	<input type="checkbox"/>	<input type="checkbox"/>
Income Support (Latest award letter issued since April 22)	<input type="checkbox"/>	<input type="checkbox"/>
Guaranteed element of State Pension (Latest award letter issued since April 22)	<input type="checkbox"/>	<input type="checkbox"/>
Jobseekers Allowance (Latest award letter issued since April 22)	<input type="checkbox"/>	<input type="checkbox"/>
Personal Independent Payment (Latest award letter issued since April 22)	<input type="checkbox"/>	<input type="checkbox"/>
Employment Support Allowance (Latest award letter issued since April 22)	<input type="checkbox"/>	<input type="checkbox"/>
Disability or Carer's Allowance (Latest award letter issued since April 22)	<input type="checkbox"/>	<input type="checkbox"/>
Total household income of £25,000 or less per annum but no state benefits (P60 for the year to April 22 or copy of the latest three payslips for both parent/carers)	<input type="checkbox"/>	<input type="checkbox"/>

Please note you MUST provide evidence of your bank account (photocopy of a recent bank statement, bank card or any other official bank document). The name on the account should match the student's name on the College system. PARENT'S BANK ACCOUNTS WILL NOT BE ACCEPTED The College will pay bursary owed up to a maximum of four weeks where there is a delay in this information being supplied.

Evidence of any benefits received must be submitted with the application. We reserve the right not to accept application forms without the supporting evidence and/or bank details.

If we have accepted your application form without the full supporting evidence and not received the required documents within four weeks of the application date you are at risk of losing payments as we cannot process the application without the full documentation.



Application for Free Meals in Further Education

Academic Year 2022-2023

Please note you do not need to complete this section unless you fit the criteria.

Student Surname	
Student Forename	
Date of birth	
Did you receive Free Meals in Secondary School?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Are you, or your Parent(s)/Carer(s), in receipt of any of the following benefits? (Please tick all that apply):	
Income Support	<input type="checkbox"/>
Income-based Jobseeker's Allowance	<input type="checkbox"/>
Income-related Employment and Support Allowance (ESA)	<input type="checkbox"/>
Support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>
Guaranteed element of State Pension Credit	<input type="checkbox"/>
Child Tax Credit (income not exceeding £16,190 and not receiving WTC)	<input type="checkbox"/>
Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for WTC)	<input type="checkbox"/>
Universal Credit with net earnings not exceeding the equivalent of £7,400	<input type="checkbox"/>

As evidence of the above you **MUST** provide a recent Tax Credit Award Notice (all pages) or Universal Credit statements (we require the latest three months statements; these can be accessed online).



LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for Bursary payment, fully aware that any false statements can lead to withdrawal / refusal of any financial support and may lead me open to prosecution
- I understand that if I refuse to provide information, which may be relevant to my claim, the application will not be accepted
- I understand that monies I receive under the Discretionary Bursary Fund criteria will be paid on the condition of the expected standard of attendance and behaviour, as explained in the Bursary Fund – Information for Learners
- I will attend regularly and complete the course for which my bursary is supporting me
- If changes to my household financial circumstances occur (which may result in changes to my claim) I confirm I will inform the College immediately
- I will notify the College immediately with any changes to my Bank or Building Society details
- I understand that monies I receive under the Discretionary Bursary Fund have been awarded to provide me with financial support to allow me to continue in my learning, and if I leave learning, financial support will stop
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on information I have provided
- I am clear that the Bursary payments I receive are to provide me with means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs i.e., trips, miscellaneous course costs
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to the College, but if I feel I have not been treated fairly, I can follow the procedure explained in the Bursary Fund Student Handbook.

PLEASE NOTE: COLLEGE HOLIDAYS WILL BE UNPAID

Signed (student)..... Date.....

Print name.....