

THE ELATT 16-18 BURSARY

ABOUT THE 16-18 BURSARY

ELATT offers financial support through a bursary scheme that is available to young people studying at the college. Bursary payments range from £180 to £1,200 per year and are intended to be used for college related costs, such as travel, course-related books, materials, trip and visits. Bursaries do not need to be repaid as long as you remain enrolled at the college and maintain an average attendance rate of at least 85%.

Types of Support

- Mandatory Bursary up to £1,200
- Discretionary Bursary
- Free School Meals

Do you qualify for help?

- Must be 16, 17 or 18 on the 31st August 2014
- UK / EU / EEA resident in the last 3yrs
- Enrolling on an EFA-funded course at City and Islington College starting in September 2014
- If one of the following criteria applies to you personally, you may be eligible for a:

Mandatory Bursary

- You are currently in the care of a local authority, includes unaccompanied asylum seekers.
- You have recently left the care of a local authority. Thus, you are aged 16, 17 or 18 and received care for 13 weeks consistently between the ages of 14-16.
- You (not another family member) are in receipt of Income Support or Universal Credit.
- You are a disabled young person and you are in receipt of both Employment Support Allowance (ESA)/Universal Credit and Disability Living Allowance (DLA)/ Personal Independence Payment.
- To calculate your Bursary, please see the Guide on Page 5 of this form.

Discretionary Bursary

- You are in receipt of Disability Living Allowance/Personal Independence Payments
- You are Homeless and receive Local Authority Subsistence Support
- You are in receipt of Job Seekers Allowance/Universal Credit
- You received Free School Meals in Year 11

If you are not in receipt of benefits, you may still be eligible for a Discretionary Bursary provided your parent, guardian or carer, is in receipt of one of the following means tested benefits:

- Income Support
- Job Seekers Allowance
- Employment Support Allowance
- Pensions Credit (Guaranteed Element)
- Working Tax Credits

Free School Meals (FSM)

You may be eligible for FSM, if You or Your Parent/Carer are in receipt of one of the following:

- Child Tax Credits (gross income <£16,190)
- Income Support
- Job Seekers Allowance
- Employment Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Pensions Credit (Guaranteed Element)

YOU MUST ATTACH THE RELEVANT EVIDENCE WITH YOUR APPLICATION FORM; THIS SHOULD BE DATED WITHIN 6 MONTHS FROM THE START OF YOUR COURSE.

How and when should you apply?

Please apply as soon as you have enrolled on a course. Applications are assessed on a first come, first serve basis.

Attendance is monitored and checked prior to payments being made; students with an attendance lower than 85% may have their payments withdrawn.

How and when are the bursaries paid?

Bursary payments are normally paid direct into your bank account. If you need help opening a bank account, please see Student Support for further information.

Mandatory Bursaries are usually paid every 4 weeks for each month you are in study – for example, if your course of study is 6 months, you will receive 1/6 of your total Bursary each month.

Discretionary Bursaries are usually paid every 4 weeks for each month you are in study – for example, if your course of study is 6 months, you will receive 1/6 of your total Bursary each month.

Your payments are subject to a minimum attendance rate of 85%.

PLEASE NOTE THAT IF YOU NEED SUPPORT WITH CHILDCARE AND YOU ARE AGED 16-18, YOU SHOULD APPLY THROUGH THE GOVERNMENT'S CARE TO LEARN SCHEME. CARE TO LEARN CAN PAY UP TO £175 A WEEK FOR EACH CHILD. CHILDCARE PAYMENTS ARE MADE DIRECTLY TO THE CHILDCARE PROVIDER.

ELATT 16-18 BURSARY

APPLICATION FORM

Please complete this form to the best of your ability. Forward your application to Finance in an envelope with your **name** and marked **confidential**.

ALL APPLICATIONS WILL BE TREATED IN THE STRICTEST CONFIDENCE

YOU WILL NEED TO PROVIDE EVIDENCE OF YOUR INCOME, NO MORE THAN SIX MONTHS OLD.

IF YOU LIVE WITH A SPOUSE / PARTNER YOU MUST INCLUDE EVIDENCE OF INCOME FOR BOTH YOU AND YOUR PARTNER.

Name _____

Address _____

Phone Number _____

Status UK citizen | permanent resident | other (*please state*)

Course of study:

Course dates:

Course tutor:

Date of Birth:

Do you have a disability or health problem that may affect your attendance?

Yes / No

If yes, please state:

Benefit status

Are YOU in receipt of one of the following benefits (please select)?

Jobseeker's Allowance (JSA) | Income Support | Employment Support Allowance | Disability Living Allowance | Local Authority Subsistence Support | In care of a care leaver | none | other (*please state*)

Is one of your parents, guardian or carer in receipt of one of the following benefits (please select)?

Jobseeker's Allowance (JSA) | Income Support | Employment Support Allowance | Universal Credit | Child Tax Credits (Gross income <£16,190) | Support under part VI of the Immigration and Asylum Act 1999| Tax Credits (WTC) 2014/15 | none | other
(please state)

Bank Details

You must have a Bank Account to receive your Bursary. Post Office Accounts cannot be used.

Do you have a Bank Account?

No - Please see one of our Student Advisors who will advise on how to open one.

Yes - Please enter your bank details below.

Account Holder's Name: _____ (as it appears on the bank statement)

Account Number: _____ (8 figures e.g. 00908861)

Branch Sort Code: _____ (6 figures e.g. 11 22 33)

Declaration

Ongoing support through the Hardship Fund is contingent on you meeting the requirements of the ELATT Code of Conduct and course attendance policy. If you do not continue to meet these requirements some or all of your financial support may be stopped, and some may need to be repaid. These policies are explained in detail in the ELATT Student Handbook. You confirm that the details you have provided are correct to the best of your knowledge and that you will inform ELATT if your circumstances change.

I understand that all applications are processed subject to availability of funds and student eligibility.

Signature

Date

GUIDE TO THE MANDATORY BURSARY

How to calculate your Mandatory Bursary

The Mandatory Bursary is a maximum of £1,200 for a full-time course of 12 hours or more per week for 30 weeks. For these courses the Bursary is £40 per week, being £1,200 over 30 weeks (30 x £40 = £1,200).

If the course lasts less than 30 weeks, or for less than 12 hours per week the bursary will reduce depending on the weeks and the hours you study. So, for example, if your course lasts 10 weeks, your bursary would be £40 x 10 = £400. If your course lasts 20 weeks, your bursary would be £40 x 20 = £800.

If your course is less than 12 hours per week, the bursary will reduce by that amount. So, for example, if your course is 6 hours per week on a 30 week course, your bursary will be 30 x £8 = £240. £8 (£40/5) being the daily rate of for the bursary.

GUIDE TO THE DISCRETIONARY BURSARY

Subject to the value of our annual discretionary bursary allocation, we will aim to calculate the Discretionary Bursary on the same basis of the Mandatory Bursary detailed above. Please note that the Discretionary Bursary operates on a first-come first-served basis.

Please visit www.gov.uk/1619-bursary-fund for more information on the Mandatory and Discretionary Bursary.

Official Use Only

Eligibility (please tick)

- **Mandatory Bursary**
- **Discretionary Bursary**
- **Free School Meals**

Value of DLS awarded:

£ _____

Staff signature

Date

1. _____

2. _____
