

Please read carefully all notes listed here and when you are satisfied that you accept all conditions, complete and sign the assessment form and supply the relevant evidence for your claim. It is your responsibility to familiarise yourself with all terms and conditions listed in this booklet. Submitting a signed application form indicates your agreement to all terms and conditions.

The Government provides Colleges with money to allocate to young people who need financial support to stay on in further education/training. It's there to help students with essential costs whilst attending College. Whilst we recognise that some students face financial pressures, the funding is from a Government fund and is public money. It is not a right. The College has a duty to ensure that the funds are awarded fairly to students most in need.

Eligibility for all bursaries requires students to have been a continuous resident in the UK for the last 3 years before the start of their course.

The bursaries are split into two different types as follows:-

VULNERABLE STUDENT BURSARIES – 16-18 Guaranteed Bursary

This bursary is for students aged 16 or under 19 on 31st August 2018 and fall into one of the groups that have been defined by the Government as being a 'vulnerable student' and meet the eligible criteria. If you fall into one of the categories listed below then you will be eligible to apply to Darlington College for this bursary.

- ❖ Are in local authority/foster care or have recently left local authority/foster care (are you aged 16 and 17 and have been looked after for at least 13 weeks since the age of 14)
- ❖ Receive Income Support or Universal Credit in your own right (not parents)
- ❖ Are disabled and receive **BOTH** Disability Living Allowance or Personal Independence Payments in their own right and Employment and Support Allowance or Universal Credit in your own right (not parents)

You need to provide **ALL** up to date and supporting documentation for the category you sit under, applications will not be accepted without the evidence.

The bursary is up to the value of £1200 and is provided to assist with educational costs for your course, e.g. travel; equipment; books; trips etc.

If there is any remaining funds after all relevant essential costs are met then the student will be paid weekly/monthly payments into their own individual bank account to meet the full £1200 value. Please provide your bank details when handing in your application; we cannot accept applications if these are not provided.

DISCRETIONARY BURSARIES

The Discretionary Bursaries are available if you're aged 16-18 or 19+ and in full-time and part-time funded further education or training. Applications are means tested based on the overall household income. Evidence of all household income **must be provided** when handing in completed applications. We will not accept any applications without all supporting documentation.

*Applicants who have **Advanced Learning Loans** for their course fees will only be processed once their application to the Student Loans Company has been approved.* (It is up to the student to keep in contact with the Student Loans Company on the progress of their application).

All awards are made subject to students meeting agreed standards relating to attendance (not falling below 85%) and standards of behaviour. Failure to meet these standards will mean withdrawal of funds.

HOW TO APPLY

- The student finance application form can be downloaded from the college website: www.darlington.ac.uk
- Collect a form from the Student Services Centre
- Telephone Student Finance on 01325 503037 or email studentfinance@darlington.ac.uk and request a form to be sent to your home address.

Students need to fully complete the STUDENT FINANCE APPLICATION FORM and hand it in to Student Finance with all supporting documentation of the household income which has been declared on the application form, any incomplete/incorrect evidence will be handed back to the student until all evidence can be provided. Applications are means tested on the overall household income (16-18 and 19+ – under £25k, Advanced Learner Loan – under 21K).

If you are relying on one of these funds to provide essential assistance to your studies at Darlington College you should ensure that you have secured funding **before** you commit to your learning programme.

Late applications to the fund (this is considered to be after October 2018) will be placed in a queue for assessment. Due to the large demand made on the funds each year there is no guarantee that late applications will be assessed. Student Finance staff will advise you at the time of application of the status of the fund.

The following notes should be observed when applying for funding.

Do not complete an application for funding without first reading these notes

1. A financial assessment of your household will take place before any funding can be offered.
2. Please bring your application, **in person**, to Student Finance where a short interview may take place and your financial evidence will be checked and copied. **Do not provide copies yourself**, Student Finance staff must see the original documents to allow a valid application to proceed. *(Details of the evidence required is listed on the Student Finance application Form)*
3. Incomplete applications will not be accepted and will be returned to you for completion. This includes applications with missing evidence, or missing signatures.
4. **Please note that if you post this application to Student Finance** we cannot accept any responsibility for lost documents in the post.
5. Ensure that you have permission from other parties who are named on any evidence you provide, they will need to sign the application form in the relevant section.
6. A financial assessment takes place based on the income of the household in which you live. The assessment is based on the income of those people in your household who are solely or jointly responsible for the household bills as follows:
 - a. If you are responsible for the bills in your house it will be your income, and that of your partner (if you have one) which will be assessed.
 - b. If you live with a parent or guardian, regardless of your age, parents or guardians will be assessed.
7. You must declare ALL income into your household; failure to do so or making false statements may result in your application being denied. Deliberate failure to disclose will result in your application being refused.
8. Once a declaration of income has been made on the application form the evidence required must be submitted in original format and in full with the application form.

9. All information given will be treated in the strictest of confidence; however the people who assess your application may in some cases consider that another member of staff needs to be consulted in order to offer you help or advice.
10. **The decision notice will be sent to the email address** (or postal address if email address has not been provided) you have given on the form with details of whether or not the funding has been awarded. Once you have the decision notice for funding you can enrol on your chosen programme of study knowing that you have the support you require.
11. Your decision notice may contain important information explaining what you need to do in order to receive particular elements of funding, please pay attention to this and follow any instructions included; failure to do so may delay or invalidate your claim.
12. If you are unsuccessful in your application you will receive a letter or email informing you of this. Should you wish to query this decision you should contact the Student Finance Team on 01325 503037 or by emailing: studentfinance@darlington.ac.uk
13. **Students who withdraw during their programme MUST return all items purchased for them and may be required to pay back any assistance awarded. Failure to return kits, clothing, bus passes, equipment or books will result in an invoice being raised for the full amount of purchase.**
14. All information will be stored to meet the GDPR Regulations.

Please sign below to confirm you have read and agreed these conditions and relayed any important information back to the student.

<u>PARENT/GUARDIAN SIGNATURE</u>	<u>DATE</u>

USEFUL CONTACT DETAILS

Darlington College postal address:

Darlington College
(Student Finance)
Central Park
Haughton Road
Darlington
DL1 1DR

College Contacts	Phone number	Email/Website
Student Finance Team	01325 503037	studentfinance@darlington.ac.uk
Admissions and Enquiries Team: (fee remission enquires)	01325 503030	admissionsandenquiries@darlington.ac.uk
Guidance Services (HE finance enquires)	01325 503040	guidanceservices@darlington.ac.uk

External Contacts	Phone number	Email/Website
North Yorkshire County Council (students aged 16-18 living in North Yorks)	01609 533693	post16@northyorks.gov.uk www.northyorks.gov.uk/post16transport
Care to Learn	0800 1218989	C2L@studentbursarysupport.co.uk www.gov.uk/care-to-learn
Advanced Learning Loans	0300 100 0607	www.gov.uk/advanced-learning-loans

OTHER USEFUL INFORMATION

North Yorkshire County Council Bus Pass (students aged 16-18)

North Yorkshire County Council (NYCC) currently subsidise some students living in North Yorkshire who can demonstrate that their course at Darlington College is necessary for their future career and is not available at a nearer school or college. In exceptional circumstances NYCC may pay for a place on a College bus.

You must apply directly to North Yorkshire County Council for a pass to access their daily college bus. NYCC will also be able to advise you where the pickup points are in your area, tel no. 01609 533693. Please note that North Yorkshire bus passes are processed on a first come first served basis and we recommend applying early. Applications are available on-line at www.northyorks.gov.uk/post16transport.

Care to Learn for childcare costs if students are under the age of 20

You apply online. Go to www.gov.uk/care-to-learn/how-to-claim to find out how.