

ACADEMIC YEAR 2019/2020 ONLY

16 – 18 EXTENDED BURSARY APPLICATION FORM (WORTH UP TO £1200)

(PART OF THE EDUCATION & SKILLS FUNDING AGENCY'S 16 TO 19 BURSARY FUND)

Lincoln
Newark
Gainsborough



16-18

(UNDER 19 ON 31/08/2019)

SCAN AND RETURN COMPLETED FORM AND EVIDENCE TO: WELFARE@LINCOLNCOLLEGE.AC.UK, OR
HAND THE COMPLETED FORM IN TO MAIN RECEPTION, OR
POST COMPLETED FORM AND EVIDENCE TO EITHER:

LINCOLN COLLEGE
WELFARE TEAM
STUDENT SERVICES
MONKS ROAD
LINCOLN
LN2 5HQ

NEWARK COLLEGE
WELFARE TEAM
FRIARY ROAD
NEWARK
NOTTINGHAMSHIRE
NG24 1PB

IF YOU NEED HELP COMPLETING THIS APPLICATION FORM PLEASE CONTACT A MEMBER OF THE WELFARE TEAM, STUDENT SERVICES ON 01522 876000 (LINCOLN CENTRE, GAINSBOROUGH COLLEGE AND OUTREACH STUDENTS) OR 01636 680680 (NEWARK COLLEGE STUDENTS).

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE COMPLETING THE ATTACHED APPLICATION FORM

WHO CAN GET HELP?

To be eligible to apply to the College's 16-18 Extended Bursary Fund you must be:

- 'Ordinarily' a resident in the EU for all of the last 3 years (other rules may apply) and have started at the College on a course of Further Education funded by the Education & Skills Funding Agency (ESFA).
- a looked after young person in local authority care (this means children looked after by a local authority on a voluntary basis (section 20 of the Children Act 1989) or under a care order (section 31 of the Children Act 1989). This also includes unaccompanied asylum-seeking children, or
- a local authority care leaver. This is you if you are either a young person aged 16 or 17 who was previously looked after for a period of 13 weeks consecutively (or periods amounting to 13 weeks) which began after the age of 14 and ended after the age of 16, or a young person who was looked after prior to becoming 18 for a period of 13 weeks consecutively (or periods of amounting to 13 weeks) which began after the age of 14 and ended after the age of 16, or
- living independently and in receipt of Income Support or Universal Credit in place of Income Support, in your own right or
- in receipt of Employment Support Allowance (ESA) or Universal Credit in place of ESA **and** Disability Living Allowance or Personal Independence Payments in your own right.
- **You will only receive the Extended Bursary if your circumstances continue to meet one of the above criteria. Your Bursary may stop if your circumstances change. You may be required to attend regular appointments with the Welfare Team to confirm your continued eligibility. Failure to attend an appointment will result in your Extended Bursary being stopped**

HOW DO I APPLY FOR HELP FROM THE EXTENDED BURSARY FUND?

- Together with your completed Application Form, enclose photocopies of all financial evidence requested or a decision will be delayed
- We will let you know by email/letter within 10 working days (15 working days during Autumn Term 2019) whether or not your application has been successful or if we need further evidence. Emails sent to accounts external to the college may be encrypted. The initial email you receive will include instructions how to open any encrypted email.

OTHER INFORMATION

- Eligible students may receive a maximum of £1200. To receive this you must be a full time student, your course must last a minimum of 30 weeks and you must meet one of the eligibility criteria for a minimum of 30 weeks. If you do not meet these criteria the maximum amount will be reduced. It will also be reduced if you do not meet our attendance and behaviour criteria.
- The amount you will receive will be paid weekly in arrears. The purpose of this fund is to help you with course related costs.
- **You must have a bank account to receive support from this fund. Payments will be delayed if bank details are not provided.** This ensures that there is no conflict with the benefit agencies. This is a national 16-18 Extended Bursary Fund rule.
- You will need to re-apply for the Bursary at the beginning of each Academic Year if you continue with your studies. As the 16-18 Extended Bursary is a national fund the College cannot guarantee it will be available for each Academic Year you continue in study. You should also be aware that meeting the requirements of this Fund does not automatically mean funding will be given if your financial needs are already being met and it is deemed you have no relevant costs.
- **You must attend a 16-18 Extended Bursary Induction before any payments can be released.**

WHAT HAPPENS IF MY APPLICATION IS UNSUCCESSFUL?

- If your application is unsuccessful we will email you and let you know the reason why.
- If you wish to appeal this decision please write to the Welfare Team Leader, Student Services, Lincoln College, Monks Road, Lincoln, LN2 5HQ who will provide a written reply to your appeal within 10 working days.

WHAT IF I WANT TO MAKE A COMPLAINT?

- If you are unhappy with any aspect of the administration of your application or the service you have received you can let us know through the College's Customer Complaints and Grievance Procedure. Contact the College on the telephone number shown over leaf or visit our website <https://www.lincolncollege.ac.uk/support> for full details.

DETACH AND KEEP THIS PAGE FOR YOUR INFORMATION

6. DATA PROTECTION:

Lincoln College is subject to the requirements of the General Data Protection Requirements legislation, 2018. The Student Services Department follows College Policy in matters of Data Protection. The data requested in this form is covered by the notification provided by the College under the General Data Protection Requirements legislation. Personal data may be used within the College for the purpose of determining whether or not you should receive assistance from the Learner Support Fund or other College services. Some of the information gathered in this form is required by the Education and Skills Funding Agency (ESFA). Information supplied will be anonymised and aggregated before it is sent to the ESFA. In addition, external auditors are obliged to certify that Learner Support Funds and College Funds have been allocated in accordance with ESFA and College Guidelines. As part of this process, auditors will wish to view a small sample of Application Forms and evidence. The data will not be passed to any other third party without your consent, except where the College is legally required to do so. Your data will be held securely and kept confidential for 6 academic years in accordance with our audit requirements. Lincoln College has a detailed privacy notice for our students. See <https://www.lincolncollege.ac.uk/privacy-policy> for full details or contact the Welfare Team if you require a printed version

7. DECLARATION: - YOU MUST READ THIS SECTION CAREFULLY AND SIGN BELOW

- I confirm that all the information supplied is correct and agree that the College may seek further evidence as necessary to substantiate any statements made, and may require me to attend an interview in relation to this application in order to confirm financial need.
- I understand that if false or incomplete information is submitted, or I do not tell Lincoln College about any part of my income that is relevant the matter may be referred to the Department of Education or the Police. I could face disciplinary action and/or prosecution. The College will seek to recover any payments I am not eligible for.
- I confirm that I have read and understand the Data Protection Statement set out in Section 6.
- I confirm that the bank account details given on this form are my own.
- I confirm that I have read & understand the eligibility criteria contained in the information attached to this application form.
- I understand that the support I receive is made available through the ESFA's 16 to 19 Bursary Fund.
- I give my permission for the College to contact my Social Worker (where applicable) to confirm my status as either a Looked after Child in Local Authority Care or a Local Authority Care Leaver.
- I understand that the information I have provided and any funding received in support of this application covers the 2019/20 Academic Year only and that I must re-apply for any future academic year.
- I agree to inform the Welfare Team in writing of any change to my personal, financial circumstances and bank details.
- I confirm I am not a Waged Apprentice or in waged training, I am not serving a custodial sentence, or have been remanded to a secure institution and have not been released from a custodial sentence on temporary licence.
- I understand that even if my circumstances appear to meet the eligibility criteria of this Fund support may not be given or maybe reduced if any of the evidence I have submitted shows that I do not have a financial need.

Student Signature:

Date:

Print Name: