

ACADEMIC YEAR 2021/2022

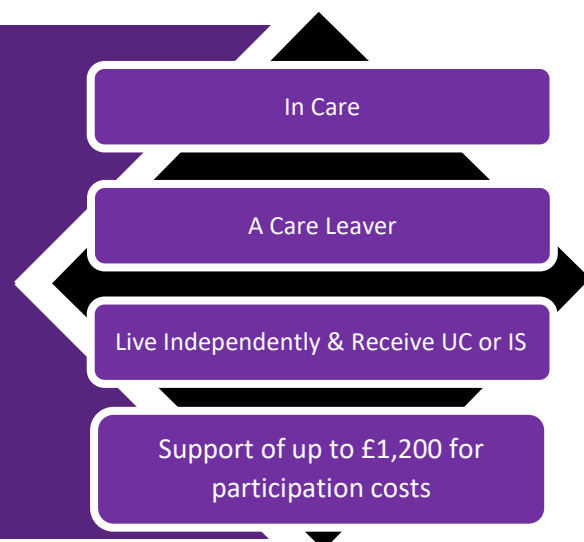


Lincoln / Newark / Gainsborough

16 – 18 EXTENDED BURSARY APPLICATION FORM

(UNDER 19 ON 31/08/2021)

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



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

LINCOLN COLLEGE

FINANCIAL SUPPORT TEAM
STUDENT SERVICES
MONKS ROAD
LINCOLN
LN2 5HQ

NEWARK COLLEGE

FINANCIAL SUPPORT TEAM
FRIARY ROAD
NEWARK
NOTTINGHAMSHIRE
NG24 1PB

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

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BEFORE COMPLETING THE ATTACHED APPLICATION FORM (DETACH AND KEEP THIS PAGE FOR YOUR INFORMATION)

WHO CAN GET HELP FROM THE 16-18 EXTENDED BURSARY?

You must be:

- Aged 16-18 on 31/08/2021 and starting or have started at the College on a course of Further Education funded by the ESFA and able to show your circumstances meet one of the three ESFA eligibility criteria for this bursary (see Section 4 of the Application Form for full details).
- Your circumstances must meet the ESFA's Funding Eligibility and Residency criteria. This will be checked by college staff before you start your course. Should it be found at a later stage that you do not meet the ESFA's Funding and Residency criteria the college reserves the right to withhold all future payments.
- **Meeting the above criteria does not mean you will receive the 16-18 Extended Bursary. Receiving this Bursary is dependent on there being costs to you of participating on your course. To receive it you must be able to demonstrate that any participation costs are not being met from other sources of financial support. If you receive this Bursary it may stop if your circumstances change. You may be required to attend regular appointments with the Financial Support Team to confirm your continued eligibility and participation costs. Failure to attend an appointment will result in your Extended Bursary being stopped.**

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

- Complete the attached Application Form and enclose photocopies of all evidence requested.
- You will be notified by email/letter within 10 working days (15 working days during Autumn Term 2021) whether or not your application has been successful or if further evidence is needed. Emails sent to accounts may be encrypted. The email you receive confirming we have received your application will let you know how to open an encrypted email.

OTHER INFORMATION:

- The purpose of this fund is to help you with essential course related costs (participation costs). These may include travel, college meals, uniform/equipment, books, trips, stationery, travel to HE interviews/open days, UCAS fees and exam fees. Other course related costs may be considered subject to approval from your tutor.
- **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 rule.
- **Payments for recurring costs of participation, such as travel and college meals, will be paid weekly in arrears (where applicable). Other eligible participation costs may be paid on provision of receipts and/or order forms.**
- You will need to re-apply for the Bursary at the beginning of each Academic Year if you continue with your studies. As this Bursary is a national fund the College cannot guarantee it will be available for each Academic Year you continue in study.
- The maximum support available from this fund towards the cost of participation is £1,200.00. To receive this amount, 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 be reduced if you do not meet our attendance and behaviour criteria and if your participation costs are assessed as less than £1,200.00. In some circumstances it may be assessed that you do not have any participation costs. If this is the case you will not receive this Bursary
- If your assessed participation costs are more than £1,200 you may be able to get additional support from the 16-18 Learner Support Fund subject to you meeting the eligibility criteria for this fund. This is a national rule for Academic Year 2021/2022.
- **You must agree to the 16-18 EB terms and conditions 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 Financial Support 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.

UNIQUE ID.

CONFIDENTIAL

Lincoln / Newark / Gainsborough

**EXTENDED BURSARY FUND APPLICATION
ACADEMIC YEAR 2021/2022 FOR STUDENTS AGED 16-18 ON 31/08/2021**

ALL SECTIONS OF THIS FORM MUST BE COMPLETED OR YOUR APPLICATION MAY BE DELAYED

1A**PERSONAL DETAILS:**Surname: Forename(s): Date of Birth: Age (On 31/08/2021): Student ID: Full Address: Post Code: Email Address: Contact Number Nationality

At your term time address do you live:

☐ Alone
 ☐ with spouse/partner
 ☐ with parents/guardians/foster carer
 ☐ in halls/shared house
What was the last school/college you attended Academic Year 2020/2021? Did you receive Free School Meals or Free College Meals at any point from 01/04/2018? ☐ Yes ☐ NoDo you give your consent for Lincoln College to provide your Name and Date of Birth to your Local Authority for them to confirm your eligibility for Free School Meals where appropriate? ☐ Yes ☐ No**1B****PARTNER/PARENT/GUARDIAN/FOSTER CARER DETAILS (WHERE APPLICABLE):**

Please complete this section if you are living with a Partner/Parent/Guardian/Foster Carer.

Name: Email Address: Contact Number Relationship to Student: **2****COURSE DETAILS & PLACE(S) OF STUDY:**Course Title: Course Level:
☐ Lincoln College, **Monks Road**
☐ Lincoln College, **CHT**
☐ Lincoln College, **Queens Park**
☐ Rand Park Farm
☐ Newark College
 ☐ Caistor Equestrian Centre
 ☐ Gainsborough College
 ☐ Other
3**STUDENT BANK DETAILS:**

Awards paid by BACS will be paid in to the student's bank account. It cannot be paid into any other person's bank account under any circumstance. **The College will not accept responsibility for payments made into a wrong bank account due to incorrect or unclear details being entered below. Payments will be delayed if bank details are not clear or not provided.**

 Sort Code (6 Digits) - - Account Number (8 Digits)

To be eligible for the Extended Bursary your circumstances must meet at least **ONE** of the criteria in this section. Please tick which one(s) applies to you. **You must also enclose evidence to prove that your circumstances meet at least one of the following criteria. Your application will be refused or delayed if you fail to do this.**

4A. YOU (THE STUDENT) ARE EITHER A LOOKED AFTER YOUNG PERSON IN LOCAL AUTHORITY CARE (INCLUDING UNACCOMPANIED ASYLUM-SEEKING CHILDREN) OR HAVE RECENTLY LEFT LOCAL AUTHORITY CARE

- ☐ I (the student) am a looked after young person in Local Authority care (including unaccompanied asylum-seeking children)
- ☐ I (the student) have recently left Local Authority care (care leaver)

Do you have a Support Worker/Social Worker? ☐ Yes ☐ No If **Yes** Section 11 of this application form **MUST** be completed.

If you (the student) are either **in care** or a **care leaver**, you **must** provide written confirmation of your current or previous looked-after status from the Local Authority that looks after you or provides your leaving care services. **Section 11 of the application form must also be completed by the Local Authority to confirm if your costs of participation are being met from other sources, such as Local Authority Funding/ Foster Carers Allowance etc.**

4B. YOU (THE STUDENT) ARE IN RECEIPT OF UNIVERSAL CREDIT OR INCOME SUPPORT IN YOUR OWN RIGHT

- ☐ I (the student) am in receipt of Universal Credit (UC) or Income Support (IS) in my own right.

If you are in receipt of **UC**, please provide a copy of all pages of your Journal and a copy of your first and your most recent UC Award Payment Statements from your online account.

If you are in receipt of **IS**, please provide a letter dated after 01/04/2021 from the Department of Work and Pensions or the Job Centre confirming that you receive **IS** and your most recent bank statement to confirm you are in continued receipt of IS.

Evidence supplied must not state that there are restrictions on you attending a course of further education. If it does you will not be eligible for the Extended Bursary.

You (the student) **must** also provide evidence to confirm you are financially supporting yourself (e.g. a **tenancy agreement in your name, utility bill in your name**) or anyone that is dependent on you or living with you such as a child or partner (e.g. **child benefit receipt**).

4C. YOU (THE STUDENT) ARE 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.

- ☐ I (the student) am in receipt of **Employment Support Allowance (ESA)** or **Universal Credit (UC) in place of ESA and Disability Living Allowance (DLA) or Personal Independence Payments (PIP)** in my own right.

If you (the student) are in receipt of **ESA** or **UC in place of ESA and DLA or PIP** in your own right a copy of your UC or ESA (dated after 01/04/2021) award from DWP is required. You must also provide evidence that you are currently in receipt of DLA or PIP. If you are in receipt of DLA or PIP **and** ESA or in receipt of UC your parents/guardians can no longer receive certain household/family benefits such as Child Benefit and so on.

MEETING ONE OF THE ABOVE ELIGIBILITY CRITERIA DOES NOT MEAN YOU WILL RECEIVE THIS BURSARY. YOU WILL NOT RECEIVE IT IF YOUR PARTICIPATION COSTS ARE ALREADY BEING MET FROM OTHER FINANCIAL SOURCES AND/OR IT IS DEEMED YOU HAVE NO RELEVANT COSTS. THE COLLEGE CANNOT MAKE EXTENDED BURSARY FUND PAYMENTS AS PAYMENTS FOR LIVING COSTS. THIS IS OUT OF SCOPE OF THE BURSARY AND ANY SUCH PAYMENTS WOULD BE SUBJECT TO THE SOCIAL SECURITY AMENDMENT (STUDENTS AND INCOME-RELATED BENEFITS) REGULATIONS 2000. THIS IS A NATIONAL RULE FOR THE 2021/2022 ACADEMIC YEAR.

Please complete Sections 6 to 8 to confirm which participation costs you would like to be assessed for. This will help us to calculate your Bursary amount for Academic Year 2021/2022. It may also confirm you have no participation costs, in which case you will not receive a Bursary.

To be eligible for FCM, you (the student) must be in receipt of, or living with Parent(s)/Guardian(s) who are in receipt of, one or more of the benefits shown below. Your eligibility for Free College Meals (FCM) will be assessed if you provide evidence of one of the following:

- **Income Support**
- **Income-based Jobseekers Allowance**
- **Child Tax Credit** (provided you are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC)
- **Working Tax Credit run-on** – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- **Universal Credit** with net earnings not exceeding the equivalent of £7,400 p/a
- **Support under part VI of the Immigration and Asylum Act 1999**
- **Pension Credit – Guarantee Credit**
- **Income-related Employment and Support Allowance (ESA)**

If you do not qualify for Free College Meals this Bursary may be able to support you up to a maximum of £3.50 for meals on the number of days you physically attend a timetabled lesson at college. Do you want to be assessed for this support? ☐ Yes ☐ No

Free College Meals is worth a maximum of £3.50 per day for meals on the days you physically attend a timetabled lesson at college. Your FCM entitlement starts from the date your award is confirmed. Support cannot be backdated except in exceptional circumstances.

You will not be eligible for support for meals if it is assessed that your needs are being met through other sources of financial support, such as Local Authority Funding, Foster Carers Allowance.

- Travel will be calculated at the lowest reasonable cost (daily or weekly) based on your college timetable.
- Mileage will be paid at a rate of 23p per mile and is based on the shortest suggested route, including walking, on Bing Maps
- You will not get support for travel to college if it is assessed that your needs are being met through other sources of financial support, such as Foster Carers Allowance, or your Local Authority.

If you have travel to college costs which are not being met from any other source of financial support please tick the box below to show which travel costs you require the Bursary to support:

- ☐ I would like the college to pay LCC for the full cost of their pass. To get this support you must apply for the pass and let us have a copy of the letter from LCC which confirms your eligibility. If you select this option you give your consent for your name, address, date of birth and LCC TRA No being shared with LCC for the purpose of receiving their pass.

We strongly recommend, that where possible, you pay the first instalment of the pass of £96.50 before 31/07/2021. If you do this LCC guarantee you will receive your pass before the start of the 2021/2022 Academic Year. We will refund your payment and will take responsibility for paying all future instalments to LCC.

Visit: www.lincolnshire.gov.uk>parents>schools>school-transport>16+-transport for more information and to apply for the pass, or

- ☐ I would like my travel costs to be paid weekly. I travel to college as shown below:

| YOU MUST COMPLETE ALL YOUR TRAVEL DETAILS IN THE BOXES BELOW. SUPPORT WILL BE DELAYED IF YOU DO NOT. | | | | |
|--|---------------------|-------------------|--|--|
| PLEASE TICK | FROM - GIVE DETAILS | TO - GIVE DETAILS | | |
| <input type="checkbox"/> | Car/Motorcycle | | | |
| <input type="checkbox"/> | Bus | | Whose bus service do you use? <i>e.g. Marshalls, Stagecoach</i> | <input type="text"/> |
| <input type="checkbox"/> | Train | | Do you have a 16-17 Saver Rail Card? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | Do you have a 18-25 Rail Card? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

You **must** attach a day/week's ticket(s) here as proof of cost of travel. This will help us to calculate your cost of travel.

Details of Journey (where applicable):

Please tick the boxes below if you have any of the following course essential (participation) costs:

- | | |
|--|---|
| <input type="checkbox"/> Equipment considered essential for your course | <input type="checkbox"/> Books considered essential for your course |
| <input type="checkbox"/> Uniform considered essential for your course | <input type="checkbox"/> Trips considered essential for your course |
| <input type="checkbox"/> Stationery considered essential for your course | <input type="checkbox"/> Exam Resit Fees |
| <input type="checkbox"/> Studio Fees (Creative Arts students only) | |

Please attach proof of payment if you have already paid for any of the above, or a course order form or letter from the college or your tutor confirming what you need to pay for your course.

Please tick the boxes below if you will have any of the following costs associated to applying to Higher Education:

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> UCAS Fee | <input type="checkbox"/> Travel to HE Interview or Open Day |
|-----------------------------------|---|

You will not be eligible for support if it is assessed that your needs are being met through other sources of financial support, such as Foster Carers Allowance, Local Authority Funding.

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 16-18 Extended Bursary or other College services. Your name and date of birth may also be provided, where appropriate, to our external partner (MCR Systems) for the sole purpose of ensuring eligible students are provided with the means of accessing their Free College Meals entitlement. 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 ESFA 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 Financial Support Team if you require a printed version.

- 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 understood the Data Protection Statement, Eligibility Criteria and Rules and Regulations contained in the information attached to this application form.
- I confirm that the bank account details given on this form are my own.
- I understand that I must return any equipment provided or received through the Extended Bursary at the end my Study Programme so they can be used again by another student (where appropriate).
- I understand that any support provided must be spent solely on the intended purpose. Travel awards must only be spent on travel to college, awards for equipment must only be spent on equipment etc.
- 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 2021/2022 Academic Year only and that I must re-apply for any future academic year.
- I agree to inform the Financial Support 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 may be reduced if any of the evidence I have submitted shows that I, do not have any course related participation costs as these are being met from other sources of financial support received either by myself or my parent/partner/guardian or foster carer, a Local Authority or any other organisation or institution acting on my behalf.**

Student Signature:

Date:

Print Name:

SECTION 11 – LOCAL AUTHORITY TO COMPLETE FOR CARE LEAVERS AND/OR IN CARE STUDENTS ONLY

11A

LOCAL AUTHORITY CONTACT DETAILS

Name: Job Title:

Email Address:

Contact Number Local Authority:

If the student named in Section 1A is either **in care** or a **care leaver**, you must provide written confirmation of their current or previous looked-after status. The evidence can either be a letter (on headed paper) or an email sent directly to the Financial Support Team financialsupport@lincolncollege.ac.uk which clearly identifies that the email is from the Local Authority, to confirm this.

Section 22 of the Children Act 1989 defines the term 'in care' as '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)

A 'care leaver' is defined as:

- a young person aged 16 and 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 aged 18 or above who was looked after prior to becoming 18 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.

11B

PARTICIPATION COSTS

Will any of the student's costs of participation be met by the Local Authority (including, where applicable, through a Foster Carers Allowance) from the 6th September 2021 to 1st July 2022?

You must complete all participation cost boxes shown below (1-10):

| | Yes | No | N/A | Give Details |
|--|--------------------------|--------------------------|--------------------------|--------------|
| 1. Travel to College Costs | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Meals (timetabled days of attendance) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Essential Course Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Essential Uniform | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Essential Trips | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 6. Essential Stationery | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7. Exam Resit Fees | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Studio Fees (Creative Arts students only) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. UCAS Fee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10. HE Interview or Open Day | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

11C

DECLARATION:

- 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 in order to confirm financial need.
- I confirm that I have read and understood the Data Protection Statement in Section 8, Eligibility Criteria and Rules and Regulations contained in the information attached to this application form.

Local Authority Signature:

Date:

Print Name: