**16-18 VULNERABLE BURSARY FORM 2021-22**

**Only complete this form if you are aged 16-18 at 31st August 2021 AND you meet one of the criteria in Section 2. If you do not meet one of the criteria in Section 2, you need to complete the Learner Support Fund Financial Support application form. If you are an apprentice do not complete this form - contact Student Money on 01524 521469.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office use only** | **TRAVEL** | **ADDITIONAL COURSE COSTS** | **LUNCHES** | **CHILDCARE –refer to Care to Learn** |
| Date received | Miles | Art shop credit | \*FSMs  VB lunches | Yes No N/A |
| Date approved | Stagecoach pass | Uniform/PPE | FSMs/VB 4 weekly off-site payments | **HARDSHIP** |
| Yes No |
| Approved by | Galgate/Garstang pass | Kit/Equipment |  |  |
|  | 4 weekly travel | **UNIVERSITY EXPENSES** | **SUNDRIES** | **WEEKLY PAYMENT** |
|  | Ticket refunds | Open days/Interview travel | Termly payment | Yes No |
|  | Free bus | UCAS fee |  |  |

1. **YOUR DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Number: |  | Name: |  |
| Date of birth: |  | Age in years on 31 August 2021: |  |
| Home address: |  | Term time address ( if different to home address): |  |
| Email: |  |  |  |
| Student’s mobile number: |  | Home telephone: |  |
| Course Title & Level | | | |

1. **YOUR PERSONAL CIRCUMSTANCES:**

|  |  |  |
| --- | --- | --- |
| STUDENT STATUS | PLEASE TICK | EVIDENCE REQUIRED |
| In Care. |  | Letter from local authority confirming your current or previous looked-after status including the date when you became a Looked After Child and details of any additional funding to support your time at College eg as part of your PEP. |
| Care Leaver. |  |
| \*Aged 16-18 and in receipt of IS or UC because you are financially supporting yourself or any dependents such as a child or partner and living with them. |  | Full UC statements for the most recent 3 months with confirmation you are allowed to study PLUS tenancy agreement/utility bills and copy of birth certificate for your child if applicable. |
| \*Aged 16-18 and in receipt of DLA or PIP **AND**  UC or ESA. |  | DLA or PIP award letter dated within last 3 months (or 3 months bank statements to show ongoing payment) AND full UC statements for the most recent 3 months with confirmation you are allowed to study or your ESA award letter or ESA evidence on UC statement. |

1. **FINANCIAL NEEDS ASSESSMENT:**

Please complete with your carer/support worker/member of care home staff if appropriate.

* The details you provide in this assessment will be used to decide what level and type of funding is required.
* You will need to arrange an appointment with a member of the Student Money Team to discuss your application and financial needs assessment.
* No funding can be approved until an appointment has been held with a member of the Student Money Team to discuss your application and, in some cases, no funding might be given if it is decided all your College-related costs are already being met.
* If your situation or needs change you can arrange further meetings with the Student Money Team to review your circumstances and needs.
* Funding type 6 is dependent on any funds remaining after 1-4 have been allocated*.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.TRAVEL** | What will be your main method of travelling to College? *(please circle your answer)* | | | | |  | **Staff use only**  **Estimated Cost** | |
| get a lift | walk | cycle | drive | bus | College bus |  | **£** | |
|  | | | | | | | | |
| **2. ADDITIONAL COURSE COSTS** | What additional costs does your course have?  *(please circle any that apply)* | | | | |  |  | |
| Uniform/PPE | Kit/equipment | Trips | Books | Art materials | Other |  | *Check items on approved course expenses list* | |
| £ | £ | £ | £ | £ | £ | **£** | |
| **2a)** Do you already have any of the items required? eg if returning to 2nd year or you have been given items. *(please circle your answer)*  Yes No  If yes, what items do you still need to purchase? | | | | | |  |  | |
| **2b)** If a Looked After Child, will your PEP cover the cost of any of the items? *(please circle your answer)*  Yes No  How much is available to use from your PEP? | | | | | |  |  | |
|  | | | | | | | | |
| **3. \* MEALS** | Will you require a meal at College? *(please circle your answer)*  Yes No | | | | |  | *\*FSM (if claiming UC/ESA)* | |
|  | | | | | | | | |
| **4. UNIVERSITY EXPENSES** | Please indicate if you intend applying to university or will be attending any university open days or interviews during this academic year?  *(please circle any that apply)* | | | | |  | *Check on L3 course & discuss travel costs*  **£** | |
| UCAS application fee | | Open Days | | Interviews | |
|  | | | | | | | |  |
| **5. CHILDCARE** | Have you applied to Care to Learn?  *(please circle your answer)*  Yes No | | | | |  | *Provide details of how to apply if required* | |
|  | | | | | | | | |
| **6. TERMLY SUNDRIES CREDIT** | Do you pay your own broadband/internet bills?  *(please circle your answer)*  Yes No  Will you have any other expenses, such as stationery, in order to complete your studies?  *Please state items you expect to need.* | | | | |  | T1 £40 T2 £30 T3 £30  **£** | |
|  | | | | | | | | |
| **7.** | Have you previously received the vulnerable bursary weekly payment whilst attending College?  *(please circle your answer)*  Yes No | | | | |  | **£** | |
|  | | | | | | | | |
| **SIGNATURES:** | | | | | |  | | |
| **Student name:** | | | | | | **Signature:** | | |
| **Carer/support worker/care home staff name:** | | | | | | **Signature:** | | |
| **Office use only: SUMMARY OF FUNDING APPROVED** | | | | | |  | | |
|  | | | | | | 1 | £ | |
| 2 | £ | |
| 3 |  | |
| 4 | £ | |
| 5 |  | |
| 6 | £ | |
| 7 | £ | |
| **Signature of Student Money Team:**  **Date:** | | | | | | **TOTAL** | **£** | |

1. **STUDENT’S BANK DETAILS:** These are required in case we need to make any payments directly to you. For example lunch payments during work placement or any future lockdowns.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bank Name eg Santander |  | | | | | | | |
| Branch Location |  | | | | | | | |
| Account Holder’s Name |  | | | | | | | |
| Sort Code |  |  | **-** |  |  | **-** |  |  |
| Account Number |  |  |  |  |  |  |  |  |
| Roll Number (Required for Building Society accounts) |  | | | | | | | |

1. **STUDENT DECLARATION** (please sign to confirm you have read and understood the declaration):

**I confirm that:**

The information provided on this form is, to the best of my knowledge, correct and true.

I am not on a work-based learning scheme, an apprenticeship, or a higher education course.

I have not applied for help with any general living costs.

I shall inform Student Money, in writing, of any changes to my personal, family or financial circumstances, including change of address and timetable.

I have not applied to any other organisation (e.g. charitable trust) or local authority, for any help that the College might provide me with through the vulnerable bursary or LMC Learner Support Fund.

Lancaster and Morecambe College can process my personal data on this form and my Student Learning Agreement in order to assess my eligibility for the vulnerable bursary or Learner Support Fund.

I shall check my college email account and mobile phone, for messages from Student Money, on a regular basis.

I shall call the Absence Hotline (on 01524 521533) if I am going to be absent.

**I understand that:**

If I leave my course early, the College will ask me to return any money, equipment or travel pass that has been funded through the vulnerable bursary or LMC Learner Support Fund and will not refund any outstanding, approved course expenses.

Good behaviour and an attendance rate of at least 90% must be maintained or support could be withdrawn.

I may be committing a criminal offence if I fail to disclose any information that may affect my application.

I shall need to reapply each academic year, with new evidence, if I want financial support to continue.

Any claims for travel refunds and refunds on additional course costs such as kit and uniform must be submitted before 31st July 2022 otherwise payment cannot be made.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **STUDENT NAME (please print)** |  | | | | | | | |
| **STUDENT SIGNATURE** |  | | | | | | | |
| **DATE FORM COMPLETED:** |  |  | \_ |  |  | \_ |  |  |

**What happens next:**

1.     Submit your completed form, with the appropriate evidence, to a member of the Student Money Team, in the Hexagon, or email the form with scanned/uploaded documents to studentmoney@lmc.ac.uk.

2.     You will receive a text message or phone call, within 10 days of receipt of your form, to the mobile number stated in section 1, reminding you to arrange an appointment with a member of the Student Money Team and asking you for further information if required.

3. Following the appointment, you will receive a copy of the summary of funding agreed.

4.     If you are unhappy with the decision made about your application you can appeal, in writing, to Victoria Carter, Engagement Manager, at v.carter@lmc.ac.uk.

**Privacy Notice (How we use your personal information)**

As part of the assessment and delivery of financial support we collect your personal details. We will use your information for purposes related to your application for financial support. This information is processed as part of our public interest task of providing education and training.

The College Privacy Notice can be found at https://www.lmc.ac.uk/the-college/college-policies/privacy-statement-cookiepolicy. This outlines why we collect your personal information, the lawful basis for processing your data, how we share your data, how long we keep your personal information, how we transfer your personal information outside of Europe, any automated decisions we take about you and your rights under the General Data Protection Regulation.