

Asset Training Bursary Application Form 2018/19

Part 1 – Learner Details

Forename	
Middle Name/s	
Surname	
Date of Birth	
Home Address	
Postcode	
Contact Telephone Number	
Email address	

Part 2 – Parental Contact Details

Title	
Forename	
Surname	
Relationship	
Home Address	
Postcode	
Contact Telephone Number	
Email address	

Part 3 – Household details

Please state who you live with and their relationship to you

Name	Relationship to you (E.g. mother, father, partner, sister, bro etc.)	Age if under 16

Part 4 – Bursary Application

For eligible learners the fund can help towards the cost of essential course-related costs such as travel, equipment, books, essential trips, clothing, food and attending university/job interviews. It applies to expenses during the current academic year.

The main priorities for funding are economically or socially disadvantaged learners who need support for learning costs and have financial difficulties

Please indicate the bursary that is most relevant to your circumstances

Category 1 - (Vulnerable Bursary) of up to £1,200 per annum

Evidence may be requested separately

If any of the following circumstances apply to you, please tick the appropriate box:

- You are looked after by the Local Authority
- You are a Care Leaver
- You are 16-19 in receipt of Income Support, or Universal Credit in place of Income Support, in their own right
- You are 16-19 in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in their own right

I confirm that I wish to apply for a Category 1 (Vulnerable Bursary) of £1,200 per annum

You can now move on to Part 5 of the form and tell us about the support that you require

Category 2 - (Discretionary Bursary) Up to £40 in kind offer per week.

Discretionary bursary awards will be targeted towards 16-19 learners facing financial barriers to participation, such as the cost of transport, meals, books and equipment. If the learners' household income is below £25,000 (2018/19) and/or in receipt of an 'income based benefit', they may be eligible for a discretionary bursary.

If any of the following circumstances apply to you, please tick the appropriate box:

- Your total household income from employment and/or income based benefits is less than £25,000 per annum
- and**, I confirm that I wish to apply for a Category 3 (Discretionary Bursary) of £800 per annum

You can now move on to Part 5 of the form and tell us about the support that you require

Part 5 – Support Requested

The Education and Skills Funding Agency does not recommend that large or lump sum bursary payments are made to learners.

Asset Training & Consultancy Ltd follows this advice and therefore offers the individual support as outlined below.

Please complete the table below to indicate how you wish to receive your bursary funding, if approved

Category	Details	Tick if requested	Amount (£ per week)
A: Travel Pass (weekly, monthly etc)	Please describe the exact pass/es that you require:		£
B: Sustenance	Please tick if you require credit for snacks or lunch. (please note, this may not be given in cash as it is preferable that vouchers are used)		£
C: Uniform	Please tick if you require a uniform. This will be confirmed with your employer placement officer		£
D: Other educational equipment	If you will require other equipment to allow you to complete your programme, please list below:		£
Total Support Requested – please ensure that the total requested is the same or less than the amount selected in the Bursary Application (Part 4)			£

Part 6 – Income Evidence (for Household)

Please indicate which of the following benefits / income you are currently in receipt of. Please send copies of these as evidence of the household income.

You may need to produce more than one type of evidence.

Please tick the evidence you are attaching to this claim.

Type of Income	Yes/No	Evidence required
A Income Support		Most recent award letter
B Working Tax Credit / Child Tax Credit		Pages 1-4 of your most recent Tax Credit Award
C Income-based Employment and Support Allowance (ESA)		Most recent award letter
D Universal Credit		Most recent award letter

E	Other Benefits/Pensions (specify)		Most recent award letter
F	Earned income with no additional benefits		Include last 3 monthly wage slips or last 6 weekly wage slips or 4 fortnightly wage slips
G	Self-employed earnings with no additional benefits		Audited accounts or official tax return

Part 7 – Learner Payment Details (payments cannot be made into another individuals bank account)	
Name of Bank	
Bank Branch	
Account Holders Name	
Account Number	
Sort Code	

Part 8 – Declaration	
I certify that the information given within this form is correct and understand that Asset Training & Consultancy has the right to reclaim any funds and equipment costs, if I am found to have provided incorrect information.	
Learner Signature	
Date	
Signature of Parent	
Date	

Please note:

Your application will not be assessed unless you give your full details and include documentary evidence of household income. If you do not have the specified evidence please contact the finance office to discuss possible alternative evidence options. You can also attach a letter outlining any special circumstances that may apply in your case.

Please return this form to:

Asset Training & Consultancy Ltd
 1st Floor
 St Hugh's House
 Stanley Precinct
 Bootle
 L20 3QQ

If you need any additional information, help completing the application form or further support, please contact the Finance Office on (0151) 933 6393