

## Bursary Application Form 2016/17

Please complete the following application form in full. This information will be used to inform the decision as to your eligibility for a bursary or free meal. All information on this form will be treated in line with our approach to confidentiality and used only for bursary allocation purposes. By completing this form you are agreeing that we can process the information provided in line with the EFAs requirements and the Data Protection Act. You also agree to this being retained for audit purposes.

Please return this form to the Learner Welfare Manager, Paragon, Bournemouth Technology Centre, Station Approach, Ashley Road, Bournemouth, BH1 4NB

Personal details:

First name		Surname	
Date of birth		Age on 31 August 2016	
Home address (including postcode)			
Contact telephone number			
Tutors name		Have you lived in the UK or EU for the last 3 years? *If 'No', on what date did you arrive in the UK?	Yes    No
Have you received bursary in the past?	Yes    No	If you have received a bursary in the past was this whilst on a Paragon course?	Yes    No

### SECTION ONE - about you

	Tick all that apply
I am single and live with my parent(s) / guardian(s)	
I am single and live alone	
I am married / live with a partner	
I am in care or receiving leaving care support (written confirmation of this is required eg a letter from your social worker, please include this with your application)	
I am or have recently been classed as a Child in Need as defined by Social Services (please note that we will seek confirmation of this with Social Services)	

**Statement of personal need.**

Please tell us what you require a bursary for. Examples may include a bus pass, help with train fare, contribution towards petrol costs, a free meal when you are at training. If you are applying for a bus pass please tell us which bus company you will be using.  
*You may be asked to attend an interview to explain the reasons that you are applying.*

If you are applying for travel costs and you know how much this will be per week please tell us here.

£

**SECTION TWO – your financial status**

Are you?	Tick all that apply
Supported by parent(s) / guardian(s)	
Supported by partner / spouse	
Independent and working part time	
Independent with no income	
Independent and receiving Universal Credit (please provide evidence of these benefits along with this application eg a letter stating your entitlement to benefits from Job Centre Plus)	
Personally receiving Disability Living Allowance <b>and</b> Employment Support Allowance or Personal Independence Payment <b>and</b> Employment Support Allowance (please provide evidence of these benefits along with this application eg a letter stating your entitlement to these benefits from Job Centre Plus)	
Personally receiving 'Care to Learn' (please provide written evidence of this along with your application)	
Personally claiming Job Seekers Allowance or Universal Credit (please provide written evidence of this along with your application)	
Do you have any of the following income? (Please attach proof of income for any of the following with your application)	Amount (if zero please state)
Gross annual salary / wage before deductions eg tax, NI and Pension	£
Annual Income from self-employment	£
Any other taxable income, please specify	£

**SECTION THREE – your household status (If you live with your parents and they receive benefits please tell us about these here.)**

Do you live in a household that is in receipt of any of the following means tested benefit/s?	Tick if YES
Jobseeker’s Allowance (please provide recent evidence of this benefit along with this application)	
Income Support (please provide recent evidence of this benefit along with this application)	
Working Tax Credit with a household income of less than £16,190 (please provide recent evidence of this benefits along with this application)	
Credits (Guarantee Credit only) (please provide recent evidence of this benefit along with this application)	
Income-related Employment and Support Allowance or Personal Independence payment (please provide recent evidence of this benefit along with this application)	
Universal Credit (please provide recent evidence of this benefit along with this application)	
Child Tax Credit (where not entitled to working tax credit) and have a gross annual income of less than £16,190 (please provide recent evidence of this benefit along with this application)	

**Declaration**

The information provided on this application is, to the best of my knowledge, complete and accurate. I understand that if I give false information or fail to give complete information I may be prosecuted. I will inform Paragon immediately of any change of circumstances that may affect this application or any bursary or free meal which I subsequently receive.

I understand that Bursaries and free meals are subject to satisfactory attendance and behaviour.

Bursary is subject to evidence of eligibility being provided as part of the application process. Please ensure that you have attached all the relevant and required evidence to enable the application to be processed.	Is the relevant evidence attached?	
	Yes	No
Learners signature	Date	
Signature of parent / guardian / support worker (required where the applicant is under 18)	Date	
Parent/guardian/support worker please print name and job title if relevant		

For Office Use;      Claim approved      Yes      No      Category      A      B      Free meal

Interview notes (where required)	<div style="text-align: right;"> Learner Signature _____  Date _____ </div>
Authorised by:	
Job Role:	
Signature:	
Date:	
Total value of Bursary allocated	
Justification / description of arrangements;	