



Wirral Met College

16 – 19 Bursary offers support to students who may encounter financial barriers to learning, giving help towards the cost of travel, meals, equipment, educational visits and other course related costs.

To be eligible to apply for 16 – 19 Bursary you must be enrolled on a full-time study programme and:

- aged 16 or over but under 19 on 31/08/2021 or
- aged 19 – 24 on 31/08/2021 and have an Education, Health & Care Plan (EHCP) or
- aged 19 on 31/08/2021 and continuing a study programme you started aged 16 – 18 (19+ continuer)

Before you complete this form please read the information carefully and complete all sections that apply to you. If you are having any difficulty completing the form we are here to help and have a team in place to help you understand what funding you may be entitled to and answer any questions you may have.

We can be contacted by:

phone: 0151 551 7431/ 7432

email: Student.financialsupport@wmc.ac.uk

Bursary applications should be submitted along with supporting evidence no later than 4 weeks after the start date of your course. Bursary support will start from the date you have provided all the information needed to assess your application. Back payments are not guaranteed and if you don't provide us with evidence of your household income we are unable to assess your eligibility for bursary support.

Priority support will be given to students with supporting evidence showing a household income below £30,000. If your household income is above this, please still complete a form as we may be able to take into account your individual circumstances and the cost of participating on your chosen course.

16 – 19 Bursary is funded by the Education & Skills Funding Agency (ESFA).

Student ID number

Surname

First Name

Date of Birth

Your age on 31/08/21

Contact number

Email Address

Do you have your own bank account?

**Are you receiving financial support towards the cost of attending College from any other source?
E.g. Local Authority?**

If yes, please provide details below:

Who do you normally live with?

Annual Gross Household Income

If you live with your parents / guardian please ask them to help you complete this section of the form. In order to assess your eligibility for assistance from the bursary we need to know your household income. Your household income includes whoever you live with, who is supporting you financially e.g. parents, guardians, step-parents or your parent's partner.

Please indicate below which of the following applies to your household:

In receipt of unemployed benefit

Household income below £20,000 per annum (pa)

Household income between £20,000 and £30,000 pa

Household income between £30,000 and £40,000 pa

Household income above £40,000 pa

Please indicate the evidence you are providing to support your application:

Universal Credit monthly statement

Benefit entitlement letter from DWP showing Income Support

Benefit entitlement letter from DWP showing Income based Job Seekers Allowance

Employment & Support Allowance full award letter showing Income related element

Home office letter stating support under part VI of the Immigration and Asylum Act 1999

State Pension Credit full award letter showing guaranteed element

Child or Working Tax Credit award letter showing gross income as assessed by HMRC

Proof of earned income (recent payslip or P60)

Current evidence can be posted to the Bursary Team at our Conway Park address or emailed to Student.financialsupport@wmc.ac.uk

Priority Support (Aged 16 – 18 only)

Please tick whichever applies to you and provide recent / relevant evidence to support your application:

Please be aware that even if you meet the eligibility criteria, there is no automatic entitlement to 16 – 18 priority bursary, there is a possibility of no award or a limited award.

Applications will be assessed and support will be awarded dependent on your financial needs and funds being available.

Are you currently in care?	Yes	No
Have been in care and now classed as a care leaver?	Yes	No
Are you in receipt of Income Support or Universal Credit in your own right because you financially support yourself?	Yes	No
Are you in receipt of Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in your own right and Employment Support Allowance or Universal Credit in your own right?	Yes	No

Data Protection & Privacy

All personal data will be held in accordance with the provisions of the Data Protection Act.

Personal data will be used solely for the purpose related to your application for financial support. Student Support Application Forms are only seen by staff involved in the delivery of student financial support. It may be necessary for additional supporting information to be sought from other college staff in order for a decision to be made. The College Privacy Statement will be sent to you via your college email account.

Further Information

16-19 Bursary is a cash-limited government fund administered by the college. The purpose of the fund is to provide partial financial aid to students who may have difficulty completing their course due to financial hardship. Students are not eligible to apply if they are:

- studying an apprenticeship programme or waged learning or training
- a young offender
- serving a custodial sentence
- released from a custodial sentence on temporary license
- who has been remanded to a secure institution

Appeals

Applicants have the right to appeal if they are not satisfied with any decision regarding bursary support or payments. Appeals must be made in writing and sent to:

Bursary Appeals
Wirral Metropolitan College
Conway Park Campus
Europa Boulevard
Birkenhead
CH41 4NT

If you have any mitigating circumstances please provide supporting evidence, for example doctor's note, hospital appointment etc. Appeals must be received within four weeks of the date you are appealing. The appeals panel will meet on a termly basis. We will inform you in writing with the outcome of your appeal. Please be aware the decision of the appeals panel is final.

Declaration:

- I confirm that the information I have given is true and correct.
- I agree to notify the college in writing of any change in my circumstances which may affect my eligibility for funding.
- I understand that I will have to repay any funds if the information I have provided is not correct.
- I have read and understood the further information section and confirm that none of those exceptions apply to me.
- I understand that funding is limited and not guaranteed and eligibility does not automatically mean entitlement.
- I understand that bursary support will start from the date I have provided all the information needed to assess and approve my application and back payments are not guaranteed.
- I understand that the college expects 100% attendance and bursary support is dependent upon a minimum attendance of 90%, behaviour, punctuality and achievement while at college.

I have read and understood this declaration (please tick to confirm)

Print Name

Date

Signature

Once completed, please save your completed form and send it to student.financialsupport@wmc.ac.uk. Thank you!