

## Pre-Degree Bursary Fund Application

Please return to [studentsupport@pca.ac.uk](mailto:studentsupport@pca.ac.uk), or post to Student Support, Plymouth College of Art, Tavistock Place, Plymouth, PL4 8AT. If you are relocating to Plymouth to live independently, in order to study, then you may be entitled to a residential bursary. Please contact Student Support for more information.

### Office Use ONLY

Date Received:	Approved/Declined By:
Evidence Provided:	Award Total:
Date Input on Capita:	Materials:
Funding Pot:	Travel:
	Meals:

### Part A – To be completed by the student

Full Name	<input type="text"/>
Student Number	<input type="text"/>

Date of Birth	<input type="text"/>	Age on 31/08/18	<input type="text"/>
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Address	<input type="text"/>
Contact Telephone	<input type="text"/>
E-mail Address	<input type="text"/>

Course Title	<input type="text"/>
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Year 1	<input type="text"/>	Year 2	<input type="text"/>
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Which bursary do you wish to apply for. Please tick all that apply.

Travel		Materials		Meals	
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**Please note:** All students are responsible for making their own travel arrangements, including the ordering of travel passes and tickets. If awarded the travel element of the bursary, this will be a **contribution** to the cost of travel. Payments will be made in arrears at the end of each month. Please be aware that the first payment will be at the end of September (providing you apply before the start of the academic year) and therefore you will have to pay for your first month's travel to college. You can apply for financial aid for materials, trips and other expenses from 29th October 2018, with an Additional Funds Form, which you can get from Student Support.

Have you applied for an Advanced Learner Loan to cover your fees? (Under 23 and studying Level 3 for the first time no fees apply)

Yes		No	
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Who do you normally live with? (Please tick)

Mother		Father		Both Parents		Alone	
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Mother and partner		Father and partner		Carer		Other	
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Do you have an Educational Health Care Plan?

Yes		No	
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Do any of the following apply to you the student? (Please tick all that apply)

	Yes	No	Example of evidence required
I am in care/classed as a looked after child			Letter from your Local Authority
I have been in care and now classed as a 'Care Leaver'			Letter from your Local Authority
I am in receipt of Income Support			Letter from Jobcentre Plus or Department for Work and Pensions
I am disabled and receive ESA and PIP			Letter from Jobcentre Plus or Department for Work and Pensions
I am in receipt of Universal Credit			Letter from Jobcentre Plus or Department for Work and Pensions

**Bank Account details – IMPORTANT – please complete carefully**

**Please note if you do not have a bank account you will need to open one in your own name. Without your bank details, we WILL NOT be able to pay your bursary.**

The information you provide in this section will enable us to pay funds directly into the student's own bank account or building society by electronic transfer. All information relating to your bank details will be kept strictly confidential.

Account Name								
Name of Bank								
Bank Address								
Sort Code (6 digits)			-			-		
Account No (8 digits)								

Signature ..... Date .....

**Part B – To be completed by parents/guardians**

Name(s)

Relationship to student

**What is your annual household income? This includes all parents/guardians in the household.**

£

**Please tick all that apply in the table below and submit evidence accordingly.**

Income	You	Partner	Evidence Required
Gross Salary or Wages	<input type="checkbox"/>	<input type="checkbox"/>	Last three months' payslips/P60
Self-employment	<input type="checkbox"/>	<input type="checkbox"/>	Accountants letter OR HMRC Tax return
All income assessed benefits	<input type="checkbox"/>	<input type="checkbox"/>	For each benefit received please supply your most recent letter from Job Centre Plus, the

Guaranteed element of state pension credit			Department of Work and Pensions or all pages of your current HMRC award notice.
Universal Credit			
Child Tax Credit			
Working Tax Credit			
Interest on savings			Bank statement/ Building Society book or letter
Income from property or lettings			Accountants letter OR HMIT Tax return

**Are there any other exceptional circumstances you would like us to consider?**

(e.g. number of dependent children, adult dependents, caring duties etc.)

**Evidence Required**

In order for us to process bursary applications, we require evidence to demonstrate household income. Please provide most recent copies of one or more of the following:

- Most recent Working/Child Tax Credits award notice (**all pages**)
- P60
- 3 months' worth of payslips
- HMRC Tax Return if self employed
- Letters stating any benefits received
- Council tax statement to demonstrate single adult household

**Further Evidence Required for Free School Meals**

**Please note:** In accordance with Government regulations, evidence of the following is required to demonstrate eligibility of free school meals:

- Income Support
- Income based Jobseekers Allowance
- income-related Employment and Support Allowance (ESA)
- support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (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 pa

## Please note applications without evidence will not be processed

### Part C – To be completed by Student and Parents

#### Declaration

The declaration below must be signed by any persons who have provided details of income as well as the student. Please now read the declaration carefully before signing your application.

#### Data Protection and Declaration

The College collects information about students for various administrative, academic and health and safety reasons. Because of the Data Protection Act we need your consent before we can do this. Since we cannot operate the College effectively without processing information about you, we are including consent to process clause in the declaration we asked you to sign.

- **I understand that I will only receive funds to contribute to monthly rental costs during term time in accordance with the academic year.** The academic year at Plymouth College of Art runs September – June. Any payments for rent post June will not be paid through the Residential Bursary.
- I understand that financial awards for travel are paid from the end of September and therefore I will be expected to pay for my own transport for the first month of the academic year. All payments for travel are made in arrears.
- I understand that any financial awards are a contribution and will not necessarily cover the entire cost of college expenses.
- It is my responsibility to inform the Student Finance Team if I withdraw from my course and I understand that I will no longer be entitled to financial support in any form and that I will be required to pay any Bursary overpaid as a result of me not informing the Student Finance Team.
- I understand that if I fail to complete my course I may be required to repay all or part of any payment. The amount to be repaid will be determined by the College.
- I am responsible for informing the College of any changes in my circumstances that could affect my eligibility for the Residential Bursary.
- I understand that if false or incomplete information is given or any part of my income/household income is not declared that the matter may be referred to the Department for Education or the Police. This could lead to prosecution and the college may seek to recover any payments I am not eligible for.
- I understand that I must inform the Student Finance Team at least **ONE MONTH IN ADVANCE** of any changes to my Landlord details, or if I intend to move. If I do not give the College the required notice, the Bursary may be withdrawn and I will be invoiced for any rent overpaid as a result.
- I believe that all information given in this form is correct, with nothing having been omitted that would affect this application. I understand that giving false information will automatically disqualify the application. I will provide details of any change in personal circumstances should they occur.
- I understand that if false or incomplete information is given or any part of my income/household income is not declared that the matter may be referred to the Department for Education or the police. This could lead to prosecution and the college may seek to recover any payments the student is not eligible for.
- I agree to the College checking the accuracy and validity of any information I have provided. I will supply any documentation requested to substantiate my application.
- I agree to the College processing personal data contained in this form or other data, which the College may obtain from time to time from me or other people whilst I am a student. I agree to the processing of such data for any purpose connected with my studies or my health.

- **I understand that I must enrol on the course of study and maintain the required levels of attendance, behaviour and progress in order to complete my course and to receive my bursary.** For each instalment of the award to be paid, I must maintain the agreed attendance levels. I will notify the College if I am ill and I will obtain prior permission for any other necessary absences.
- **I understand that if my attendance falls any award due will not be paid while my attendance record is checked.** If I withdraw from my course for whatever reason, I understand that I will no longer be entitled to financial support and that I will be required to repay any funds that are due. This figure will be determined by the College.
- I understand that further details of the bursary scheme are provided in the bursary guidelines, which can be provided by Student Support at any time. Further information is accessible to all on [www.gov.uk](http://www.gov.uk)

**By signing this form, you are giving your consent and agree to Student Support sharing your full name, student identification number, your course title and year of study with The Daily Fix café, in order for them to identify you as eligible for free school meals**

Student signature.....

Date .....

Parent/Carer signature.....

Date .....

Parent/Carer signature (if applicable).....

Date .....