

# 16-18 Bursary Learner Support Funds 2023-24

## Are You Eligible?

Do you live in a household that has an income of less than £32,300?

Are you fully enrolled to a course at Carlisle College in the 2023/24 academic year?

Are you aged 16-18 on the 31<sup>st</sup> August 2023 **or** aged 19 on the 31<sup>st</sup> August 2023 and studying on the second year of a Level 3 course (19+ continuers) **or** aged 19-24 with an Educational Health Care Plan (EHCP)?

## What Support Can We Offer You?

We can offer the following support to learners who meet the following household income criteria:

If you live in a household that has an income of up to £25,000 you may be eligible for the following:

- Travel Support
- Meal Support
- Equipment and Trip Support
- Laptop Support

If you live in a household that has an income of between £25,001 and £32,300, you may be eligible for the following:

- Travel Support
- Meal Support
- Equipment and Trip Support

For additional information and eligibility criteria, please see the Carlisle College Finance Guide 2023/24 or visit [www.carlisle.ac.uk/StudentLife/StudentFinance](http://www.carlisle.ac.uk/StudentLife/StudentFinance)

## How Do I Apply?

You can apply from Thursday 24<sup>th</sup> August. Please submit your fully completed application form, along with all required evidence, to Reception. Once your application has been assessed, the Learner Support Fund team will contact you via the email address you used at enrolment.

Read all questions carefully and ensure you provide all evidence that meets your household circumstances. Any missing evidence will result in a delay to your application being processed.  
Complete this application form using black or blue ink only.

## Student Details

Person Code ID:

Forename:

Surname:

Date of Birth:

Age on 31<sup>st</sup> August 2023:

Address:

Post Code:

Course Title:

Select this box if you receive travel support from the local authority.

Household:

*Do you live with (or are you financially dependent on) Parent(s)/Guardian(s)/ Partner? If yes please state their details below. You will need to provide household income evidence for the below. State N/A if you live alone.*

Name	Relationship (e.g Father/Mother/Guardian)

## Qualifying Evidence

Select and provide the evidence that demonstrates your yearly household income. We may request further evidence to fit your household circumstances.

Household Income	Evidence	Select all that apply
Asylum Seeker (Accompanied) <b>(A)</b>  Asylum Seeker (Unaccompanied) <b>(B)</b>	<b>(A)</b> Provide Home Office Letter confirming status, evidence of current address, IND card for student and parent(s)/guardian(s) and Aspen Card <b>(B)</b> Provide written confirmation of current status from the Local Authority. This must be on LA letterhead paper within last 12 months	
Do you currently live in care or are a care leaver?	Provide written confirmation of current or previous looked after status from the Local Authority. This must be on LA letterhead or from a LA email address dated within 1 year.	
Independent Student in receipt of Universal Credit and financially supporting dependants.	Provide your most recent UC statement which shows the name(s) of your dependants or provide your most recent UC statement and a tenancy agreement/utility bills.	
Independent Student in receipt of Universal Credit or Employment Support Allowance AND PIP or DLA?	UC Statement <b>or</b> ESA letter dated within 1 year <b>AND</b> PIP <b>or</b> DLA award letter dated within 1 year.	
Parent/Guardian in receipt of Tax Credits	Provide Tax Credit Award Notice dated 2023/24 <b>(All Pages)</b> . We can accept the renewal notice providing payments continue past August 2023.	
Parent/Guardian in receipt of Universal Credit	Provide 3 most recent Universal Credit statements which must include • Name • Address • Payment for the Month • Total Entitlement • Total Deductions • Take Home Pay even if £0 (Take Home Pay can be found by selecting the "Help and Support Section" under "Other support you may be able to get".)	
Parent/Guardian in receipt of Income Support	Provide award letter dated within 1 year.	
Parent/Guardian in receipt of DLA / PIP	Provide award letter dated within 1 year.	
Parent/Guardian in receipt of Employment Support Allowance	Provide award letter dated within 1 year.	
Parent/Guardian in receipt of Job Seekers Allowance	Provide award letter dated within 1 year.	
Parent/Guardian in receipt of Guaranteed Element of Pension Credits	Provide award letter dated within 1 year.	
Parent/Guardian is Self Employed	Provide a statement of accounts for the 2022/23 tax year from your accountant. This must be on letterhead paper, including a wet signature and stating your earnings before tax. Self assessment is not accepted.	
Parent/Guardian is in Higher Education and in receipt of a Maintenance Loan	Provide evidence of your award from Student Finance.	
Household income is less than £32,300	Provide 3 most recent payslips for both parent(s)/guardian(s). Where one parent/guardian is not working, provide latest 3 months of their bank statements.	
Household Income that is not stated above.	Provide income evidence that is not listed above.	

## Data Protection:

All personal data processed by NCG is maintained in compliance with the requirements of the General Data Protection Regulation (GDPR) and The Data Protection Act 2018. NCG is registered with the Information Commissioner's Office as a provider of education and training. By submitting this form, you acknowledge that you have read and understand that your data will be processed in accordance with our privacy policy (unless you state otherwise) which can be accessed via this URL: <https://www.ncgrp.co.uk/media/t2cjs44v/ncg-data-protection-policy.pdf> For information regarding your rights under Data Protection legislation, please refer to the contact details in our privacy policy. **Tick the box to state that you are happy for NCG to process your data in accordance with our privacy policy.**

## Terms and Conditions:

1. The 16-18 Bursary is funded by the Department of Education, we are open to audit by the ESFA (Education and Skills Funding Agency). We will retain evidence of your eligibility for audit purposes.
2. In order to access support, it is the responsibility of the student/parent(s)/guardian(s) to supply a completed and fully signed application form with all relevant supporting evidence, which demonstrates an accurate household income. The evidence requested enables Carlisle College to ensure that Learner Support Funds are following the guidelines set by the Department of Education, and therefore any evidence provided is open to audit. Students and parent(s)/guardian(s) should be aware that giving false or incomplete information that leads to incorrect/overpayment may result in future payments being stopped and any support funds being recovered, in these circumstances those who have signed the declaration confirming that the household income evidence provided is accurate, could face prosecution.
3. In order to comply with funding regulations, Learner Support Funds hold the right to not accept an application until satisfied that the evidence and the household income assessment is accurate. Until the household can provide the evidence requested, the application will not be accepted and support may be delayed.
4. Students must achieve satisfactory attendance. Carlisle College will stop payments where students have been absent for a period of 4 continuous weeks or more.
5. Students must maintain a level of good behavior and behave in a way, which respects the needs and aspirations of others to learn, teach and live within the community of the College when using any of the College facilities.
6. All monies or support received must be used for the purpose intended. If the student is unsure of the purpose of support, please ask a Student Engagement Adviser.
7. Students must not allow others to access or use any part of their support.
8. Students must inform Learner Support Funds of any changes to their course and/or timetable. We need to ensure the correct support is in place i.e. days for travel & meals and equipment.
9. Students must only access their meal entitlement on the days that they are timetabled to study.
10. If the student has received course related equipment for the course in which they first enrolled, they may not receive additional course related costs for a second enrolment. Equipment funded by Learner Support Funds with a value of £100 or more, must be returned to the department at the end of your course.
11. If your course requires coursework outside of your lessons and you do not have access to a computer/laptop at home - you may be eligible to apply for a laptop from us if your income is below £25,000. Support for laptops is first come first served as there are limited laptops. This must then be returned by your final day of study.
  - 11.1 If the laptop is not returned, the student will be invoiced for the cost of the laptop and debt recovery proceedings will commence.
12. If the student withdraws from their course they must inform Learner Support Funds immediately and ensure that they do the following:
  - 12.1 Refund such sums as may be determined by Learner Support Funds.
  - 12.2 Return the travel pass to Carlisle College, If the travel pass is not returned, Learner Support Funds will withhold Learner Support Funds in future academic years. (Travel passes MUST NOT be sent in the post).
  - 12.3 All items purchased by the Learner Support Funds remain the property of the college and must be returned if learners do not complete their course.
  - 12.4 Payments are processed in accordance with a payment schedule. Students will not receive funding prior to the date stated on their payment schedule. The financial support, including travel and meal support is only valid between the course start and end dates. If the student finds that they need to come to college after the course end date, for revision sessions, re-sits etc., our financial support offer does not cover these scenarios and the student will be responsible for any costs associated with attending these sessions.
13. On submission of the application form, Carlisle College have the student's consent to provide the travel pass companies with information in order to provide travel support. We offer the most cost-effective method. We are unable to offer travel support based on student preference. A journey plan will be completed on assessment to determine which pass is awarded. If you do not agree with the travel provided, you have a right to appeal, on the basis there is a medical reason as to why a particular transport cannot be used. The Learner Support Funds Coordinator will contact you with the outcome of your appeal.
14. Learner Support Funds will maintain confidentially of all application.
15. Any misuse of funds or non-compliance with the terms and conditions will result in the removal of support in this academic year and the student will not be eligible to apply for support in future academic years.
16. Carlisle College do not accept responsibility for payments being processed to an incorrect account due to incorrect/unclear bank details being submitted. If we are unable to recover the payment, we will not provide another payment to compensate for the loss of the first.
17. Your paper bank details form will be destroyed by the end of the academic year.
18. Learner Support Funds have the right to withhold support where the student does not achieve the required attendance.

## Declaration:

*In signing this form, you confirm that you have read and agree to the terms and conditions of the Learner Support Funds.*

Student Signature:	Date:
Parent/Guardian Signature:	Date:

## Bank Details

State your bank details **clearly** below.

The provided bank account details **MUST** be the student's personal bank details and not those of a parent/guardian.

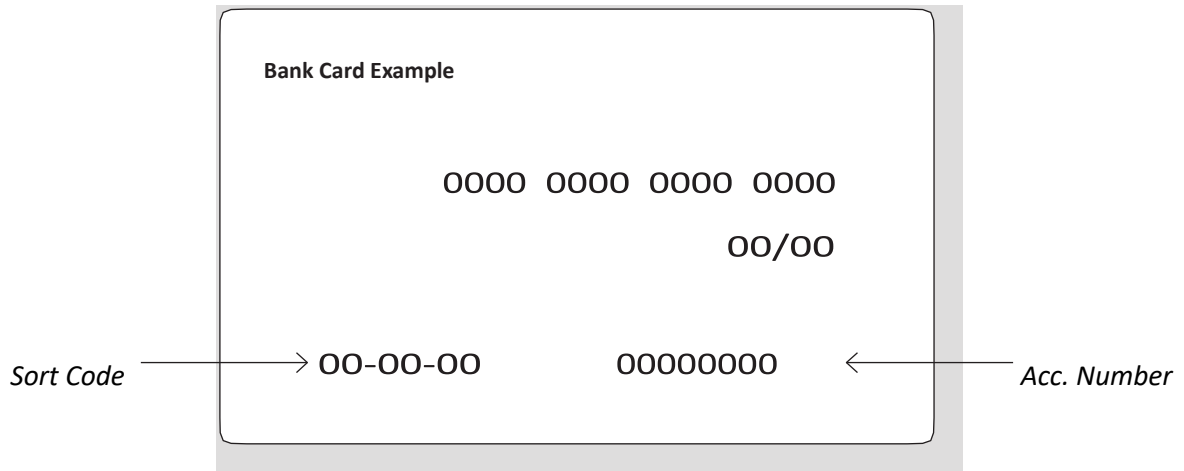
We are unable to make payments to accounts where a roll number is a requirement.

Student Name:

Name of Bank:

Sort Code (6 digits):

Account Number (8 digits):



## Useful Info:

Contact Number: 0191 200 4455

Email: [lsfcar@carlisle.ac.uk](mailto:lsfcar@carlisle.ac.uk)

Website: [www.carlisle.ac.uk/StudentLife/StudentFinance](http://www.carlisle.ac.uk/StudentLife/StudentFinance)