



16 to 19 Bursary Fund Application Form

2024-2025 Academic Year

Please read the 16 to 19 Bursary Fund Guidance Notes before completing this form.

Section 1: Applicant Details (Learner)

Title:	First Name:	Last Name:
Address:		
Postcode:		
Home Telephone No:	Mobile Telephone No:	
*E-mail Address:		

*We will use your e-mail address to send all correspondence to you – please ensure this is included

Date of Birth:	Age at 31 st August 2024
Site: The Ridge Employability College	

Section 2: Residency

Please tick the appropriate box Yes No

Have you been a resident of the UK or a national of any EU country for the 3 year period preceding your course start date?	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

If 'No', please contact College for advice

Section 3: Residential Status

Who do you live with? Please tick all boxes that apply

Mother	Father	
Parent's spouse/partner	In care/looked after	
Foster parents	On my own	
Other: please give details		

Section 4: Learner's Eligibility/Supporting Documents

Please complete **either** Part A or Part B below:

Tick the box applicable in the Part you complete and note the documents needed to support the application. The supporting documents must be enclosed with the application form. If you live with a parent/carer, their information is required for the proof of income. If you do not have the specified documents, please contact us to discuss possible alternatives.

Part A: Please tick only 1 box, then go to Section 6

Vulnerable Bursary-Vulnerable Learners:	Tick	Supporting Documents needed
Young people in care or care leaver		Letter from care home/social worker/local authority
Young people in receipt of Income Support (or Universal Credit in place of Income Support) in their own right		Copies of the benefits paperwork
Young people in receipt of Employment and Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments in their own right		Copies of the benefits paperwork

Part B: Please tick the relevant boxes, then go to section 5

Discretionary Bursary-Other Learners	Tick	Supporting Documents needed
Young people who are claiming, or are eligible to receive free school meals		If you were claiming free school meals in Year 11, this information will be provided from your feeder school. If you want to apply for free meals, please tick this box
Young people whose household receives income-based means tested benefits AND/OR whose gross annual household income is below £25,000 (Household income-this includes the combined incomes, where there is more than one source of income, of parents with parental responsibility and partner living in the household. Household income does not include income from siblings who are working, or money earned by the learner themselves from part-time employment)		Please supply one or more of the following: (copies) <ul style="list-style-type: none">• award letter (less than 3 months old) for income based benefits• tax credit award notice for the current financial year (not provisional)• P60 (tax year ending April 2023) or the last 3 months pay slips• Evidence of self-employed earnings (certified accounts for 2022/23 tax year)
Young people with significant caring responsibilities at home and who are not in receipt of a Carer's Allowance		Supporting letter from social worker or parent
Young people who have been affected by sudden exceptional changes to their financial circumstances		Supporting letter from parent/carer or please contact the Head of College in confidence for advice

Section 5: Bank Details

In the majority of cases, successful applicants will receive an award ‘in kind’ in the form of a bus pass, contribution towards meals, or help with educational visits, for example. Where monetary payments are made, these will be made by BACS transfer into the learner’s own bank account. Please insert the details below

Account holder name (learner) as shown on statement	
Name of Bank	
Address of Bank	
Sort Code	
Account Number	

Section 6: Declarations

Please be aware that the funding covers only this academic year and there is no guarantee that funding will be available for future years, even if you are eligible for the current year.

Learner Declaration:

I declare that all information I have provided in support of this application for The Ridge Employability College Bursary is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped, and the college will seek repayment of payments made. The matter may also be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution. I undertake to notify the college in writing of any changes to the information provided, which may affect my eligibility for the Bursary.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, I leave the college or fail to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that the college may withhold payments.

Signed Date

Full name (in block capitals)

Parent/Carer Declaration:

I declare that all information I have provided in support of this application for The Ridge Employability College Bursary is correct and complete to the best of my knowledge and belief. I understand that if false or incomplete information is submitted which results in an overpayment, all future payments will be stopped, and the college will seek repayment of payments made. The matter may also be referred to the Education and Skills Funding Agency and/or the police, with the possibility of facing prosecution. I undertake to notify the college in writing of any changes to the information provided, which may affect the eligibility for the Bursary.

By signing this declaration, I confirm agreement to all the conditions and eligibility criteria of the scheme. If for any reason, the learner named on this form leaves College or fails to abide by the behaviour or attendance policy, I undertake to return the award upon request and I understand that the college may withhold payments.

Signed Date

Full name (in block capitals).....

Please return the completed application form and all supporting documents in an envelope marked 'Bursary Application' to:

Sharon Brookes

The Ridge Employability College

10 Ebor Court

Malton Way

Adwick-le-Street

Doncaster

DN6 7FE

The application form can be submitted by email, post or in person

The application form will only be seen by the Head of College and the Curriculum Manager. If you make an appeal against a decision, the Appeals panel may also see your application form.

If you need any further information or assistance, please contact the Curriculum Manager:

sharon@theridgecollege.co.uk

Telephone: 01302 897445 / 07429943136

THIS PAGE – FOR OFFICE USE ONLY

	Signature:	Date:
Application form received		
Form checked for full completion		
Evidence provided: Please list-		
Evidence checked		
Requested further information/documents:		
Eligibility criteria: Learner is aged between 16 & 19 years YES/NO		
Learner is aged between 19 & 24 years with an EHCP YES/NO		
Learner is enrolled on a valid learning programme at a valid provider YES/NO		
Application approved? YES/NO		
Reason for rejection		
Decision letter sent to learner (emailed)		
Meeting held with Head of College		
Learner's name and date of birth:		
Original birth certificate YES/NO		
Current passport YES/NO		
Appeal		
Date appeal request received		
Appeal hearing date		
Persons present at hearing		
Appeal decision		
Notification sent to applicant		