

SECTION 1: Student's Details

Surname _____ Date of Birth _____ ID Number _____ Age _____
 Forename(s) _____
 Permanent Address _____
 _____ Postcode _____
 Course _____ Telephone Number _____
 Email Address _____
 Have you the right of abode and been resident in the UK for the last 3 years? Yes / No

SECTION 2: Learner Status

I am looked after by a Local Authority or I am a Care Leaver * ☐ I receive Income Support or Universal Credit in my own right and support myself or any dependents financially* ☐
 I live independently* ☐
 I receive DLA or PIP **and** ESA or UC* ☐
 I live in Supported Accommodation* ☐
 I consider myself to be a Carer (i.e. I care full time for a family member) ☐
 I live with parent(s) who have responsibility for me ☐
 I have dependent children myself * ☐
 I live with a non-family member who has responsibility for me ☐
 I live with a partner ☐

***Please provide evidence and only complete sections 1,2,5,6&8**

SECTION 3: Members of your immediate household (excluding siblings) in employment or in receipt of benefits or pensions.

	Adult 1	Adult 2
Title (Mr/Mrs/Ms etc.)		
Surname		
Forename(s)		
Relationship to applicant		
Telephone number		
Email Address		

SECTION 4: Evidence of Household income

Please provide **photocopies** of documents to evidence the income of all members of the household listed above :

- ☐ Latest P60 for the tax year 2022-2023 **or, if you don't have a P60**
- ☐ Last three payslips **and** three months bank statements **or**
- ☐ Last certified accounts or self-assessment tax return for any self-employed member, details of dividend income for Company Directors for 2022-2023

Please provide **photocopies of award letters (all pages)** for all members of your household who are in receipt of any of the following. These should be dated within three months **or** an outdated letter and a bank statement dated within three months):

- ☐ Universal Credit (UC) Please supply your 3 most recent UC statements **from the current tax year**, including payment breakdown
- ☐ Income Support (IS)
- ☐ Child Tax Credit/Working Tax Credit (2023-24 full award notice)
- ☐ Employment Support Allowance (ESA)/Job Seekers Allowance (JSA)
- ☐ Carers Allowance
- ☐ Other benefit - please state the benefit received.
- ☐ Pension Guarantee Credit
- ☐ Child Maintenance - CMS letter or 3 months' bank statements
- ☐ Housing benefit
- ☐ Council Tax Support

Please note Disability Living Allowance, Personal Independent Payment and Child Benefit are not taken into account when calculating your income.

Unfortunately we are unable to process applications submitted without evidence.

SECTION 5: Support Required - PLEASE RETAIN ALL RECEIPTS, if your application is successful these will be required.

Residential Bursary:

- ☐ College Accommodation
- ☐ Private Rent (these payments will be made directly to your landlord/landlady monthly - see Section 8. Copy of tenancy agreement required)

College Support Funds:

- ☐ College Travel Costs (required as a priority)
- ☐ Petrol (required as a priority)
- ☐ Clothing and Equipment
- ☐ Compulsory Trips
- ☐ Help with Childcare (if you are 16-19 at the start of your course and are the main carer for your child, you should apply for Care to Learn www.gov.uk/care-to-learn)
- ☐ Other

Motor Vehicle, Uniformed Public Service and Sports Fitness Academy students. We can only award residential bursary for students on these courses who have genuine exceptional circumstances. Please detail here what your reasons are for attending Sparsholt college;

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SECTION 6: Declaration

Please read the statements below and sign to confirm you have read and understand them:

- The evidence I have provided is correct and complete to the best of my knowledge and belief. Providing false and/or incomplete evidence which leads to incorrect/overpayment may result in future payments being stopped and any funding being recovered. This may also result in a referral to the police with the possibility of the student and/or their family facing prosecution.
- If the student withdraws from their course they may be required to pay back some or all of the money awarded and any fees outstanding to the College.
- If my application for financial assistance is unsuccessful or successful in part, I will be liable for all outstanding fees related to my course and it is my responsibility to pay these fees.
- The College has the right to withdraw funding at any time, with good cause.
- Allocation of funding is dependent on students behaving in an acceptable manner, attending all timetabled sessions, on time, and completing all necessary homework and coursework.
- Failure to meet these conditions could result in funding being withdrawn.
- If I am in receipt of Government benefits, any direct payment from the Learner Support Fund may affect the amount of benefit I receive, and it is my duty to disclose the amount of funding I receive to the Benefits Agency.
- I am aware the College will record and hold securely any information of a personal or sensitive nature.
- In the event of completion of a course or withdrawal any resources purchased via the Discretionary Learner Support Fund should be returned to the College.

Student – (print name)	_____	Signed	_____
		Date	_____
Parent/Guardian - (print name)	_____	Signed	_____
		Date	_____

SECTION 7: Other information

The College aims to provide bursary support for learners experiencing the greatest financial hardship but also has a flexible approach to allocating funds where a learner can prove a need for support. Please see our policy on the College website.

Any students with a total household income of £35,000 can apply for funding. We may consider applications over this limit where there are extenuating circumstances which are causing a barrier to participation, i.e. redundancy, loss of earnings through ill health etc.

The funding the college receives is limited and not all applications will be successful. You will receive an email to confirm whether your application has been assessed as eligible and what to do next. It is possible that the college may not make an award or may not award the full amount requested. If your application is not eligible we will email you to advise. If we do not hold an email address we will write to you. Usually this process takes around fourteen days, however, during busy periods this may take longer.

If you are aged 20 or over and applying for assistance with childcare costs you will need to complete a separate contract which will be posted to you if your application has been assessed as eligible.

As part of the application process you may be required to attend an informal meeting to discuss how the Discretionary Learner Support Fund/Bursary can best support your needs whilst you study with us. You may be asked for further evidence or information regarding your income or expenditure.

Unfortunately we cannot return or photocopy evidence, however our reprographics department may be able to provide photocopies for a small fee. Alternatively photocopying facilities are often available at local shops or libraries for a fee.

Contact Information

Once this form is completed please return to, Student Funding at Sparsholt College, Sparsholt, Winchester, Hampshire SO21 2NF. Should you have any queries or require any support completing this form please contact our Student Funding Team on 01962 797346 or email studentfunding@sparsholt.ac.uk

Appeals

Appeals can be made in writing to Stella Daly, Student Administration Support Manager, Andover College, Charlton Road, Andover, Hampshire, SP10 1EJ or via email stella.daly@sparsholt.ac.uk. Please include as much information as possible about your financial circumstances in relation to your application, expenditure and whether you have attempted to secure funding from other sources. You may be required to submit further financial information and evidence along with an expenditure declaration.

SECTION 8: Bank Details

If your application is successful, and we are not able to make a payment in kind, we will arrange a BACS transfer directly into a **student's** bank account. Your bank details will be passed to and securely held by our Finance office.

Where payments are for residential bursary these **must** be made directly to the Landlord, therefore please fill in Landlord's details.

Please note: if your bank details change you must advise us in writing.

Student Name								
Student ID No								
Full name of account holder								
Name as it appears on bank card								
Name of bank/building society								
Branch								
Sort Code								
Account Number								

Landlord's bank details if applying for residential bursary, excluding on site accomodation

Name as it appears on bank card								
Full name of account holder								
Name of bank/building society								
Branch								
Sort Code								
Account Number								

BEFORE SENDING YOUR APPLICATION

Please check that you have done the following as we are unable to process applications submitted without evidence:

- Enclosed copies of ALL the evidence requested in section 4?
- Signed the declaration in Section 6?
- Provided student bank account details in Section 8?

Please ensure you take the package to a Post Office so it can be weighed and the correct postage added before sending to us.
(Most likely it will require more than a standard stamp to reach us).