

SECTION 1: Student's Details

Surname _____ Date of Birth _____ ID Number _____

Forename(s) _____ Age on 31/08/24 _____

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

SECTION 2: Learner Status

I am looked after by a Local Authority or I am a Care Leaver *

I consider myself to be a Carer (i.e. I care full time for a family member)

I receive Income Support or Universal Credit in my own right

I live with parent(s) who have responsibility for me

and support myself or any dependents financially*

I have dependent children myself *

I live independently*

I live with a non-family member who has responsibility for me

I receive DLA or PIP and ESA or UC*

I live with a partner

I live in Supported Accommodation*

*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.

	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 2023-2024 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 2023-2024

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 These should be dated within three months **or** an outdated letter and a bank statement dated within three months).

Are you in receipt of:				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Universal Credit (UC) Please supply your 3 most recent UC statements from the current tax year, including payment breakdown.
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Income Support (IS)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Child Tax Credit/Working Tax Credit (2024-25 full award notice)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Employment Support Allowance (ESA)/Job Seekers Allowance (JSA)
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Carers Allowance
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Child Maintenance – CMS letter or 3 months' bank statements
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Housing benefit
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Council Tax Support
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Pension Guarantee Credit
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Other benefit - please state the benefit received

Please note Disability Living Allowance, Personal Independent Payment and Child Benefit are not considered 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.

<p>Residential Bursary:</p> <ul style="list-style-type: none"><input type="checkbox"/> College Accommodation and Meal Package<input type="checkbox"/> Private Rent (these payments will be made directly to your landlord/landlady monthly - see Section 8 - copy of tenancy agreement required)	<p>College Support Funds:</p> <ul style="list-style-type: none"><input type="checkbox"/> College Travel Costs (required as a priority)<input type="checkbox"/> Petrol (required as a priority)<input type="checkbox"/> Clothing and Equipment<input type="checkbox"/> Compulsory Trips<input type="checkbox"/> 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)<input type="checkbox"/> Other
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Motor Vehicle, Uniformed Public Service and Sports Fitness Academy students. We can only award residential bursary funding where a student has 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 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 £35000 can apply for funding. We may consider applications extenuating circumstances which are causing a barrier to participation, i.e. redundancy, loss of earnings through health etc.

The funding the college receives is limited and not all applications will be successful. You will receive an has been assessed as eligible and what to do next. It is possible that the college may not make an award or your application is not eligible we will email you to advise. If we do not hold an email address we will write 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 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 Bursary can best support your needs whilst you study with us. You may be asked for further evidence or expenditure.

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

Contact Information

Once this form is completed please return with the required evidence to Student Funding, Sparsholt College, Sparsholt, Winchester, Hampshire SO21 2NF, or by email to studentfunding@sparsholt.ac.uk. Should you have any queries or require any support completing this form please contact our Student Funding Team on **01962 797267** or email student.funding@sparsholt.ac.uk

Appeals

Appeals can be made in writing to Student Administration Support Manager, Sparsholt College, Sparsholt, Winchester, Hampshire SO21 2NF, or via email to studentfunding@sparsholt.ac.uk. Please include as much information as possible about your your application, expenditure and whether you have attempted to secure funding from other sources. You 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 accommodation

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).
