

**Deadline for completing application form is Friday 9 October 2020.**

Applications received after this date will be considered but payments may be affected.

## Student Eligibility

To be eligible for the bursary Learners:

- Must be over 16 but under 19 years old on 31 August 2020
- Learners aged 19 or over may be eligible (income applies) to receive a discretionary bursary but only if they:
  - are continuing on a study programme they began aged 16-18 ('19 continuers') or
  - have an education, health and care plan
- You must be enrolled on an eligible course and meet the residency criteria
- Accompanied asylum seekers cannot receive cash payments

## Vulnerable Bursary (Section 3)

A vulnerable bursary of up to £1200 per year, for young people in the following defined groups: in care, care leavers, in receipt of Income Support/Universal Credit in their own right or Universal Credit or receiving Disability Living Allowance or Personal Independence Payments as well as Employment and Support Allowance.

Learners who meet the criteria and who are on study programme lasting for less than 30 weeks will be given a bursary on a pro-rata basis.

## Supporting Documents

If applying for the Vulnerable Bursary you will need to bring the following:

- Written confirmation of your current or previous looked-after status from the local authority which looks after you or provides your leaving care services;
- A letter setting out the benefit to which you are entitled to

## Payment

Payments are made on a monthly basis with a minimum attendance requirement of 90%. If attendance drops below, payments may be reduced or stopped.

## Discretionary Bursary (DB) (Section 4)

The discretionary bursary contributes towards to the cost of your course for learners with a household income of below £25,000. This can include additional transport costs (capped at £1.70 per day), essential equipment, books, educational visits, work experience costs and free meal. The exact level of payment will be finalised after the application has been received. This is not a fixed bursary amount.

## Free School Meals

Free meals are available for all eligible learners for each day the learner attends their study programme. Learners studying at the Forest Road site will have the option of claiming lunch at either Deli or Café on 4 by showing their College ID card. Learners studying off-site will be issued with Tesco lunch vouchers sent through to College email account.

## DB Supporting Documents

### Non-working household and in receipt of Free School Meals (FSM)

Free meals are prioritized for learners in receipt of, or having parent(s)/guardian(s) who are in receipt of, one or more of the following benefits:

- Income Support (issued within the last 3 months)
- Universal Credit (3 most recent monthly award statements)
- Income-based Jobseekers Allowance (issued within the last 3 months)
- Income-related Employment and Support Allowance (issued within the last 3 months)
- Support under part 6 of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Child Tax Credit (not Working Tax Credit) and have an annual gross income of no more than £16,190 (dated after April 2020)
- Working Tax Credit run on–paid 4 weeks after you stop qualifying for Working Tax Credit

### House income is less than £25,000

You or your parent(s)/guardian(s) should provide proof of, one or more of the following:

- Child Tax Credit and have an annual gross income of no more than £25,000 (dated after April 2020)
- Copy of their 2019/20 P60 certificate
- HM Revenue & Customs Self Employment Tax Return

### Payments

Travel payments paid half-termly based on actual attendance and may be stopped if attendance drops below 85%. Payments for equipment reimbursed from October onwards and paid on the production of receipt and educational visits/trips paid directly to the course department.

### Kits/Uniforms

Learners can receive an upfront 75% reduction in the cost of their kits/uniforms. Learners should produce their ordering forms and supporting documents to Student Finance. The College will order kits/uniform once outstanding balances are paid and orders will be delivered to the College.

### Bank details

Payments are made directly into Learner's bank account. Failure to provide correct bank details will result in a delayed or non-payment. **You should still submit your application form if you do not have a current bank account.**

### Disclaimer

All the information in this guide was accurate at the time of publication in July 2020. Awards and payments are subject to available funds.

### GDPR

The General Data Protection Regulation (GDPR) replaces the Data Protection Regulation from 25 May 2018. The Regulation aims to harmonise data protection legislation across EU member states, enhancing privacy rights for individuals and providing a strict framework. By signing this document you will have consented for the College to process your personal data for the sole purpose of processing your Bursary Application Form and considering your eligibility to receive funds. If your Bursary Application Form is successful, we will retain the application for seven years as we have a legal or contractual obligation to do so, after the seven-year period the College will then securely destroy the form. If your Bursary Application Form is unsuccessful, we will retain the application for one year and then securely destroy the form. You may withdraw your consent to our processing of your personal information for a particular purpose, however, this may affect your eligibility to receive funds. For further information on Waltham Forest College's Privacy Statement, please visit [www.waltham.ac.uk](http://www.waltham.ac.uk)

Please return completed form with supporting documents to:

Welfare and Wellbeing Team, Room 224, Waltham Forest College, Forest Road, E17 4JB,  
Telephone 020 8501 8115/8330