

Application for Study Programme Award 2021/2022

Please complete this form if you will be under 19 years old on the 31st August 2021, or aged 19 - 24 (on 31st August 2021 **and** have a Educational Health Care Plan (EHCP)

Student ID Number
(found in your Learning Agreement located in your student portal)

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Section 1 Support available (Please tick all you wish to apply for) -
Please note: Approval for support funding is dependent on your personal situation

- | | | |
|---|---|---|
| <input type="radio"/> Free School Meals | <input type="radio"/> Vulnerable Support Bursary | <input type="radio"/> Refund for my "Our Pass" application |
| <input type="radio"/> Kit support upto a max £75.00 is available for some courses | <input type="radio"/> Travel (available to)
18 Year olds
19 Year old studying on the 2nd year of a 2 year programme | Please Note: All refunds for the "Our Pass" application fee will only be paid after 8 weeks of the start of your study programme |
| | <input type="radio"/> Travel / Free School Meals for 19-23 year olds with EHCP | |

Section 2 Personal details

Mr Mrs Ms Miss Other

Family Name

Given Name(s)

Date of Birth

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Section 3 Household details

- I live with my parents / carers / guardians.
 I live alone, in care or have caring responsibilities

Please complete SECTION 3A
Please complete SECTION 3B

Section 3a Income must fall below £20,000

Wages	£	Working Tax Credit	£	Universal Credit	£
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Job Seekers Allowance (JSA) <input type="radio"/> Yes <input type="radio"/> No	Income Support <input type="radio"/> Yes <input type="radio"/> No	Guaranteed Pension Credit <input type="radio"/> Yes <input type="radio"/> No
Income Related ESA <input type="radio"/> Yes <input type="radio"/> No	Child Tax Credit <input type="radio"/> Yes <input type="radio"/> No	Asylum Seeker <input type="radio"/> Yes <input type="radio"/> No

- Income Support - Please provide either a letter of confirmation from DWP or a bank statement showing payment.
- Universal Credits / Working Tax Credit - **PROVIDE FULL AWARD NOTICE** (Bank Statements **WILL NOT** be accepted).
- If you receive Employment and Support Allowance **AND** Disability Living Allowance, please provide either a letter of confirmation from DWP or a bank statement showing payment.
- If you do not meet any of these criteria, please provide P60(s) for your parental income for tax year 2020-21.

Section 3b Independent Livers / In Care / Care Leavers ONLY

Do you receive any of the following?
(Please tick all that apply)

- | | | |
|---|---|---|
| <input type="radio"/> Income Support
DLA & ESA | <input type="radio"/> DLA & UC | <input type="radio"/> In Care / Care Leaver / Caring responsibilities |
| <input type="radio"/> Universal Credit | <input type="radio"/> PIP & UC
PIP & ESA | <input type="radio"/> Unaccompanied Asylum Seeker |

- If you are currently looked after by Children's Services, or have recently left care of Children's Services, **PLEASE PROVIDE WRITTEN CONFIRMATION.**
- For learners living independently and are claiming benefits in their own right - please provide either a letter of confirmation from DWP or a bank statement showing payment, also a copy of your Tenancy Agreement (in your name) / utility bill. Proof of Child Benefit / Child Birth Certificate (if applicable)
- For young people with caring responsibilities confidential assessment or confirmation from GP, Carers allowance or young carers service.

All evidence must be provided and dated with 6 months of date of application

Section 4**Notification of Entitlement & Declaration
(to be completed and signed by all Students & Parents / Carers / Guardians)**

We (both the learner and the parent / carer / guardian) declare that the information given on this form is, to the best of our knowledge, correct and complete. We understand that giving false information will automatically disqualify the learners' application and may also lead to disciplinary procedures resulting in possible exclusion from the College.

We certify that to the best of our knowledge, the learner is eligible for a Government funded course of study at The Manchester College and understand that the learners eligibility for funding will be checked.

The following conditions are to be met **in full**:

- This is an agreement between you and The Manchester College to confirm that you will attend your study programme and meet the standards of Attendance, effort and behaviour as agreed with the college.

- Funds are limited and are not guaranteed. These will be allocated on a first-come, first-served basis and will close when the full allocation has been spent. The fund will be reviewed on a termly basis. The college reserves the right to adjust the criteria in year according to the funds available.

Lost and Replacement Travel Passes

- Replacement TMC Travel Passes will be charged for replacing at a cost of £2.00. Please also note that this charge may be subject to change.
- For a replacement "Our Pass" you must apply to GM Travel

Eligibility for The Manchester College 16-18 SPA is dependent on your taxable household income.

Failure to provide income detail in full, with supporting evidence, will result in unnecessary delays. If you are living at home or supported by parent(s), carer(s) or guardian(s), you must include their income.

Parent / Guardian Name (Print)

Parent / Guardian Electronic Signature

Date

Learner Name (Print)

Learner Signature Electronic

Date

Data Protection Act 2018 and the General Data Protection Regulation (GDPR)

At The Manchester College (TMC), Trading name of LTE Group (a statutory corporation and exempt charity for the purposes Charities Act 2011), we are strongly committed to protecting your privacy rights.

To help you understand how we process your personal data, please read our privacy notice which has been provided to you at the point of enrolment and is also available on our website at www.ltegroup.co.uk/privacy-foi

If you have any questions or would like more information about data protection at TMC we are always happy to help, please don't hesitate to ask a member of our team.

PLEASE EMAIL APPLICATION AND EVIDENCE OF HOUSEHOLD INCOME TO:

bursaryteam@tmc.ac.uk