



Berkshire College of Agriculture

# TRAVEL BURSARY APPLICATION

2020/21

- 16-19 years
- 19+ CONT/EHCP

**EHCP STUDENTS SHOULD APPLY TO THEIR LOCAL COUNCIL/BOROUGH FOR FINANCIAL ASSISTANCE IN THE FIRST INSTANCE**

## STUDENT PERSONAL DETAILS (PLEASE USE CAPITAL LETTERS)

FULL NAME:	STUDENT NUMBER: 300
ADDRESS:	STUDENTS MOBILE:
DATE OF BIRTH:	AGE: (on the 31st August 2021)
NATIONALITY:	

### RESIDENTIAL STATUS

British Citizen     EU/EEA Citizen     Asylum Seeker     Refugee/Leave to remain   
 Humanitarian Protection

If not British citizen Passport/ID Number.....

### LIVING STATUS

Parent(s)/guardian(s)/carer(s)     Partner/Spouse   
 Alone/Independently

Other (Please give details).....

## COURSE DETAILS

COURSE TITLE: .....  1st YEAR

LEVEL: .....  2nd YEAR

**NUMBER OF ADULTS LIVING IN THE HOUSE. THIS MUST INCLUDE ALL PERSONS AGED OVER 18 WHO ARE NOT IN FULL TIME EDUCATION**

FULL NAME	RELATIONSHIP TO YOU	DO THEY HAVE AN INCOME? Y/N/

**PLEASE READ:** We require **ALL** pages of evidence of your household income as requested below. This must be returned with your completed application form on or **before Friday 15<sup>th</sup> October 2021. Applications received after this date may not receive funding.**

**Screenshot or scan evidence of gross household income under £26,000 per year**

- **ALL PAGES** of your household's Tax Credit award notice (TC602) dated 2020/2021
- **THREE** most recent Universal Credit statements each showing the net monthly earnings/ take home pay (e.g. if applying in July 2021 the three most recent statements will be April, May and June 2021).
- An income assessed benefit letter dated within the past three months indicating the benefit payment . For example; Job Seekers Allowance, Income Support and Employment and Support Allowance. *Income assessed benefits do not include; Personal Independence payment (PIP), Disability Living Allowance (DLA), Child Benefit and Carers Allowance.*
- For self-employment; an accountant's letter stating projected earnings for 2021-22 OR all pages of your HMRC SA302 certificate for the tax year ending 5 April 2020.
- If not eligible for one of the above you must provide a Council Tax Bill (or Tenancy Agreement) AND three months wage slips AND a recent P60 for each adult in the household.
- Please supply any other relevant information regarding your income in the last twelve months, including furlough payments, exceptional benefits, redundancy payments, Business Support Grants etc. We may need to speak to you or ask for more information to complete the assessment.

**Data Protection**

The information on this form is required by BCA to assess your eligibility for financial support. By signing these terms and conditions you give your consent for use of these details by BCA or third - parties that require it for the sole purpose of accessing or recording the information and confirming eligibility. BCA will process and hold this application and all information in accordance with the principles of the General Data Protection Regulation (GDPR) 25th May 2018

## Declaration and student agreement



- I understand if my attendance falls below the acceptable level of 92% or if my behaviour is deemed unacceptable by the college, my award may be suspended or withdrawn.
- I understand that I must attend all sessions shown on my timetable including functional skills, GCSE and tutorials in compliance with the student agreement.
- BCA reserves the right to withdraw financial support due to misbehaviour, fraud or if the reputation of the college is brought into disrepute.
- If applying for BCA transportation I confirm I have signed and returned the 'Transport Code of Conduct'.
- I understand that lost cards (student ID or Bus pass) are replaced at the students cost of £5 per card.
- I declare all information given in support of this application is correct and complete to the best of my knowledge and belief.
- My application will be void of any monies awarded to me and will be repayable to the college should my circumstances prove to be other than those stated.
- I understand that if I refuse to provide information which may be relevant to my claim the application may not be accepted.
- I understand contributions for BCA transportation are **NON - refundable**.
- I understand that the facilities charge of £95 is **NON - refundable**.
- **I understand if the application is not successful I will be liable for any outstanding fees relating to the bus pass or other and it is my responsibility to pay these fees on request. The balance of the Term 1 bus pass will be invoiced at the end of October for all unsuccessful applicants.**
- I understand that even though I may have been successful with my funding application in previous years through similar funds, there is no guarantee of financial assistance in the current academic year.
- I understand that the Bursary is discretionary and BCA's decision is final.

I agree to **ALL** the above terms and conditions and confirm that details submitted with this application are accurate at the time of submission.

**Please sign and date below**

<b>STUDENT SIGNATURE</b>	<b>DATE</b>
<b>PARENT/GUARDIAN/CARER SIGNATURE</b>	<b>DATE</b>

**For further information regarding BCA bursaries please contact our bursary team on 01628 827597 or email [bursary\\_team@bca.ac.uk](mailto:bursary_team@bca.ac.uk)**