

**THE PARK COLLEGE**  
**DISCRETIONARY BURSARY FUND**  
**APPLICATION FORM**  
**ACADEMIC YEAR 2021/2022**

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Please complete this form and bring it to the college office with your **ORIGINAL** supporting evidence (e.g. salary slips, P60, benefit statements), not copies.

***Please note that our policy is to maintain strict confidentiality in the review and storage of any information that is held.***

### **QUALIFYING CRITERIA**

Students aged 19 to 24 on 31 August 2021, can receive a discretionary bursary if they are on a study programme with The Park College, and have an Education Health and Care Plan. A bursary will only be paid if attendance and participation meet the set standards. A student will only be eligible if the total income of their household does not exceed **£25,000**.

Wherever possible, and depending on the individual needs of each young person the college will purchase items such as books, educational equipment, laptops, tablets, work uniform and transport, including travel passes and taxi fares.

- **If purchased, books and equipment such as a laptops and iPads, together with general outdoor wear, will remain the ownership of The Park College and we ask that they will be returned on leaving/completion of a study programme**

### **IMPACT ON OTHER BENEFITS**

Receipt of bursary funding **DOES NOT AFFECT** any other means-tested benefits paid to families, such as Income Support, Universal credit, Jobseeker's Allowance, Child Benefit, Working Tax Credit and Housing Benefit.

**Closing date for applications: Friday 17<sup>th</sup> December 2021**

If you wish to discuss this form, please telephone the College on 02077354154.

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**STUDENT DETAILS**

First Name(s)	Surname:
Known as:	
Address:	Date of birth:
Age at 31/08/20:	Telephone:
Postcode:	Email:
<b>DO YOU HAVE THE RIGHT OF ABODE AND BEEN RESIDENT IN THE UK FOR 3 YEARS? YES/NO</b>	
Do you have an EHC Plan?	Yes/No

**EVIDENCE OF HOUSEHOLD INCOME (attach the most recent document)**

P60 <input style="float: right; margin-left: 20px;" type="checkbox"/>	income support/ universal credit letter ** <input style="float: right; margin-left: 20px;" type="checkbox"/>	
Wage slips for Household <input style="float: right; margin-left: 20px;" type="checkbox"/>	Self employed Earnings – tax return <input style="float: right; margin-left: 20px;" type="checkbox"/>	Other benefits/ Pension award <input style="float: right; margin-left: 20px;" type="checkbox"/>
Other <input style="float: right; margin-left: 20px;" type="checkbox"/> Please specify:		

\*\* where supplying a universal credit award notice please provide the 3 most recent award statements

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**Please list names of members who contribute to the total household income below:**

<b>Name &amp; relationship to student</b>	<b>Income Type (e.g. wages, housing benefit, income support etc)</b>	<b>Contribution value £</b>

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STUDENT NAME	DOB

**DECLARATION BY PARENT/CARER**

- All payments will be based on the information provided and I declare that the information on this form is accurate to the best of my knowledge.
- I understand that any false claim may lead to the withdrawal or refusal of Bursary funding and may result in a prosecution.
- I/my parents/carers will notify The Park College of any changes in household income
- I understand the attendance and standard of participation required by The Park College, and that the bursary funds are paid to support me on my course on condition of meeting those standards
- I understand there is not an automatic entitlement to bursary funding
- I understand that the money and equipment provided is to enable me to continue in education and if I leave The Park College, this financial support will stop
- **I understand that books and equipment, such as a laptop and iPad if supplied, will remain the ownership of The Park College and will be returned on leaving/completion of my study programme**

I understand that The Park College will keep this data and the evidence provided, in line with the Data Protection Act 1998, to support the needs of my child.

I have supported the above-named person to understand and help complete this form, the information given is complete and accurate to the best of my knowledge, and no information which may affect the safety and welfare of this person or others at the college has been withheld or omitted. I understand that if the safety and welfare of any person at this college is compromised due to information being inaccurate or withheld by me, further action may be taken by the College.

***I confirm that I/we have read the 'Bursary Fund – Information for Students', which was given to me before this application.***

**Parent/Carer signature**

**Print Name:**

**Date:**

**OFFICE USE: DO NOT FILL IN THIS SECTION**

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**PANEL ASSESSMENT**

STUDENT NAME	DOB

AREA OF SUPPORT	VALUE OF GRANT (£)	DATE OF PURCHASE or PAYMENT
Travel pass/oyster card/taxi (for work placement & travel to College where not paid by the LA transport grant)		
Transport to Work Placement.		
Transport to gym/ sports amenity		
Community engagement trips – e.g. museums and galleries, workshops		
iPad/ camera for internal or external work placement evidence		
Books related to study programme		
Wellington boots and waterproof clothing for College gardening		
Uniform/clothing for work placements		
Clothing for sports activities		
Items of personal hygiene to equip for work placements		

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Ingredients for internal catering placement activity		
<b>TOTAL PAYMENT</b>		

**PANEL MEMBERS:**

Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signatures: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of review: \_\_\_\_\_