

Please read the guidance notes to ensure It will outline the income proof/evidence you need to supply to support your application form. **Applications will not be accepted without evidence**

Section 1a—Learner information

Forename:	Surname:
Date of birth:	Age on 31/08/2017:
Email:	Mobile/Tel no:
House/Flat No:	Street/Road:
Town/City:	Postcode:
Learner ID no:	

Section 1b—Personal circumstances

I live with my spouse/partner <input type="checkbox"/>	I live with my parent (s) <input type="checkbox"/>
I am single <input type="checkbox"/>	I am in care/care leaver <input type="checkbox"/>
Other-(please state):	<input style="width: 100%;" type="text"/>

Section 2—Your course

Course name:	Course level:
Timetabled day (s): *Please state	Work placement day (s): *Please state
Course is: Full time/Part time: *delete as applicable	

Section 3-Bank account details

Learners must have their own bank account which accepts BACS payments

Account holder name:	Name of bank/building society:
Account no: <input style="width: 100%;" type="text"/>	Sort code: <input style="width: 100%;" type="text"/>
Roll no or Reference no *if required: _____	

STUDENT FUNDING USE ONLY:

Receipt Date: ____/____/201____ Staff Name: _____

RTS date: ____/____/201____ Reason _____

Section 4a—General funding

Funding Options	Applicable learners	Tick box
Student Bursary	16-18 only * conditions apply	<input type="checkbox"/>
Learner Allowance	16-18 (or up to 25 with EHCP)	<input type="checkbox"/>
Free Meals	16-18 (or up to 25 with EHCP)	<input type="checkbox"/>
Kit/Uniform	All	<input type="checkbox"/>
Course Fees	19+ *Level 1&2 courses only	<input type="checkbox"/>
DBS	All *course requirement only	<input type="checkbox"/>
Travel-Arriva	All	<input type="checkbox"/>
Travel-Mileage	All *only if Arriva buses are not accessible	<input type="checkbox"/>
Travel-Other public service	All *only if Arriva buses are not accessible	<input type="checkbox"/>

Section 4b-Childcare funding – (Learners aged 20yrs & above)

*Learners aged 16-19 should apply for Care to learn @ www.gov.u.ac.nz/care-to-learn

**Please answer all the questions in this section.

Part A

Do you receive childcare support from Jobcentre Plus?	Yes	No
Are you eligible for government funded childcare sessions?	Yes	No
How many hours do you receive?	15hrs	30hrs
I wish to use Bishop Auckland College Nursery *go to Part C	Yes	No
I wish to use an external childcare provider *go to part B	Yes	No

Part B

External childcare provider name:	Ofsted registration no:
Address:	Postcode:
Tel no:	Email:

Part C

Childs Name	Date of Birth	Cost per session	Days required
1.			
2.			
3.			

Section 4c – Childcare support
Conditions of Funding for Learner and Childcare provider

Both Learner and the Childcare Provider must read and sign

- Childcare funding is for course timetabled periods only (i.e. not academic holidays, half term breaks). Learners eligible for government funded childcare sessions must apply for and utilise these for their course timetabled days. We will however agree funding for wrap around childcare requirements that exceed these.
- You will not receive funding for unauthorised absences. If you cannot attend your course due to sickness or your child's sickness, you must contact Student Services by 9.00am, per each day of absence. This will ensure that your reason for absence is recorded. Failure to do this is deemed as unauthorised absence. Contacting your tutor direct or sending a message via another learner is not acceptable and your funding will be affected.
- Childcare funding will cease with immediate effect if you withdraw from course OR your attendance falls below 95%.
- You must provide the required notice (usually 1 month) to the childcare provider in lieu of your course end date (as detailed on your learning agreement) or withdrawal. Charges incurred due to failure to give notice are your responsibility.
- Childcare providers **must** submit invoices to us on a **monthly** basis. The invoice must show a breakdown of the session dates attended and the cost per session. This should be within 28 days of the end of the billing period. Failure to submit monthly invoices may result in refusal of payment. Invoices can be emailed to finance@bacoll.ac.uk or posted to Student Funding & Transport, Bishop Auckland College, Woodhouse Lane, Bishop Auckland, Co Durham, DL14 6JZ.
- Invoices are paid in arrears as payment is subject to your attendance. We cannot make childcare payments in advance. Unauthorised absences will be deducted from the value of the invoice. The remaining balance will therefore be your responsibility. Childcare providers should liaise with the learner directly with regards to this.
- Any subsequent changes to childcare needs must first be authorised by Student Funding and Transport. Learners should do this at their earliest opportunity to ensure funding is still available.

Both parties must sign below to agree to the funding terms and conditions listed above

Learner signature:

Date:

Childcare Provider signature:

Date:

Section 5 – Transport Terms and Conditions

Terms & Conditions

Eligible learners can travel free on any Arriva North East bus required to get to and from campus and work placement, Monday to Friday, 0630 to 2200, during term time only. We will authorise your Campus I.D. card with Arriva travel permissions if your funding application is successful. Please keep this safe. It will be deactivated should you no longer attend your course and must be returned to us. There is no cash value equivalent and this is non transferable.

For purposes of Arriva travel, campus ID cards **must** be renewed termly by visiting Student Services. You can do this free of charge during the last week of term 1 (for a term 2 campus ID card) and the last week of term 2 (for a term 3 campus ID card). Arriva will refuse travel otherwise. Learners not requiring Arriva travel access do not need to renew their ID card.

If you lose your Campus I.D. card you are responsible for the cost of travel. Replacement cards can be requested from Student Services and are chargeable at £2.00.

Excludes learners on full cost courses, such as Indian head massage.

Buses used are not exclusive to Bishop Auckland College/SWDT, these are part of the Arriva public transport network. All Arriva buses have CCTV installed. Travel on Arriva is subject to the operators normal terms and conditions. The operator retains the right to refuse travel. Bishop Auckland College/SWDT reserves the right to withdraw your free travel entitlement at any time on the grounds of unacceptable behaviour either on campus or while using the Arriva network. Learners must be at their bus stop 10 minutes prior to collection/departure time and present their Campus I.D. card to the driver on boarding the bus. **Access will be refused otherwise.**

Any absence resulting from refusal of travel is your responsibility and will impact upon Learner Allowance or Student Bursary payments. You will not be reimbursed for public transport costs incurred in this instance. In the event of poor behaviour on or damage to Arriva buses, Bishop Auckland College/SWDT will work with Arriva and review CCTV and you will be subject to disciplinary action.

Arriva route information can be accessed via the Transport pages @ www.arrivabus.co.uk/bacoll and www.swdt.co.uk/students/transport. We recommend downloading the Arriva app to check your journey in real time.

Section 6 - Additional Information for Learners applying for Learner Allowance and Student Bursary

Payments are made weekly by BACS instalment, a week in arrears into your bank account. See www.bacoll.ac.uk and www.swdt.co.uk for full terms and conditions of student bursary/ learner allowance funding. Payments are subject to attendance monitoring and appropriate behaviour. Entitlement is calculated from the week the application is received. Payments will not be backdated.

Absence

Absence will only be authorised provided the learner has completed a blue 'self-certification form', and has provided supporting evidence, and the reason for absence conforms to one of the

Section 6 - (continued)

categories as shown in the attendance policy. It is the learner's responsibility to seek approval for absence from their course tutor/ progress mentor. In all circumstances the learner must complete the blue 'self-certification form' either in advance or on the first day of returning to course. The self-certification form can be collected from the reception areas.

All 'self-certification forms' must be supported by a signed letter from a parent/guardian if under 18 or other evidence such as an appointment card. Completed forms together with supporting evidence must be presented to the course tutor/ progress mentor before or on the day the learner returns to course. After this day the learner will be unable to self-certify their absence.

Sickness Reporting Procedure

If you are sick or have an emergency and cannot attend Course , you must contact Student Services by telephone on 01388 443000 or 01388 443051 before 9.00 am or the scheduled start time for evening classes. Full-time learners may also contact their progress mentor directly by telephone.

Contacting your tutor direct or sending a message via another learner is not acceptable and your funding will be affected.

Payment for genuine sickness can only be paid if your absence has been authorised by your tutor.

Placement Attendance

Attendance at placement is monitored for your payments. A Weekly Placement Attendance Record must be completed and signed by your placement provider as confirmation of your attendance. If you are ill and cannot attend your placement you must follow the sickness reporting procedure and inform your placement provider of your absence.

Section 7 – Confidentiality

We will only disclose your details to you. If you wish for a parent/guardian/support worker to contact us on your behalf please provide their details below.

Name of nominee and relationship to you

Section 8 – Learner Declaration.

Please read and sign the following declaration. We will not process this application without your signature.

- I/we certify that the information in this application is true and accurate
- It is our/my responsibility to inform Student Services if my circumstances change or I withdraw from my course and I understand that I/we will be required to return uniform/ kit/campus ID card. Otherwise I will be invoiced for the value of these.
- I understand that any financial assistance given is subject to satisfactory attendance/ behaviour and may be withdrawn at any time and that I/we may be liable to repay any payments made
- I understand that if I withdraw from my course or have any unauthorised absences all funding will stop.

- I/we understand that if I/we give false information or do not give all relevant information requested, funding will be withdrawn and I/we may be liable to repay any payments made
- I/we understand that by applying to the Learner Support Fund I am agreeing to all the terms and conditions of the Learner Support Fund as detailed on this application form and within the guidance information.
- I/we understand that illness is not an authorised absence unless a medical certificate is provided. Unauthorised absences will affect my funding.
- I/we have provided the required income proofs i.e. tax credit award notice, all pages.
- My information will be shared with third parties only where necessary to provide uniform/equipment/travel passes.
- I/we understand that if I am declined funding, I am responsible and liable for any charges incurred.
- I/we understand that Bishop Auckland College/SWDT reserves the right to change or alter the terms and conditions of Learner Support & Bursary Funding.

Learner Signature

Date

Section 9—Evidence Requirements

(please note we cannot accept applications without evidence)

Please provide photocopies. Do not provide originals as we cannot return these:

- **Final or Actual Tax Credit award notice for 2017-2018**—(not provisional tax credit award notice. You must include ALL pages)
- **Income Support /Pension Credit/*Universal Credit**—DWP letter or addressed bank statement dated in last 3 months showing payment of this benefit. You must also provide proof of child benefit if the application for funding is for a 16-18 year old learner

*Universal Credit (UC)-if you are receiving UC in place of another previous benefit you must tell us which benefit it has replaced here:

- If you do not claim Tax Credits we will need to assess your household income using your/ your parent/carers current **P60s or Self Employment Tax Return**. You must also provide proof of child benefit if the application for funding is for a 16-18 year old learner
- **Learner is in care or a care leaver and aged 16-18**—Local authority letter confirming care status.
- **Learner receives both DLA/PIP & ESA and is aged 16-18**—DWP letters or addressed bank statement dated in last 3 months showing payment of this benefit.

Please submit your completed and **signed** application & evidence to:

**Student Funding and Transport Officer
Bishop Auckland College
Woodhouse Lane
Bishop Auckland
DL14 6JZ**

Notification of entitlement to Learner Support Funds will be issued within 10 working days of receipt. During July to October it may take up to 28 days due to the large volumes of applications being handled by the department. If you need to discuss your application please contact the Student Funding and Transport officer on 01388 443032.