



*“The 16-19 Bursary Fund provides financial help for young people aged 16 to 19 who face barriers to staying in education. It is available to all 16-19-year olds studying in school/academy sixth forms, colleges and training providers in England. There are two types of bursary available:*

*Bursaries of up to £1,200 for a full year and based on actual course related expenses depending on income for young people (which the ESFA define as vulnerable) – please note depending on actual course length income or if actual course related expenses being low or negligible the bursary may be nil or reduced, including having a pro rata reduction for course less than 30 weeks.*

*Discretionary bursaries based on individual need, such as help with the costs of travel, equipment or meals.*

**Your school, college or training provider can tell you more. You can ask them to assess your needs to see if you are eligible”**

**APPLICATION FORM 2024-25 FOR 16-19 BURSARY AND FREE COLLEGE MEALS  
(Please Read the Bursary Policy for eligibility & allowable Bursary claims)**

**Please note the following important information:**

- You should read the 16-19 Bursary Fund Policy for 2024-25 to make sure you are eligible to apply.
- Please complete all sections of the form and make sure you provide us with copies of the evidence we need. Your application will not be assessed without the correct evidence.
- The initial closing date for applications is 31<sup>st</sup> October 2024. This deadline may be extended if we have funds available after this date.
- The budget we have available is limited so we cannot guarantee that we will be able to provide you with the financial support you request.
- Payments of all bursaries are dependent on you maintaining attendance of 90% or above on all your courses and behaving appropriately in College.

When you have completed this form please return it, fully completed to

**Bursary Administrator, MITSkills, 16B Manvers House, Pioneer Close, Wath upon Deane, Rotherham, S63 7JZ**

**SECTION 1: PERSONAL DETAILS**

<b>Full Name of Student:</b>	
<b>Date of Birth:</b>	<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
<b>Your current address:</b>	

Your parent(s) / carer(s) name(s) and address(es):

Email Address: (This should be an email you check regularly as we will use it to contact you about your bursary. The email address can belong to either you or a nominated parent/carer)

Your Telephone Number(s):

**SECTION 2: RESIDENCY**

**Please select which of the following applies to you:**

- |                            |                          |   |                          |
|----------------------------|--------------------------|---|--------------------------|
| British Citizen            | <input type="checkbox"/> | EU / EEA Citizen resident UK prior to 31 <sup>st</sup> Dec 2020 | <input type="checkbox"/> |
| Asylum Seeker              | <input type="checkbox"/> | Refugee   | <input type="checkbox"/> |
| Indefinite Leave to Remain | <input type="checkbox"/> | Other (please specify) _____                                    |                          |

**Have you been resident in the UK for the last 3 years?**

- |     |                          |    |                          |
|-----|--------------------------|----|--------------------------|
| Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
|-----|--------------------------|----|--------------------------|

**SECTION 3: COURSE DETAILS**

**Which subjects do you plan to study in 2024/25:**

- 1.
- 2.
- 3.
- 4.

**SECTION 4: Household Income**

MITSkills follows ESFA guidance on that Bursaries are based on financial need the following grid is based on Government figures beyond which benefits may be capped. In terms of your bursary application please confirm if your household gross income including benefits, (that is before tax) is at or below the amount given in appropriate income group for your household.

To confirm your income status please tick that your income is at or below the figure for the household description you belong to.

	Weekly Amount	Monthly Amount	Tick
Families with children and couples – in London	£519.50	£2,251.63	
Families with children and couples – outside London	£451.83	£1,957.95	
Single people – in London	£348.12	£1,508.65	
Single people – outside London	£301.96	£1,311.79	

We require evidence that your household income is at or below the category you have selected –

Evidence is a combination of copies of last 3 months pay slips, or evidence of monthly income and appropriate benefit statements for the last 3 months for you, (where you are self-supporting and in an independent household) / or for you, your parent, guardian, or partner where you are part of a joint household.

Or for those receiving Universal Credit please provide your or the letter of award for you or your joint household and print out from the matching personal statement for the last 3 months showing payments matching the award letter.

**Section 4B Free College Meals**

The ESFA has issued guidance for eligibility for College Meals and these are based on national eligibility guidance, if you wish to apply for free meals then you must be in one of the income groups above and be in one of the following groups.

Free meals are targeted at disadvantaged students. Free meals in further education defines disadvantage as students being in receipt of/or having parent(s) or guardian (s) who are in receipt of, one or more of the following benefits: Please Confirm by ticking which of these apply and provide appropriate evidence (appropriate award notices).

Income Support	
income-based Jobseekers Allowance	
income-related Employment and Support Allowance (ESA)	
support under part VI of the Immigration and Asylum Act 1999	
the guarantee element of State Pension Credit	
Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty’s Revenue and Customs (HMRC))	
Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit	

Universal Credit and employed with net earnings not exceeding the equivalent of £7,400 p.a. (Please note for universal credit we require last 3 months UC award statements (as well as award notice).	
Universal Credit and self-employment with net earnings not exceeding the equivalent of £7,400 p.a. (Please note for universal credit we require last 3 months UC award statements plus self-employment Appendix 1 with attached evidence)	

**Section 5 ESFA Priority Bursary**

**Are you (the student):** *Please only tick a box if you are answering "yes"*

In Care   
Please provide a letter from your local authority care worker with the workers name it must have LA Logo)

A Care Leaver   
Please Provide a letter from your local authority care worker with the worker name and have LA logo)

Receiving Income Support, or Universal Credit because I am financially supporting myself or financially supporting myself and someone who is dependent me and living with me such as a child or partner for students in receipt of UC, a copy of their UC award notice. This must clearly state that the claim is in your name/confirm you are entitled to the benefits in their own right. If you receive UC we must also receive a tenancy agreement in the your name, a child benefit receipt, childrens birth certificates, utility bills and so on

Receiving Disability Living Allowance or Personal Independence Payments in my own right and Employment and Support Allowance or Universal Credit in my own right   
Evidence of receipt of DLA or PIP must also be provided

**If you have ticked any of the boxes above, please go straight to section 7 of this application. If the above does not apply to you, please continue to Section 6.**

**SECTION 6: DISCRETIONARY BURSARY & FREE COLLEGE MEALS**

(you only have to provide evidence for **one** of the target groups **but please tick all that apply**)

<b>Target Group 1</b>	<b>Are you, or your parent(s)/carer(s), in receipt of one or more of the following benefits:</b> <i>Please tick all that apply</i>
	Income Support <input type="checkbox"/>
	Income Based Job Seekers Allowance <input type="checkbox"/>
	Child Tax Credits (whilst not receiving Working Tax Credits) with a gross annual income of no more than £16,105 <input type="checkbox"/>
	Income Related Employment and Support Allowance <input type="checkbox"/>
	Guaranteed Element of State Pension Credit <input type="checkbox"/>
	Universal Credit (letter and 3 months personal statements) <input type="checkbox"/>
	Support under part VI of the Immigration and Asylum Act 1999 <input type="checkbox"/>
Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for Working Tax Credit) <input type="checkbox"/>	

<b>Target Group 2</b>	<p><b>Are you, or your parent(s)/carer(s), in receipt of one or more of the following benefits:</b></p> <p>Working Tax Credit with a gross household income below the max in section 4 <input type="checkbox"/></p> <p>Housing Benefit or Local Housing Allowance <input type="checkbox"/></p> <p>Council Tax Reduction Scheme <input type="checkbox"/></p> <p>Carer's Allowance <input type="checkbox"/></p>
<b>Target Group 3</b>	<p><b>Are you, or your parent(s)/carer(s) <u>not</u> in receipt of one of the benefits listed in Target Groups 1 - 2 but are employed or self-employed with a gross household income evidenced as under the category in section 4?</b></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>Target Group 4</b>	<p><b>Has your parent(s)/carer(s) been affected by redundancy in the last 6 months?</b></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>Target Group 5</b>	<p><b>Are you a young parent?</b></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>Target Group 6</b>	<p><b>Are you a young carer?</b></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>Target Group 7</b>	<p><b>Are you currently of No Fixed Abode. For example, students who are Travellers or living in emergency accommodation, homeless or insecurely housed?</b></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<b>Target Group 8</b>	<p><b>Do you receive Disability Living Allowance or Personal Independence Payment in your own name, or have an Education, Health and Care Plan?</b></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**SECTION 7: FUNDING REQUIREMENTS (please answer all questions)**

<p><b>I live more than 2 miles from College and would like help with my travel costs.</b></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Have you applied to your local authority for travel assistance? <span style="float: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></span></p> <p>Please give your postcode:</p>
<p><b>I am/will be studying course(s) with charges and/or equipment would like help with this. (Please provide details and estimated costs in Section 8)</b></p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**I would like to apply for support with food costs. I have included evidence that I fall into ESFA Priority Groups or Target Group 1 (Free College Meals) or Target Groups 6 or 7 with this application form. I confirm in Section 4B which financial group I fall into and I have provided appropriate to support my claim.**

Yes  No

**I am/will be studying a sports-related course and would like to apply for the cost of my sports kit.**

Yes  No

There may be other costs which occur throughout the year e.g., College trips, exams re-sits or travel to university/employment interviews. We appreciate that you may not know these costs at the time of completing this application so at present we will only consider support in relation to the questions asked above. If you have other College-related costs in the future, then you will need to contact MITSkills by email us at Admin@mitskills.com

#### **SECTION 8: ADDITIONAL INFORMATION**

**Please use this space here to give us any additional information you think may support your application (for example, household circumstances or benefits received that are not described on page 3):**

**SECTION 9:**

**BANK DETAILS**

**Please fill this section in carefully and ensure the information you provide to us is accurate. The details given here must relate to your own bank account (the student's) and not a third party.**

**Name of Account Holder**

**Address of Account  
Holding Branch**

**Sort Code (6 numbers)**

**Account Number (8 numbers)**

**Type of Account  
e.g., current or savings**

## SECTION 10:

## DATA PROTECTION STUDENT & PARENT/GUARDIAN DECLARATION

MITSkills recognises your rights under the GDPR, data supplied by you and or your parents or guardians is shared with the ESFA and third parties involved in supporting and verifying you to obtain ESFA funding in the form of a bursary, and that any payments made are based on valid evidenced claims. Your data is processed by MITSkills to check and verify your entitlement, and where appropriate make payment either in kind to you or directly to your bank account where appropriate. Specifically, your bank data will be used by MITSkills to forward bursary funds to your bank account where appropriate.

### **Learner/ Parent/Guardian Consent (By signing this application you consent to MITSkills contacting you and using your data as follows):**

MITSkills uses your details only with your consent. By signing this document you confirm your consent that MITSkills can use and share data for the following purposes: 1) learner eligibility for ESFA bursary funding (Priority and/or Discretionary 2) You consent to the verification of your eligibility and the declared data given in this application via the ESFA funding system and required checks within the funding and Bursary guidance rules; 3) You consent to your data being shared to confirm ESFA funding and eligibility data and evidence between MITSkills and Training partners. MITSkills has your consent to contact you using email, phone, or electronic messaging, as given in this pack, for quality, eligibility checks and funding assurance, (such as confirmation of eligibility, contact details, course progression, continued learning, employment destination and evidence required for ESFA learner bursary audits); 4) We share data with your consent including evidence of eligibility, attendance and evidencing supporting authorized bursary funds being spent on permitted uses; 5) MITSkills has your consent to data share to fulfill funding obligations and duty of care under Government legislation, including, as required by the Government and local authorities, where the verification or data sharing is required by legislation or audit purposes; 6) This also includes data sharing associated with all you the learner and or parents/guardians or partners or local authorities evidencing your application for funding and the evidencing of eligibility, ESFA funding requirements set by these funding bodies; 7) To use data related to your bank account to make and evidence payment against the learner evidenced claims for bursary funding as well as for audit purposes by the ESFA or ESFA authorised third parties, or MITSkills authorised accountancy firm for audit and statutory accounts.

Your information will be securely destroyed after it is no longer required for these purposes

The ESFA provides a detailed GDPR statement of Data uses by ESFA where we are required to share data use which you can view via the following hyperlink (2024)

<https://www.gov.uk/government/publications/privacy-information-key-stage-4-and-5-and-adult-education>

learners' parent and guardians in signing to apply for a bursary are accepting and confirm they have read understood, agreed the processing and sharing of data in the ESFA statement and permit MITSkills to process and share data and supporting evidence with the ESFA and other third parties to show eligibility, obtain and make payments of funds.

The following extracts are taken from the ESFA statement

### **Bursary for Vulnerable Group Scheme (ESFA Priority Bursary Scheme)**

The Bursary for Vulnerable Group Scheme uses the information you give to decide if you are eligible for a bursary under the scheme eligibility criteria. The information collected by your educational institution will include your name and contact details and whether you are:

- a care leaver
- getting Income Support, or Universal Credit because you're financially supporting yourself or are financially supporting yourself and someone who is dependent on you and living with you, for example, your child or your partner
- getting Disability Living Allowance or Personal Independence Payments and Employment and Support Allowance or Universal Credit

To enable the delivery of this scheme your personal information may be shared with ESFA and the provider administering the scheme for the purposes of administration, as the law allows in order for the Department for Education to perform its function.



## Sharing data

In order for the DfE to carry out its functions:

- the ESFA and training providers share data to ensure accuracy of information held in relation to the funding of learning - a training provider may need to share your information with another training provider in order to verify accuracy of information in relation to a claim for funding from the ESFA
- your personal information may be shared with another training provider for the purposes of your continued learning

In the event that a further education college or other training provider is unable to continue the delivery of training funded by the ESFA (for example, where a training provider is a limited company that is dissolved) the ESFA will endeavor to make arrangements for the secure transfer of information, including your personal data, from the former training provider to another training provider to support your continued learning. It may also request information from Awarding Organisations to establish at what stage your learning has reached according to their records. Learners wishing to withdraw their data after funding has been established from the ESFA of MITSkills should be aware that this will impact funding and will invalidate any bursary application, Data shared with the ESFA can only be withdrawn by the learner please see hyper link above for how to request data withdrawal.

**Contacting us: your data, your rights to access and confirm or amend your data, held by MITSkills.** You can request a change to your data or copy of your data on production of certified copies of two forms of ID. Certification of your identity must be by a legal or medical professional or if still studying, by your tutor and sent to the address below. Likewise, you can also change your contact preferences by the same process. Please note funding may be impacted where data is changed or withdrawn. The information you provide to us is controlled by MITSkills as the 'Data Controller', however, data that may be supplied to us by any third party is controlled by them, including for the purpose of the Data Protection Act 1998 (the Act) and any other applicable laws. If you have any questions or queries concerning our services or this Privacy Policy or your data, we are always keen to hear from our customers or system users (especially if you feel we've let you down or fallen short of your expectations). We are always grateful for any time you spend providing us with the knowledge we need to ensure our customers are completely satisfied.

You can contact us by email at [GDPR@mitskills.com](mailto:GDPR@mitskills.com).or alternatively write to us at:

c/o Hani Zubeidi (Data Controller)  
MIT SKILLS - 12/13 Camphill Industrial Estate - West Byfleet - KT14 6EW

**This declaration must be signed by all students. If the income evidence provided belongs to parent(s)/guardian(s) then we must also have a parent/carer signature.** You are confirming you have read the Bursary Policy online or in your Learner Handbook and are supplying appropriate evidence, **to be sent recorded delivery.**

I/we certify that the information given is, to the best of my/our knowledge and belief correct.

I/we understand that payments may be delayed or stopped if I (the learner) do not maintain the minimum MITSkills requirement of at least 90% attendance on all my courses.

I/we undertake to inform the College immediately if I, the applicant, decide to leave my course(s).

I/we understand that if the applicant leaves their course of study before completion, the College may attempt to re-claim any monies allocated.

I, the applicant, understand that information may be shared with the parent(s)/carer(s) named on the front page of the application.

I/we understand that the information provided on this application may be shared with other departments in the College.

**By ticking and then signing this document I the learner** confirm I have read and agree to the above uses and sharing of my data and MITSkills contacting me as outlined in the privacy and consent statement (tick here)

Student's Signature ..... Date:        /        /

**By ticking and then signing this document I the Parent/Guardian** confirm I have read and agree to the above uses and sharing of my data and MITSkills contacting me as outlined in the privacy and consent statement (tick here)

Parent/Carer Signature ..... Date:        /        /

Please Ensure this document is returned with copies of the appropriate evidence either securely by post by your tutor or in person it should not scanned or emailed, please ensure Appendix One is completed if you are eligible for free college meals.

**Free meals in further education (FMFE) – self-employment eligibility declaration form**

This form is for completion by self-employed parents claiming FMFE eligibility for the student. Parents should provide evidence demonstrating that they are in receipt of Universal Credit (such as their Universal Credit award letter), that they are self-employed (such as their company registration form or tax return) and that their net earned income has not exceeded either £616.67 over the previous month, £1,233.34 over the previous two months, or £1,850 over the previous three months. This evidence should take the form of monthly accounts, like those provided on a monthly basis to DWP, supported by actual receipts where requested.

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**Universal Credit eligibility**

I have attached evidence proving that I am in receipt of Universal Credit **Y/N**

**Self-employment status**

I have provided evidence proving that I am self-employed **Y/N**

**Earnings**

I have provided evidence that my net earnings over the period \_\_\_/\_\_\_/\_\_\_ - \_\_\_/\_\_\_/\_\_\_ were £\_\_\_\_\_ **Y/N**

(If net earnings for the latest month exceed £616.67, fill out details for the latest two months. If net earnings for the latest two months exceed £1,233.34, fill out details for the latest three months)

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**Declaration**

I certify that the information I have provided is complete and correct and understand that it is fraudulent to give false information. I agree that the information provided with this form can be used to check the student's for FMFE.

**Printed Name:**

**Signature:**

**Date:**

**OFFICE USE ONLY**

Student Ref. Number

Date Application Received

Application Logged

Tutor Group

**Application Status**

Complete

Incomplete

If incomplete please give more information here e.g., information or evidence required / action(s) taken. Please also include staff initials for any actions taken:

Significant information disclosed?

ESFA Priority bursary

**Allocation of Funds**

TRAVEL: Distance (miles)

Termly Amount

Travel top up info (if applicable):

FOOD:

FCM

TG 6 or 7

No

Termly Amount

**COURSE CHARGES:**

1. Subject \_\_\_\_\_ Amount \_\_\_\_\_ Payee \_\_\_\_\_

2. Subject \_\_\_\_\_ Amount \_\_\_\_\_ Payee \_\_\_\_\_

3. Subject \_\_\_\_\_ Amount \_\_\_\_\_ Payee \_\_\_\_\_

4. Subject \_\_\_\_\_ Amount \_\_\_\_\_ Payee \_\_\_\_\_

**SPORTS KIT:**

Yes

No

STAFF MEMBER 1:

STAFF MEMBER 2:

BANK DETAILS LOGGED:

DATE DECISION LETTER SENT: