



Please complete this form in **BLACK INK** and in **BLOCK CAPITALS**

Answer all the questions (enter N/A, NO or NIL if appropriate) – further guidance notes available on myLoreto

Make sure you sign and date the application on the back page

### Section 1: Your Personal Details

Student ID (begins S202..)

Your first names (in full)

Your surname (in full)

Your date of birth

Your age on 31 Aug 2022

Gender M/F

Your home address

POST CODE

### Residency Questions

What is your nationality?

Have you lived in the UK for the 3 years before the first day of your course? ✓ Yes

No

Are you an asylum seeker? ✓ Yes

No

Did you receive a bursary last year? ✓ Yes

No

### Section 2: Your Payment Details *(please provide student's own bank account details)*

Complete **ALL** the boxes below, including the Roll number if you are using a Building Society Account

If we can pay support directly to you (student) we will do this by paying the money into your Bank/Building Society Account

Make sure your account can accept BACS Direct Credits. You can check this with your Bank/Building Society

We **cannot** pay into Post Office card accounts

Bank Name (eg Barclays)

Branch Location (eg Chorlton)

Name of Account Holder

Sort Code

Account Number

Roll Number (for Building Society Accounts)

If this is not the student's own account, please give a reason

Account Holder's relationship to student

Student agreement (signature)

*(if you are uploading this document via your MyLoreto account please enter your name, accessing your account will count as a signature)*

### Section 3: Free College Meals

Students who meet the following criteria are eligible for assistance towards the cost of meals in college. The allowance of £4.00 per day is accessed via your student ID card at the college refectory tills. Your card can also be topped up with additional cash funds by using your college Wisepay account. Allowances are only available on the day they are issued and cannot be carried forward to the following day.

| Please tick <b>Yes</b> or <b>No</b> to the following statements:                                      |  | Yes / No |  |
|---|--|----------|--|
| I wish to claim a free college meal allowance   |  |          |  |
| <b>I/my parent(s)/carer(s) are in receipt of one of the following benefits:</b>                       | <b>Evidence needed:</b>  |          |  |
| Income Support  | Latest award letter issued since April 2022  |          |  |
| Income based Job Seekers/Employment and Support Allowance   | Latest award letter issued since April 2022  |          |  |
| Support under part VI of the Immigration and Asylum Act 1999  | Letter from National Asylum Support Service confirming status  |          |  |
| The guaranteed element of the state pension   | Latest State Pension Credit Award Notice or letter issued since April 2022   |          |  |
| Child Tax Credit without Working Tax Credit and annual <b>gross</b> income of up to £16,190 per annum | <b>All pages</b> of Final Tax Credit Award Notice for 2022/23 showing no WTC and annual gross income up to £16,190 |          |  |
| Working Tax Credit 'run on' (this is paid for only 4 weeks after you stop qualifying for WTC)         | Award letter showing you are in receipt of WTC 'run on'  |          |  |
| Universal Credit with <b>net</b> earnings not exceeding the equivalent of £7,400 per annum            | <b>All pages</b> of 3 most recent Universal Credit statements  |          |  |

If you are eligible for Free College Meals, you may also receive up to £300 per year to support travel and study costs – please complete **section 4** to let us know what you need help with.

### Section 4: Bursary Support: tell us what you need help with

The Bursary funds are intended to help you with the costs of attending college and to overcome any financial barriers that may stop you accessing your education. Support depends on the number of days per week that you are required to attend college, and if your attendance falls below 95%, your bursary will be reduced.

Use the questions below to tell us what you will need assistance with.

| <b>Support in College</b>  |  | Yes / No |  |
|--|--|----------|--|
| Please tick <b>Yes</b> or <b>No</b> to the following statements:   |  |          |  |
| Meal Support (only available if you are not eligible for Free College Meals)   |  |          |  |
| Regular costs of study items (eg stationery, printing etc)   |  |          |  |
| One off costs of study items (up to 50% discount on the cost of calculators, text books via Wisepay)   |  |          |  |
| Education Trips (up to 50% discount on the cost of college trips – a maximum of 3 UK trips <b>or</b> 1 UK trip and 1 overseas trip via Wisepay)  |  |          |  |
| <b>Travel Costs</b>  |  |          |  |
| How will you get to/from college?  |  |          |  |
| Bus <input type="checkbox"/> Car <input type="checkbox"/> Cycle <input type="checkbox"/> Train <input type="checkbox"/> Tram <input type="checkbox"/> Walk <input type="checkbox"/> Other (please state) |  |          |  |
|  |  | Yes / No |  |
| If you live in Greater Manchester, have you applied for your Our Pass?   |  |          |  |
| You can apply for free bus travel at <a href="https://ourpass.co.uk/">https://ourpass.co.uk/</a> (£10 admin fee required)  |  |          |  |
|  |  | Yes / No |  |
| If you are <b>not eligible</b> for Our Pass (live outside Greater Manchester or over age limit) tick here<br>College may assist with monthly travel passes – please ask for details                      |  |          |  |
| <b>IT Support</b>  |  |          |  |
|  |  | Yes / No |  |
| Do you need to borrow a college laptop?  |  |          |  |
| You may need to complete a further form so that we can prioritise laptops for students in the most need – please ask for details   |  |          |  |

## Section 5: Vulnerable Student Bursary

Students who fall into any of the 'Vulnerable Student' categories below could receive **up to** £1,200 per year to support travel and study costs. The amount awarded is dependent on your financial need.

The 'Vulnerable Student' Bursary is not available to **any** student aged 19 or over

In addition to the vulnerable bursary, students in these categories **may** be entitled to Free College Meals if in receipt of the appropriate benefits (see section 3).

*A bursary award could be removed at any time if attendance and behaviour do not meet our required standard.*

| Please tick <b>Yes</b> or <b>No</b> to the following statements:  |  |          |  |
|---|--|----------|--|
|   | <b>Evidence needed:</b>  | Yes / No |  |
| I receive Income Support/Universal Credit in my own name <b>and</b> live independently (not with family)  | Latest IS or UC award letter issued since April 2022                           |          |  |
| I am in care/classed as a 'Looked after Child' by the Local Authority or an Independent Fostering Agency (this cannot be a private arrangement)   | A letter to confirm your status from the Local Authority that looks after you  |          |  |
| I am classed as a 'Care Leaver' (I was looked after for 13 consecutive weeks after age 14 and ending after the age of 16)   | A letter to confirm your status from the Local Authority that looked after you |          |  |
| I am a disabled young person and I receive <b>both</b> Employment Support Allowance/Universal Credit <b>and</b> Disability Living Allowance/Personal Independence Payment <b>and</b> live independently (not with family) | Latest award letter to confirm your ESA/UC and DLA/PIP issued since April 2022 |          |  |

## Section 6: Discretionary Bursary

Financial support is available for students where household income is up to £28000 per annum in the following bands:

|  |  |  |  |
|--|--|--|--|
| Household income up to £19,000 and eligible for Free College Meals | Household income up to £19,000                 | Household income between £19,001 and £25,000   | Household income between £25,001 and £28,000   |
| Support Band 1 (FCM)   | Support Band 1                                 | Support Band 2                                 | Support Band 3                                 |
| Up to £300 p.a.  | Meals up to £600 p.a.<br>Other up to £300 p.a. | Meals up to £400 p.a.<br>Other up to £200 p.a. | Meals up to £200 p.a.<br>Other up to £100 p.a. |

Up to 50% discount for one off purchases from college (eg calculators, text books, trips) will be given when payment is made at the Finance Office (BG33) or via Wisepay.

*A bursary award could be removed at any time if attendance and behaviour do not meet our required standard*

| Please tick <b>all</b> of the income types below that you receive (both parents/carers) |  |          |  |
|---|--|----------|--|
| <b>Earnings:</b>  | <b>Evidence Needed:</b>  | Yes / No |  |
| Earnings from employment or occupational/private pension schemes                        | P60 for year to April 2022 or most recent 3 months payslips                |          |  |
| Earnings from self employment (including income from rental properties)                 | Most recent tax return or audited accounts                                 |          |  |
| <b>Benefits:</b>  | <b>Evidence needed:</b>  |          |  |
| State Pension   | Latest award letter issued since April 2022                                |          |  |
| Pension Credit  | Latest State Pension Credit Award Notice or letter issued since April 2022 |          |  |
| Child Tax Credit  | <b>All pages</b> of Final Tax Credit Award Notice for 2022/23              |          |  |
| Working Tax Credit  | <b>All pages</b> of Final Tax Credit Award Notice for 2022/23              |          |  |
| Universal Credit  | <b>All pages</b> of 3 most recent Universal Credit statements              |          |  |
| Employment Support Allowance  | Latest award letter issued since April 2022                                |          |  |
| Income Support  | Latest award letter issued since April 2022                                |          |  |
| Job Seekers Allowance   | Latest award letter issued since April 2022                                |          |  |

## Section 7: Attendance Agreement and Bursary Funding Contract

The declaration below must be signed. Please note that if you are emailing/uploading your evidence, the College may request to see original documents to verify your claim. The receipt of a College Bursary is dependent on you meeting the attendance, punctuality, behaviour and academic progress criteria detailed and signed by you on the Student Learner Agreement and compliance will be subject to regular review.

- I understand that I must provide the appropriate documents to apply for a Bursary. I confirm that any evidence given in support of the application is correct and complete to the best of my knowledge and belief. I give the College permission to contact my parent/carer and external agencies (as deemed appropriate by the College) to verify the supporting documents for my Bursary application if necessary. I understand that giving false or incomplete information which leads to incorrect awards may result in the removal of the award and recovery of any funds already given. It could also result in a referral to the police with the possibility of prosecution.
- I agree to inform the Bursary Officer of any changes in my financial circumstances.
- I understand that the Bursary Fund is to support the costs of accessing my programme at College and that if I withdraw from my course I must return any kit that has been purchased through the Bursary or I may be charged for this.
- I understand that I must use any Bursary funds in compliance with the guidance and rules of the College's 16-19 Bursary Fund and Free College Meal Policy (a copy is available on our website).
- I understand that the minimum level of attendance is 95% and that I must punctually attend **all** sessions shown on my timetable, including Religious Education and tutorial. My absence will be reviewed on a regular basis and if I do not meet the required standards my Bursary award may be stopped.
- I understand that the College needs to process my personal data contained in this application form and other data that may be obtained from third parties in connection with this application for my benefit.

If you are uploading this document via your MyLoreto account please enter your name below, accessing your account will count as a signature

|                   |  |      |  |
|-------------------|--|------|--|
| Student Signature |  | Date |  |
|-------------------|--|------|--|

|  |  |
|--|--|
| Parent/Carer email for queries regarding income/evidence |  |
|--|--|

### Advisor Details

If someone from the college or any other organisation has helped you to complete this form, please write their details here:

Advisor's Name ..... Telephone No .....

When you have completed this form you should send it, with the evidence required, to:

**The Bursary Officer, Loreto College, Chichester Road South, Hulme, Manchester, M15 5PB or**

by email to **bursary@loreto.ac.uk** or **upload via your MyLoreto account**

*(if you email/upload evidence, we may need to see the original documents before final approval of your application)*

Applications, complete with evidence and signatures, must be submitted to the Finance Office (Bursary) by Friday 16th September to be included in September payments.

Second year students should submit their renewal application as soon as possible after the end of the summer term.

*If you are waiting for Tax Credits, please provide evidence of current eligibility (bank statements) and all other evidence of income. Then bring the new Tax Credits documents within 3 weeks of receipt.*

**Confidentiality:** Applications are only seen by staff involved in the delivery of Student Financial Support. From time to time it may be necessary for additional supporting information to be sought from other college staff in order for a decision to be made.

### COLLEGE PRIVACY STATEMENT—How we use your personal information

Loreto College is committed to the protection of personal data as specified in the General Data Protection Regulations (GDPR). We will only hold personal information relevant to your interest in the College, we will store the data securely and will only retain it for the duration required for the purpose of its capture or a statutory period as laid down by legislation or other formal obligation. In order to comply with statutory and legal obligations or in the legitimate interests of the organisation or individual, your information may be shared with and processed by third parties. Loreto College also use software supplied by third parties. These third parties will have separate privacy and data policies and practice independent of those of the College, however we will seek assurance that they have equivalent levels of protection for your personal data. Loreto College will, in all circumstances, aim to safeguard the vital interest of the individual. Our full Privacy Statement is available on our website.