

# Completing The Form.

Please complete all sections of the form, you can do this online  
[www.kidderminster.ac.uk/bursary-form/](http://www.kidderminster.ac.uk/bursary-form/)

You will be required to upload evidence in support of your application. (If you are applying for the Advanced Learner Loan, we will not be able to process your claim until you have been accepted for the Loan).

The College will retain copies of your originals. This is for auditing purposes and is a government requirement. This will be retained for a maximum of 6 years plus the current year – after which it will be destroyed responsibly. If you do not wish for this to happen, then we will be unable to process your application.

The amount of assistance is determined by the income coming into the household. Please tell us of all types of income that your household

receives. Please use the table below to determine the evidence you will need to provide.

If you have any further questions or need support in completing the form, please contact **Student Services** on **01562 512000** or by dropping into the college. During the summer holidays, we are open Monday to Thursday 9am-4pm.



Benefit/Income	Evidence	Dated
Employment	P60	No more than 1 year old
	Payslips	Three most recent monthly payslips or six most recent weekly payslips
Self-Employment	P60	No more than 1 year old
	Self-Assessment Form	Dated January 2022 (April 2021 accounts)
Job Seekers Allowance (JSA) Employment Support Allowance Income Support	Award Letter stating entitlement	Dated in the last 3 months of the enrolment date
Universal Credits National Insurance Credits	Award Letter stating entitlement	Dated in the last 3 months of the enrolment date
Carers Allowance	Award Letter stating entitlement	Dated in the last 3 months of the enrolment date
Disability Living Allowance Personal Independence Payments	Award Letter stating entitlement	Dated in the last 3 months of the enrolment date
Child Tax Credit Working Tax Credit Pension Credit	Current Annual Entitlement Notice	Dated April 2022 – April 2023
Housing Benefit Council Tax Benefit	Award Letter stating entitlement	Dated in the last 3 months of the enrolment date
State Pension	Entitlement Notice	No more than 1 year old

\* If income has changed substantially to that stated on above evidence available, you will need to provide evidence of the change. I.e. three most recent bank statements. (you may block out any lines not necessary for this claim)

# Bursary Allocation 22/23

16-19 Learners <u>Types of Support</u>	Vulnerable Bursary	Tier 1 £0 - £16,190	Tier 2 £16,191 - £25,000	Tier 3 £25,001 - £30,000
Travel Pass	Yes – 2 miles or more from campus			Yes – 3 miles or more from campus
Travel Payments	Yes - 2 miles or more from campusUp to a max of £1500			Yes - 3 miles or more from campus Up to a max of £1500
Meals	Yes £4 per timetabled day			
Essential books, equipment & uniforms	Yes Limit based on course criteria			
Educational Visits	Yes Limit based on course criteria			
HE Interviews & Open Days	Yes			No
Laptop loan* & Wifi	Yes			No

19+ Learners & All Bursary <u>Types of Support</u>	Tier 1 £0 - £16,190	Tier 2 £16,191 - £25,000	Tier 3 £25,001 - £30,000
Travel Pass	Asylum Seekers Only - 2 miles or more from campus		
Travel Payments	Yes – 2 miles or more from campusUp to a max of £1500	Yes - 3 miles or more from campusUp to a max of £1500	
Meals	No		
Essential books, equipment & uniforms	Yes Limit based on course criteria		
Educational Visits	Yes Limit based on course criteria		
HE Interviews & Open Days	Yes	No	
Laptop loan* & Wifi	Yes	No	
Exam, accreditation & professional membership fees	Yes		
Childcare	Yes full amount covered		
Course Fees	Yes (in exceptional circumstances)		