

## Bursary Fund 2024/25

### Additional Funding / One off Payment Request Form

**This form is only to be completed for students who are already in receipt of a Bursary Award.**

|       |  |         |  |            |  |
|-------|--|---------|--|------------|--|
| Title |  | Surname |  | First Name |  |
|-------|--|---------|--|------------|--|

|         |  |
|---------|--|
| Address |  |
|---------|--|

|  |          |  |
|--|----------|--|
|  | Postcode |  |
|--|----------|--|

|        |  |        |  |            |  |
|--------|--|--------|--|------------|--|
| Centre |  | ULN No |  | Start Date |  |
|--------|--|--------|--|------------|--|

The amount of financial assistance you will receive is dependent on your personal circumstances. It is intended to help you with the costs of overcoming any barriers you may have when attending learning. Using the table below, please tell us what you will need financial assistance for and how much. This information is strictly confidential and will only be used for this assessment purpose.

|                                                                  | How much will you need? | Please state weekly basis or one off payment |
|------------------------------------------------------------------|-------------------------|----------------------------------------------|
| Travel                                                           |                         |                                              |
| Appropriate clothing to suit training and placement requirements |                         |                                              |
| Equipment or other                                               |                         |                                              |

#### STUDENT DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a Bursary payment, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the Bursary scheme will be paid on condition of standards of attendance and behaviour, as explained in the Free Meals and Bursary Funds Guidance Booklet for Students, Parents and Carer's.
- HOLIDAYS WILL BE UNPAID.**
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur (which may result in changes to my claim), I confirm I will notify my provider immediately.
- I will notify my provider immediately with any changes to my Bank/Building Society details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, travel costs, meals, additional costs etc.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to my provider, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained during my Induction.

**I confirm I have read the 'Free Meals and Bursary Funds Booklet' which was given to me with this application.**

Please tick to confirm that you are still eligible for bursary and your circumstances have not changed since your original Application: ☐

Student Signature  
Juniper Staff Signature

Date  
Date

### FOR CENTRE / CSS USE ONLY

| <b>Centre to complete as per student requirements.</b><br>Please detail the barrier to participation and how funding will be used to overcome this: | <b>Assistance Granted ✓<br/>CSS to Authorise</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>Bursary Travel:</b>                                                                                                                              |                                                  |
| <b>Bursary meals/Free meals (delete as applicable)</b>                                                                                              |                                                  |
| <b>Appropriate clothing to suit training and placement requirements:</b>                                                                            |                                                  |
| <b>Equipment / Other:</b>                                                                                                                           |                                                  |
| <b>TOTAL AMOUNT (£'s) NOTE - Must fall within guide amounts</b>                                                                                     | <b>£</b>                                         |

**A receipt of purchase must be obtained and forward to CSS Admin within 14 days**

Payment method: -

Via Account ☐ Via Petty Cash ☐ Direct to Student ☐ Via Company Debit Card ☐

**Authorised by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**CSS Only:**

**Signed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_