

Bursary Fund / Free Meals Application Form 2024/25

To qualify for Free Meals and/or Bursary Funding you must be:

- aged 16 or over but under 19 at 31st August 2024
- aged 19 but are continuing on a course that began when aged 16-18, or
- aged between 19 and 25 and have an Education, Health Care Plan (EHCP).

You must meet the ESFA's residency criteria and fall in to one or more of the categories listed under Free Meals / Bursary Funding Criteria.

Please complete the form and bring it together with your supporting evidence promptly to ensure the appropriate funding can be allocated to you.

Title		Surname		First Name	
Address					
				Postcode	
Centre		ULN		Start Date	
Date of Birth (DD/MM/YY)		Your Age			
Have you the right of abode in the UK and/or been resident in the UK for the last 3 years?				Yes	No

Free Meals Criteria

If eligible, free meal funds will be paid to you at a rate of £2.53 per day into your bank, to enable you to participate in training with us. Monies will only be paid to you for the days that you attend the programme.

To qualify for Free Meals you or your parent(s)/guardian(s) must be in receipt of one or more of the following benefits below and produce the required evidence as stated.					
Do you/your parents receive: - You will need to provide: -					
Income Support	Income Support benefit letter (all pages); or Bank Statement with 'IS' / 'Income Support' printed by the transaction (not older than 3 months)	Yes		No	
Universal Credit	Universal Credit Award Statement (3 most recent monthly award statements). *Bank statements are not acceptable	Yes		No	
Income based Job Seekers Allowance	Benefit Letter (all pages) (not older than 3 months)	Yes		No	

Income Related Employment and Support Allowance (ESA)	Benefit Letter (all pages) (not older than 3 months)	Yes		No	
Support under Part VI of the Immigration and Asylum Act 1999	ID Card of all family members; confirming Asylum Seeker Status, Name, Date of Birth and Address of all family members; or NASS reference number and the name of the Authority providing your support	Yes		No	
Guaranteed Element of State Pension Credit	Benefit Letter (all pages) (no older than 3 months)	Yes		No	
Child Tax Credit (providing you are not entitled to Working Tax Credit) income less than £16,190	TC602 (dated within the current tax year)	Yes		No	

If student is not eligible for Free Meals funding, please tick box ☐

Bursary Criteria

The bursary is paid to enable you to attend training with us and will only be paid if your attendance and behaviour meet the required standard. Attendance must also be completed to enable you to receive bursary payments.

Vulnerable Bursary Criteria

To qualify **you** must fall into one of the categories below and produce the required evidence as stated.

Do you receive: -

You will need to provide:-

Are you in receipt of Income Support?	Income Support benefit letter (all pages); or Bank Statement with 'IS' / 'Income Support' printed by the transaction (not older than 3 months)	Yes		No	
Are you in receipt of Universal Credit?	Universal Credit Award Statement (3 most recent monthly award statements). *Bank statements are not acceptable	Yes		No	
Are you a Care Leaver or currently looked after in care? (Including un-accompanied asylum-seeker)	Letter from Local Authority	Yes		No	
Are you in receipt of both Employment Support Allowance and Disability Living Allowance/Personal Independence Payments (or Universal Credit as a replacement for ESA)	Financial statement showing both ESA and DLA/PIP	Yes		No	

Discretionary Bursary Criteria

Your household income is one of the criteria which will help us to assess your application. If your household income exceeds £40,000 per annum, you will not be eligible for a bursary payment.

If the surname on the supporting documentation is a different surname to yours (detailed above) please indicate their relationship to you:

Please tick one of the following to show what type of evidence you have provided. If you cannot provide evidence, then we cannot process your application for bursary payments.

P60		Income Support / Universal Credit (3 most recent monthly award statements)		Full Tax Credit Award Notice	
-----	--	--	--	------------------------------	--

Self-employed earnings (official tax return)		Other benefits/pension (award letter)		Wage slips (mthly x 3, weekly x 6 must be full wage slip cannot include SSP)	
Please detail who lives in the family household and their employment status.					
This box must be completed					
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 you believe you will need for each day in learning. This information is strictly confidential and will only be used for this assessment purpose.					
			How much will you need?	How many days?	
Travel			£	4 days per week	
Meals:			£	4 days per week	

You will be asked to provide your bank details as printed on your bank card or statement during your Programme induction.

Bursary payments will be paid directly into students' bank accounts only (by BACS). Please be aware that Juniper can choose to pay Bursary awards 'in kind', e.g., by purchasing any equipment required or providing students with a travel pass.

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 Free Meals and/or Bursary funding, fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to the matter being referred to the Department for Education or the Police and 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 Bursary funding 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 understand that any payment I may be entitled to under the Free Meals fund will be on condition of attendance, as explained in the Bursary Fund/Free Meals Protocols – Information for Students.
- 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/Free Meals fund 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 Free Meals funding, 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 etc.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Fund/Free Meals Application. This appeal should be made to my provider by following the Complaints Procedure as explained during my Programme Induction.

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

Student Signature
Juniper Staff Signature

Date
Date

FOR CENTRE / CSS USE ONLY

Eligibility – please tick appropriate box.

Free Meals		• Young people or their parent(s)/guardian(s) who receive income support/universal credit; income-based job-seekers allowance; income related Employment and Support Allowance; support under Part VI of the Immigration and Asylum Act 1999; the guaranteed element of State Pension Credit; Child Tax Credit • Agreed standards of attendance should be met.
Vulnerable Bursary		• Those young people who receive income support/universal credit • Care Leavers or young people who are looked after children (including un-accompanied asylum seekers) • Disabled young people in receipt of both ESA/UC and Disability Living Allowance/PIP
Discretionary Bursary		• Young people facing financial barriers to participation in further education. Agreed standards of behaviour and attendance should be met.

Assistance Requested – Centre to complete	Assistance Granted ✓ CSS to Authorise
FREE MEALS: £2.53 per day	
BURSARY Travel: £ PER DAY X 4 DAYS PER WEEK	
BURSARY Meals: £2.50 PER DAY X 4 DAYS PER WEEK	
Vulnerable: Max amount per week is £40.00	
TOTAL AMOUNT (£'s) NOTE - Must fall within guide amounts	£

CSS ONLY:

Signed: _____ **Date:** _____

Name: _____