**Financial Support Application Form
Academic Year 2025/2026.**

This is application form to receive bursary funding which provides financial support for activities or items that may assist with your studies. This may include receiving help with costs of transport, food, equipment, books, revision guides, trips, or other course related costs.

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| **Student Name** |  |

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| **Home address** |  |
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| **Contact number** |  | **Age at 31st August, 2025** |  |

**Eligibility criteria**

This section asks you to indicate which of the four categories you would like your application to be considered under.

Category 1: Applicants for Vulnerable Student Bursaries.

[ ]  I am currently in Local Authority Care or a Care Leaver.

[ ]  I am currently in receipt of Income Support (IS) or Universal Credit.

[ ]  I am in receipt of ***both***Employment Support Allowance (ESA) ***and*** Disability Living Allowance (DLA)

[ ]  I receive Personal Independent Payment (PIP) in my name and either ESA or University Credit.

Please provide relevant supporting evidence of the above. This should include the entire document, including benefit letters dated within the last six months.

Category 2: Applicants for 16-18 Discretionary Bursary.

[ ]  I am eligible to receive Free School Meals.

[ ]  I live in a household whose income is below £23,000 per annum (gross taxable income).

Supporting evidence of a household income below £23,000 is required to be submitted with this application. Please provide evidence of the following:

* A copy of entitlement to means-tested state benefit, or Tax Credit Award Notice confirming household income of less than £23,000.
* Evidence of self-employment income of less than £23,000 (SA302 or certified accounts only) for your last accounting period.
* If you do not have any of the above but believe your gross household income to be below £23,000 per year, please evidence this by sending your most recent payslips and bank statements for all earnings in the household covering the last 3 consecutive months.

**Desired support**

Please provide details below of how the bursary funds, if awarded, would be used and the amount you believe would be required. This could include essential materials for your courses, music tuition, funding for trips and visits etc.

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| **Expense**  | **Details** | **Amount requested** |
| *Example:**Support to cover costs of school transport* | *Example:**route XXX, daily travel.* | *Example:**£200 per year* |
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| **Total amount requested:** **£** |

**Declaration**

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| I certify that: |
| 1. All the information given on this form is correct and I will notify Student Services immediately of any changes. |
| 2. No tuition fees are being paid for my course. |
| 3. I understand that funding may be withdrawn and/or repayable if:* I cease to be eligible under the terms outlined in the letter.
* I do not meet normal College expectations as outlined in the code of conduct.
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| Signed (Student): | Date:  |
| Signed (parent/guardian): | Date:  |

|  |  |
| --- | --- |
| **Approved by:** | **Date:** |
| Name:Signature: |  |

**PLEASE SUBMIT FORM & EVIDENCE VIA EMAIL TO:**

**hdaw@dma.tela.org.uk**  **jbaywood@dma.tela.org.uk**

***Guidance on types of evidence required for Level 1 bursaries***

*We are obliged to obtain proof and retain evidence that students meet the criteria for the bursary for vulnerable groups in full. In other words, that they are in receipt of the specified benefits in their own name or that they fully meet the definitions for in care/care leavers.*

*Evidence could include:*

* *For students who are in care or a care leaver, written confirmation of their current or previous looked-after status from the relevant local authority – this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority*
* *For students in receipt of UC or IS, a copy of their UC or IS award notice. This must clearly state that the claim is in the student’s name/confirm they are entitled to the benefits in their own right. The evidence must not state any conditions that prevent them from participating in further education or training. For students in receipt of UC, institutions must also see a document such as a tenancy agreement in the student’s name, a child benefit receipt, children’s birth certificates, utility bills and so on*
* *For students receiving UC/ESA and DLA and PIP, a copy of their UC claim from DWP. Evidence of receipt of DLA or PIP must also be provided*
* *UC claimants should be able to print off details of their award from their online account or provide a screenshot to the institution.*
* *Students can also contact their UC Work Coach (or relevant Benefit Office if they are receiving getting IS or ESA) and ask them for help in providing evidence of receiving benefits.*

***Guidance on types of evidence required for Level 2 bursaries***

*Proof of household income, in original documentary form, such as P60, Self employed income notification, receipt of benefit notification and / or free school meal notification, Universal Credit (UC) award notices when these are provided as evidence of household income. The ESFA states we ask for the 3 most recent monthly award statements. The take-home pay figure in addition to the amount of UC after all deductions will give a total monthly income. Using 3 months statements will act as a guide to the household income for a quarter of a year. We are then able estimate assumed*