

# Financial support checklist

There are various ways that you may be entitled to financial help while you are studying at West Thames College.

West Thames College will carry out a financial assessment for each bursary applicant received to establish household income, whether there is an actual financial need to help students with the cost of travel, to buy essential books, equipment or specialist clothing (such as protective overalls, for example), field trips and other course-related costs and whether bursary support is available to contribute to the costs of attending industry placements, university interviews and open days. These are items the student would otherwise need to pay for in order to participate.

At the beginning of the term, if specialist equipment and/or a travel pass is needed, the college will purchase this and the cost will be deducted from the student's overall award. Books and equipment purchased for a student to complete their study programme must be returned once the study programmes is completed.

**All payments are made subject to 90% attendance (the college expects 100% attendance).**

## For students under 19

### Vulnerable Bursary

For students who are aged 16-18 on 31 August 2021 and either:

- In care or leaving care (social services) *or*
- Receiving Income Support or Universal Credits and **living independently** *or*
- On Employment and Support Allowance *with* Disability Living Allowance/Personal Independence Payments.

### Discretionary Bursary

For students who are aged 16-18 on 31 August 2021 *or* aged 19 continuing the same course *and* either:

- You or your parents/guardians are in receipt of benefits\* *or*
- Have a family income of not more than £20,000.

\* *If on Universal Credit, your family income must be less than £20,000.*

## For students over 19

### Discretionary Learner Support (DLS)

To be eligible for DLS, *all* of the following must apply:

- You are aged 19-23 on an FE course up to and including Level 3, or aged 24+ on an FE course up to and including Level 2, *and*
- You are in receipt of benefits, *and*
- You have a family income of not more than £28,000.

### Loan Bursary

To be eligible, you must be aged 19+ and:

- Be studying on a course at Level 3 or higher, *and*
- Be in receipt of the Advanced Learner Loan or have had your Loan approved by the Student Loans Company, *and*
- Be in receipt of benefits\*, *and*
- Have a family income of not more than £28,000.

\* *If on Universal Credit, your family income must be less than £28,000.*

Information in this document was correct at time of printing (June 2021) but may be subject to change. For further details, please speak to any member of the Student Experience Team.

## Evidence you need to bring for your application

You may provide hard copies or scanned copies of the relevant documents.

**We must see ONE of the following due to government regulations:**

- Passport
- Birth certificate
- EU ID card
- Home Office biometric card.

Also bring your bank details in order to receive payments:

- Account number and sort code

**Bring TWO or more from the list below as evidence of income and/or benefits:**

If you or your parents/guardians receive income support, Job Seekers Allowance, or Employment and Support Allowance:

- Last 3 months' bank statements *and*
- Income support letter / JSA letter / ESA letter

If you or your parents/guardians are currently working:

- Last 3 months' payslips (last 6 weeks if paid weekly)
- and* Tax Credits Award Letter for 2021-22 (pages 1-4)

If you or your parents/guardians are self-employed:

- Tax Credits Award Letter for 2021-22 (pages 1-4)
- or* P60 *or*
- End of Year accounts *and*
- Recent bank statements
- Self-employment declaration

If you or your parents/guardians receive pension guarantee credit:

- Pension letter 2021 *and*
- Most recent bank statement showing pension credit

If you or your parents/guardians receive Universal Credit:

- 2 Recent Universal Credits statements with breakdown *and*
- Recent bank statements
- Housing benefit letter

**PLEASE NOTE If you are aged 19+, you must also provide your bank statements along with any other evidence.**

## Free meals at college

Please see the Free College Meals posters or Moodle for eligibility.

## For more information

Please see the *Student Guide to Financial Support* booklet, the college website or Moodle, or contact:

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