

## 16-18 Bursary Fund Application Form 2026/27

All applications for the bursary should be submitted prior to enrolment, or at least 4weeks after start date. This will enable us to correctly and fairly assess the overall demand and distribute discretionary awards. Payments can only be backdated up to 4weeks. We understand, however, that some needs may arise throughout the academic year. There will be no cut-off date for any application, in order to ensure learners' needs can be met throughout the academic year.

For an application to be successful, all learners must meet the agreed standards for attendance and behaviour set by the institution. Learners must adhere to the **Learner Code of Conduct** and **Behavioural Policy** and have a minimum attendance rate of 85 percent at timetabled lessons to continue to be eligible for a bursary. Authorised absences will not affect a learner's eligibility for the bursary. Vacation breaks and unauthorised absences are not permitted during term time and will affect their eligibility.

We assess each application on a case-by-case basis and eligibility does not entitle any learner to receive the bursary. If a learner is eligible for a vulnerable bursary, but we do not believe the learner requires it, e.g. there are no financial needs, or financial needs are already met via alternative means, we may not allocate the learner a bursary, or may offer a reduced amount of funding.

Please complete the form and email it to [studyprogramme@hoopleltd.co.uk](mailto:studyprogramme@hoopleltd.co.uk) with your supporting evidence or post back to Hoople Study Programme, Hoople Ltd, Auxilium House, Legion Way, Hereford, HR1 1LN

### Section A: Learner details

|                            |                      |      |                      |
|----------------------------|----------------------|------|----------------------|
| Title:                     | <input type="text"/> |      |                      |
| First Name & Surname:      | <input type="text"/> |      |                      |
| Address:                   | <input type="text"/> |      |                      |
| Telephone Number:          | <input type="text"/> |      |                      |
| National Insurance Number: | <input type="text"/> |      |                      |
| Date of Birth:             | <input type="text"/> | Age: | <input type="text"/> |

### Section B: Parent/Guardian details

|                   |                      |
|-------------------|----------------------|
| Full Name:        | <input type="text"/> |
| Telephone Number: | <input type="text"/> |
| Email address: :  | <input type="text"/> |

## Section C: 16 -18 Vulnerable Bursary

This section is for learners who may be eligible for a vulnerable bursary of up to £1,200.

To qualify you must be aged 16 or over and under 19 on 31 August 2026 and fall into one of the below categories.

| Vulnerable bursary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                              |                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| Please tick as appropriate, supporting evidence MUST be submitted, see below for evidence details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                              |                             |
| <p>Currently looked after in care-aged 16 or 17 at 31 August 2026?</p> <p><b>Evidence required:</b> Written confirmation, such as a letter or an email, of current looked-after child status from the relevant local authority (the local authority that looks after them or provides their leaving care services)</p>                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>Care Leaver / Special Guardianship - aged 18 or over and previously was a looked after child.</p> <p><b>Evidence required:</b> Written confirmation, such as a letter or an email, of Care Leaver / Special Guardianship status from the relevant local authority (the local authority that looks after them or provides their leaving care services)</p>                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>Is learner personally in receipt of Income Support or Universal Credit?</p> <p><b>Evidence required:</b><br/>A copy of the learners Income Support award notice, which must evidence that the learner is entitled to the benefit in their own right and confirm that the learner can be in further education or training<br/>Or<br/>Three months copies of the learners Universal Credit Award notice this must evidence that the learner is entitled to the benefit in their own right, as well as additional documentation to confirm their independent status, e.g. a tenancy agreement in the learner's name, a Child Benefit receipt, a child's birth certificate or utility bills</p> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <p>Disabled learner in receipt of Employment Support Allowance, Universal Credit or Disability Living Allowance/Personal Independence Payments in their own right.</p> <p><b>Evidence required:</b> Award letter showing in receipt of Employment Support Allowance, Universal Credit or Disability Living Allowance or Personal Independence Payment</p>                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## Section D: Discretionary Bursary

**Note: Do not complete if section C applies**

Applicants should note that the discretionary bursary fund is limited, applications will be considered on a first come, first served basis.

Household income is one criteria that will help us to assess your application.

| Discretionary Bursary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                              |                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| <p>Low annual HOUSEHOLD income. <b>Annual Income Amount: £</b></p> <p><b>Annual household income to be eligible must be no greater than £30,000.</b></p> <p><b>This income is for your HOUSEHOLD if you are a single parent this would be just your income however if you are married or living with a partner you MUST include your partner's income.</b></p> <p><b>Evidence required:</b></p> <ul style="list-style-type: none"> <li>• <b>Full TCAN Notice</b><br/>Award notice or letter from DWP or HMRC</li> <li>• <b>In receipt of Universal Credit</b><br/>Copies of the Universal Credit Award notice from the last three months, which must evidence that the learner is entitled to the benefit in their own right, as well as additional documentation to confirm their independent status, e.g. a tenancy agreement in the learner's name, a Child Benefit receipt, a child's birth certificate or utility bills</li> <li>• <b>P60</b><br/>Most relevant April P60 statement</li> <li>• <b>Self-employed earnings</b><br/>Most recent tax return</li> <li>• <b>Other benefits/pension</b></li> </ul> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## Section E: Free Meals

Free meals are targeted at disadvantaged learners. For the purposes of eligibility for free meals, 'disadvantage' is defined by the learner being in receipt of, or having parents who are in receipt of, one or more of the following benefits.

| Household income and circumstances                                                                                                                                                                                        |                              |                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| Please tick as appropriate, supporting evidence MUST be submitted, see below for evidence details                                                                                                                         |                              |                             |
| Income support<br><b>Evidence required:</b> Award notice or letter from DWP or HMRC                                                                                                                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Income based jobseekers allowance (ESA)<br><b>Evidence required:</b> Award notice or letter from DWP or HMRC                                                                                                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Support under part V1 of the immigration and Asylum Act 1999<br><b>Evidence required:</b> Award notice or letter from DWP or HMRC                                                                                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| The guarantee element of State Pension Credit<br><b>Evidence required:</b> Award notice or letter from DWP or HMRC                                                                                                        | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Child Tax Credit (provided they are not entitled to working tax credit) and have an annual gross income of no more than £16,190, as assessed by HMRC<br><b>Evidence required:</b> Award notice or letter from DWP or HMRC | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Working Tax Credit run-on- paid for 4 weeks after you stop qualifying for Working Tax Credit<br><b>Evidence required:</b> Award notice or letter from DWP or HMRC                                                         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Universal Credit<br><b>Evidence required:</b> Three months copies of your Universal Credit Award notice, which must evidence that parent/guardian is entitled to this benefit.                                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## Providing false information

Learners and parents/guardians must be aware that any evidence provided to support this application must be valid. We have the right to investigate any false information supplied. We will stop further payments, and attempt to recover any past payments, where it is apparent that supplied information is misleading or fraudulent.

If significant fraud is identified, we will report this to the Department for Education and may also report it to the police. Significant fraud involves the following:

- Amount of money is in excess of £1,200.
- Particulars of the fraud are novel, unusual, systematic or complex.
- Likely to be great public interest due to the nature of the fraud or the people involved.

## Maintaining confidentiality

Any information given to the setting will only be used for the purpose of processing the learner's application for a bursary. The learner's information, eligibility or application (whether successful or not) will not be shared with other learners or staff members. Where we deem it necessary to share this information, we will only do so with the learner's consent, unless the law permits us to do so without. We understand the need for maintaining confidentiality and appreciate that applications for the bursary are sensitive.

The setting has the duty to protect public funds that are handled by the school. The information provided in this form may be used to prevent and detect fraud. For the same reason, the information provided may be shared with third party organisations who handle public money. The learner will be informed if their information is being shared, in accordance with the GDPR. The information will be held in accordance with storage requirements defined by the GDPR and will be held for as long as necessary.

## Section H – Declaration

I confirm that the information provided in this application is accurate and correct. I understand that any incorrect information provided will lead to the rejection of the 16-19 bursary application. If any information presented in the form changes, I will inform the setting immediately to ensure funding is allocated correctly.

|                         |         |       |
|-------------------------|---------|-------|
| Name (Learner):         | Signed: | Date: |
| Name (Parent/Guardian): | Signed: | Date: |

## Parent/Guardian Final Checklist

Use this checklist to ensure you have everything prepared to submit your application.

|                                                             |  |
|-------------------------------------------------------------|--|
| <b>Section A:</b> Learner details                           |  |
| <b>Section B:</b> Parent/Guardian details                   |  |
| <b>Section C:</b> 16 -18 Vulnerable Bursary (if applicable) |  |
| <b>Section D:</b> Discretionary bursary (if applicable)     |  |
| <b>Section E:</b> Free Meals (if applicable)                |  |
| Provide Supporting evidence                                 |  |
| Learner Signature                                           |  |
| Parent/Guardian Signature                                   |  |

| For office use only                                                                                                                                                                                                                                                       |                                                                                                                         |                                                                                                                                                   |                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Completed by (name):                                                                                                                                                                                                                                                      |                                                                                                                         |                                                                                                                                                   |                                     |
| Date of review:                                                                                                                                                                                                                                                           |                                                                                                                         |                                                                                                                                                   |                                     |
| Has the learner's application been accepted or declined?                                                                                                                                                                                                                  | <input type="checkbox"/> Accepted learner eligible and relevant evidence present.<br><br>Complete further details below | <input type="checkbox"/> Declined application does not meet eligibility criteria include details below<br><br><hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |                                     |
| Which bursary/free meals application has been approved?                                                                                                                                                                                                                   | <input type="checkbox"/> Vulnerable bursary                                                                             | <input type="checkbox"/> Discretionary bursary                                                                                                    | <input type="checkbox"/> Free Meals |
| <b>Bursary Assessment details:</b><br>Amount of financial support awarded, estimated cost of essential equipment, travel, and other course related costs, and how the items will be purchased, or payments made to learners for the items where purchase is not possible? |                                                                                                                         |                                                                                                                                                   |                                     |
| <b>Free Meals Assessment details:</b><br>Assessment details, how many days a week does the learner attend college and work placement and require free meals? Plan to ensure the learner receives the meals:                                                               |                                                                                                                         |                                                                                                                                                   |                                     |