



**Student details**

Student name

DOB  Age on 31<sup>st</sup> August 2024

Email

Address

Mobile Phone Number

Home Phone Number

**Eligibility declaration** (Please tick where applicable)

Who do you live with?

One parent/Guardian  Both parent/Guardian  I live alone/I am a single parent

Spouse/Partner  Friends  In care/Care leaver

How many children live in your household?

(Local authority letter required which must include details of any financial support you receive from the local authority or other organisations which help you with the costs of coming to NLTG e.g. meals, travel and kit expenses).

**Additional personal details** (Please tick where applicable)

Are you an Asylum Seeker?

Are you a young carer? (for 16-18 year olds only)

Have you been approved for an EHCP (Education, Health and Care Plan)?

If so, circle if you receive financial support with any of the following expenses:

TRAVEL      MEALS

**Travel financial support** (Please tick where applicable)

Bus (I live over 1 mile from NLTG)  Other travel (I live over 1 mile from NLTG)

Please state other mode of travel

If you are 16-18 and are based in Greater Manchester, you must apply for 'Our Pass'.

Our Pass number  Please tick here is you require a refund of the £10 'Our Pass' admin fee

Which NLTG centre will you be attending?

Accrington  Oldham  Bury  Work Based Learning Traineeship

## Other financial support required (Please tick where applicable)

Meals

Course books/Materials

Clothing/Equipment for work experience

Attendance of work placement

## Proof of income/Benefit

The eligibility declaration made on page 1 must be supported with evidence for an assessment to be made. The evidence that can be used to support your application is as shown below.

Please tick all those which are being provided. This evidence will also be used to assess eligibility for free meals in education.

Please note, this form and supporting evidence will be kept by NLTG after the student has left the programme to meet funding compliance and audit requirements. After this time, they will be securely destroyed.

	Evidence required	Tick if providing
<b>Parent/Guardian income</b> (if you live with a parent/guardian, please complete this section)	P60 - most recent tax year	<input checked="" type="checkbox"/>
	Payslip Month 12 (March) - most recent year	<input checked="" type="checkbox"/>
	Bank statements (minimum 3 consecutive months) - dated within the last 3 months	<input checked="" type="checkbox"/>
	Tax Credit form (TC602) - marked for current financial year (For Free Meals, Child Tax Credit without Working Tax Credit is eligible)	<input checked="" type="checkbox"/>
	Evidence of self-employment income covering a 3-month period - dated within the last 3 months	<input checked="" type="checkbox"/>
	Income Support - most recent entitlement letter	<input checked="" type="checkbox"/>
	Universal Credit - 3 most recent monthly award statements	<input checked="" type="checkbox"/>
	Job Seekers Allowance - most recent entitlement letter (For Free Meals, JSA must be income related)	<input checked="" type="checkbox"/>
	Employment Support Allowance - most recent entitlement letter	<input checked="" type="checkbox"/>
	Personal Independence Payments - most recent entitlement letter	<input checked="" type="checkbox"/>
Disability Living Allowance - most recent entitlement letter	<input checked="" type="checkbox"/>	
Carers Allowance - most recent entitlement letter	<input checked="" type="checkbox"/>	
<b>Student income</b> (if you live independently, please complete this section)	Income Support - most recent entitlement letter	<input checked="" type="checkbox"/>
	Universal Credit - 3 most recent monthly award statements (must also provide evidence of Child Benefit OR a tenancy agreement)	<input checked="" type="checkbox"/>
	Personal Independence Payments - most recent entitlement letter	<input checked="" type="checkbox"/>
	Carers Allowance - most recent entitlement letter	<input checked="" type="checkbox"/>

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Students independent status	Tenancy agreement - in students name	<input type="checkbox"/>
	Child Benefit - receipt in students name	<input type="checkbox"/>
	Utility bill - in students name	<input type="checkbox"/>

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Student living in care/care leaver	Local Authority - letter/email confirming current or previous looked after status	<input type="checkbox"/>
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Any other income	Please provide any evidence that you feel shows details of income	<input type="checkbox"/>
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Name of person(s) in receipt of income/benefits and relationship to student			
Name	<input type="text"/>	Name	<input type="text"/>
Relationship to student	<input type="text"/>	Relationship to student	<input type="text"/>

Please note that the bursary is not an entitlement and is not guaranteed. There is a possibility of limited or no award.

## Declaration

Please read the declarations below carefully before signing:

I declare that the statements made on this form and evidence supplied are true and to the best of my knowledge and belief are correct in every respect. I undertake to supply any additional information that may be required to support this application. I understand that if I refuse to provide information relevant to my claim, the application will not be accepted. I also undertake to tell North Lancs Training Group of any change in my circumstances in writing at the earliest opportunity. I understand that if false or incomplete information is submitted the matter may be referred to the Department for Education or the Police.

I am aware that the bursary awarded covers the period from 1st August 2024 to the 31st July 2025 only and that I must re-apply after this period. There is no guarantee that I will receive funding.

Signed (Student)	<input type="text"/>	Date	<input type="text"/>
Signed (Parent/Guardian named above)	<input type="text"/>	Date	<input type="text"/>

For NLTG use only

Received by

Date

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Bursary approved  Yes  No  
Free meals approved

Vulnerable bursary

Discretionary bursary

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Authorised by  
(Study Programme Manager)

Date

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Bursary issued for

Amount awarded per week

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- Vulnerable claim form submitted to accounts (if applicable)
  - FAM code inputted onto Aptem for bursary
  - FAM code inputted onto Aptem for free meals
  - Photo permission added to group profile
- 

Administrator signature

Date

## Student bank account details

These details will be securely destroyed upon archiving of the students file after leaving the programme.

Bank name (e.g. Natwest)

Branch location (e.g. Accrington)

Name of account holder

Account number

Sort code

Roll number (building society account)

Please note that bursary payments will be paid into a student's own bank account via BACS transfer. Bursaries cannot be paid into another person's account except in exceptional circumstances where the student is unable to hold their own bank account.

## Appendix A - 16-19 Bursary Fund

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For more details, NLTG's Bursary policy is available at [www.nltg.co.uk](http://www.nltg.co.uk).

### Guidance Notes

The NLTG 16-19 Bursary Fund is designed to help and support any student who faces financial barriers to participation in education and training.

### Vulnerable Bursary

Up to £1,200 a year. This bursary may be awarded to young people aged 16,17 and 18 and those aged 19-24 with an Education Health Care plan who are enrolled on NLTG's study programme or Traineeship programme and are:

- In care\*
- Care leavers
- In receipt of Income Support or Universal Credit and are financially supporting themselves and/or a dependant such as a child or partner
- In receipt of Employment and Support Allowance or Universal Credit who are also in receipt of Disability Living Allowance or Personal Independence Payments\*\*

Proof of the circumstances above will be required to complete the bursary application and for NLTG to make a decision regarding eligibility. The following are examples of excepted evidence which will be retained by NLTG for audit purposes:

- Written confirmation of current or previous looked after status from the local authority in the form of a letter or email
- Income support award notice (must be entitled to the benefit in own right and allowed to participate in education or training)
- Universal Credit award notice (must be entitled to the benefit in own right and allowed to participate in education or training). This must be accompanied by documentation to confirm independent status such as a tenancy agreement, child benefit receipt or utility bill
- Universal Credit or Employment and Support Allowance award from the Department of Work and Pensions (Universal Credit claimants will be able to print details of award from their journal)
- Evidence of Disability Living Allowance or Personal Independence payment such as a bank statement showing a minimum of 3 payments dated within the last 3 months

\*In care is defined as being looked after by the local authority on a voluntary basis or being under a care order. Foster care arranged by the local authority would fall under vulnerable bursary but privately arranged foster care would not.

\*\*If you are in receipt of Employment Support Allowance and live with a parent, they will not be able to claim Child Benefit for you.

### Discretionary Bursary

This bursary is targeted at individual students who need support with overcoming barriers to participate in education such as travel, meals, books and equipment.

This bursary may be awarded to North Lancs Training Group students not eligible for the Vulnerable Bursary who, without financial support could not stay in education. It will be awarded to young people aged 16,17 and 18 and those aged 19-24 with an Education Health Care plan who are enrolled on NLTG's Study Programme or Traineeship programme and are assessed by NLTG as needing support. To make this decision NLTG need evidence of a student's household income. The following are examples of excepted evidence

which will be retained by NLTG for audit purposes:

- Tax Credit Form (TC602)
- Evidence of Carers Allowance
- Income Support award notice
- Universal Credit award notice (3 most recent monthly award statements)
- Income-based Jobseeker's Allowance entitlement letter
- State Pension Credit (evidence of)
- P60
- Income from self-employment covering a 3-month period dated within the last 3 months
- Bank statements covering a 3-month period dated within the last 3 months

Please note evidence must show the income for the entire household. For example, if there are 2 adults within the household who both work, evidence is required of both incomes.

#### Additional Support needs

Under exceptional circumstances students who are not automatically eligible for either bursary award can also apply for support. Applications for additional support will be considered on an individual basis.

Note: Students can apply more than once if their circumstances change.

#### Payment Conditions

- All bursary payments will be directly linked to attendance, behaviour and performance.
- All bursary payments will be paid directly into a student's bank account, on a weekly basis.

## Appendix B - Free Meals in Education

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For more details, NLTG's Free meals policy is available at [www.nltg.co.uk](http://www.nltg.co.uk).

### Guidance Notes

NLTG have an obligation to provide free meals to disadvantaged students for each day that the student attends their programme.

### Eligibility

Students must be in receipt of, or have parents who are in receipt of, one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- 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\*
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 per annum

Suitable evidence for the above include an award notice or letter from the Department for Work and Pensions or Her Majesty's Revenue and Customs.

\*Working Tax Credit is not a qualifying benefit for free meals, and a parent/student in receipt of Working Tax Credit are not entitled to a free meal.

Students aged 19-24 who are awarded Vulnerable bursary are not entitled to Free Meals.

Students eligible for Free Meals will be provided with one of the following, dependant on circumstances:

- A meal in centre, on days of attendance at lunch time
- An additional allowance within their bursary payment to cover the cost of a meal for each day of attendance whilst out on work experience
- Reimbursement for the cost of a meal, upon production of a receipt up to the value of £2.41 per day, for each day of attendance on work experience



## Appendix C - Learner Acceptable IT User Agreement

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At North Lancs Training Group we understand the importance and benefits of emerging technologies for learning and personal development. However, we also recognise that safeguards need to be in place to ensure we are kept safe at all times.

Please could parents/carers of children under 18 read and discuss this policy with their child and then sign and return this document on the students first day on the programme.

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### Permission

I agree that:

- I will only use NLTG ICT systems, including internet, e-mail, digital video, mobile technologies, etc. for my course programme.
- I will not download or install software on NLTG equipment.
- I will only log on to the NLTG network/ learning platform with my own user name and password.
- I will follow the NLTG ICT security system and not reveal my passwords to anyone and will change them regularly.
- I will only use my NLTG e-mail address on NLTG ICT systems.
- I will make sure that all ICT communications with other learners, NLTG staff or others are responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to NLTG (or employer if in the workplace). This includes material related to terrorism and illegal extremist groups.
- I will not give out any personal information such as name, phone number or address.
- I will not arrange online to meet someone unless this is part of arrangements approved by NLTG staff.
- Images of learner and/ or staff will only be taken, stored and used for NLTG purposes in line with NLTG policy.
- I will ensure that my online activity, both in NLTG and outside NLTG will not cause NLTG, the staff, learner or others distress or bring into disrepute.
- I will support NLTG's approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend anyone.
- I will respect the privacy and ownership of others work online at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the internet and other related technologies can be monitored and logged and can be made available to NLTG, and action will be taken against anyone misusing the network or equipment or participating in criminal activity.
- I understand that these rules are designed to keep me safe and that if they are not followed, sanctions will be applied and my parent/ carer may be contacted.
- I agree that the above similarly apply to me within the workplace unless specifically authorised by the employer.

Signed (Student)

Date

Signed (Parent/Guardian named above)

Date

## Appendix D - Photo/Video Permission

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For more details, NLTG's Photography policy is available at [www.nltg.co.uk](http://www.nltg.co.uk).

North Lancs Training Group (NLTG) will be taking photographs and videos of students on government funded programmes throughout their time on their learning programme.

Images and videos may be used in NLTG publications and promotional materials including websites, social media, newsletters, case studies, information leaflets, corporate publications and press releases. In any such case, the student will be informed of NLTG's intent to use their image in such a way.

Parental permission is required to obtain consent for a young person under the age of 18 to be photographed and videoed and for that images/video to be used by NLTG. Direct consent is also required from those aged 18 and over.

It is important that young people feel happy with their achievements and have photographs and videos of their special moments but we understand that in certain circumstances young people or their parents/carers have reasons why they do not wish for this to happen.

You may withdraw your consent at any time by informing NLTG in writing of your wish to do so.

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### Permission

I give permission to take my photograph/include me in a video/to use my story.

I grant full rights to use images resulting from the photography/video filming, and any reproductions or adaptations of the images for publicity or other purposes.

Signed (Student)

Date

Signed (Parent/Guardian named above)

Date