

University Bursary Guidance Notes & Financial Statement Form



Wiltshire Community Foundation University Bursary is a £1600 grant for each year of a degree course. It can help with general living expenses, travel costs, books etc. Provided the student's circumstances remain the same, £1600 is paid for each academic year,

Eligibility criteria

To be eligible to apply

1. your parents/guardians or you must be claiming at least 2 Means Tested Benefits or 2 elements of Universal Credit - further information on [Means Tested Benefits](#)

And you must:

2. be between 17 – 24 years old when you apply
3. have lived for at least two years in Wiltshire or Swindon* (*If you are already at university your family home must be in Wiltshire or Swindon)
4. be eligible for funding through Student Finance England
5. be planning to study (or already studying) for your first undergraduate degree at a UK university/institution.

We have a limited number of bursaries to award each year, so being eligible does not guarantee that you will be awarded a grant. We may receive more applications than we can fund. We aim to award bursaries to those who will benefit most.

Some universities have grants that you could also be eligible for. For further information visit: [The Complete University Guide – Bursaries & Scholarships](#).

Guidance on completing the form

- These guidance notes will help you complete your application. If you are using a mobile phone, we recommend you rotate the phone to landscape, this will allow you to see the full questions and answer fields.
- You should complete the application yourself (rather than a parent or guardian completing it for you). If you are having any difficulty, then please contact us on 01380 738985 so we can help.
- You do not have to complete the application form in one go. If you wish to leave the form and come back to it at another time, remember to press the 'Save as Draft' button at the bottom of the form. Use the link we emailed to you to come back to the form

If you find anything unclear or confusing or would like to talk to us, please call us on 01380 738985 or email info@wiltshirecf.org.uk.

Personal and family circumstances

This section helps us to understand who you live with and your family. Tell us:

- **Who do you live with** - include everyone who lives in your home e.g. I live on my own, mum, dad, grandparents, siblings or own children (include the age of anyone under the age of 18 years).
- **If anyone living in your home has a disability or illness** - provide further details on who this is and what disability/illness they have. Tell us if you consider yourself to be a 'carer' for this person(s).
- **If you have a disability or additional need** - provide details on what these are.

Education, Qualifications

This section helps us to understand what you are currently doing and your exam results and/or predictions Tell us

- **If you are currently studying** - if you aren't studying, tell us what you are doing e.g. I am currently on a gap year and I am working 16 hours per week in a local shop.
- **The name of** - school / sixth form / college / university you currently attend.
 - The county this is in (select from the drop-down box).
 - Dates you started here and the date you expect to finish
- **Secondary Education** - GCSE's - list the subjects, grades and year you achieved them.
- **Further Education** - AS / A Levels / BTEC / Diploma - list the subjects and grades. Tell us if these grades are predicted or already achieved

University/UCAS Applications

This section helps us to understand your university applications and why you have chosen them. Tell us:

- **University choices** - list your first three choices of universities. Include name of the university, course title, UCAS code, duration in years.
- **Why have you chosen these courses and universities** - provide a brief paragraph, you may like to include the following:
 - any careers advice you have had
 - any work experience, voluntary work, paid jobs
 - extra-curricular or course related activities you have undertaken
 - will the course include placements, year out working or studying abroad
 - anything else you feel is important for us to know about your choice of course e.g. career ideas
- **Are you the first in your family (including parents) to go to university** - Yes or No
- **UCAS Referee** - provide the name and contact details of the person who provided your UCAS academic reference. If you are already at university provide the name of tutor/lecturer who will be able to provide an academic reference for you. We may contact your referee to confirm your details and ask if they feel you are suited to the degree(s) you have chosen.

Additional Information

You don't need to put anything in this part of the form unless you wish to do so. However, you can use this section if you wish to explain, clarify or add any additional information to support your application and why you need the university bursary.

Financial Statements Form

In pages 4 and 6 of this document, there is a financial statements form which your parent/guardian needs to complete. If you are living independently you will need to complete this form yourself. It asks whether they are employed, their income and whether their home is mortgaged or rented.

We need this information so we can understand your family's financial circumstances as we want to make sure our Bursaries reach students who have the greatest financial need .

When they have completed the form, they will also need to send copies of their:

- P60(s)
- If self-employed - latest set of accounts
- Evidence of the means tested benefits they have listed

You can upload the completed Financial Statements Form and evidence using the 'Supporting Evidence - Add Documents' section in your online application. Alternatively, you can email them to applications@wiltshirecf.org.uk.

Supporting Evidence

As well as completing the form, we also need you to provide the following documents. You can upload them as attachments using the 'Supporting Evidence - Add Documents' section in your online application:

- Proof of address - bill/letter/driving licence confirming your address in Wiltshire or Swindon
- Proof of age - birth certificate, passport or driving licence
- Confirmation of UCAS application - letter/email which confirms application has been made
- Copy UCAS personal statement
- Copy of your UCAS Academic Reference – this would have been provided by your tutor/teacher please ask them for a copy
- Completed Financial Statements Form – evidence P60 or self-employed accounts
- Evidence of means tested benefits - DWP statement/letter/award

What happens after I have submitted my application?

1. Initial assessment

When we have received your application, we will check it is complete and eligible. If you have not submitted all the supporting documents or completed all the questions, we will contact you, usually by email and ask you to send them to us.

2. Assessment

One of our assessors may contact you to arrange to talk through your application. The purpose of this is to make sure that the Education Grants Panel, who will make the decision, fully understands you and your application. It is a further opportunity for you to explain to us why you want and need a bursary.

3. Decision making

Our Education Grants Panel will meet in early August to consider all the bursary applications. The Panel is made up of a wide variety of people from across Wiltshire and Swindon. Panel members read your application form and a report from the assessor before reaching their decision together.

4. After the Decision

We will tell you what the Panel has decided by **20 August 2022**.

If you have been awarded a grant, the email will include a copy of our Terms and Conditions for you to sign and return to us. It will also include details of when grant payments will be made.

University Bursary Financial Statements Form



This form should be completed by the parent or guardian of the University Bursary applicant or by the University Bursary Applicant if they live independently. Upload the completed form and the supporting evidence in section 5 using 'Supporting Evidence - add documents' section of online application form. Alternatively, you can email them to applications@wiltshirecf.org.uk.

If you have any further questions, please contact The Grants Team on 01380 738985.

PARENT / GUARDIAN 1 OR INDEPENDENT	
Full name	
Home address	
Relationship to applicant	
Email	
Home phone number	
Mobile number	
EMPLOYMENT - If you have more than one employment, please list these separately in Additional Information	
Name of employer	
Annual salary	£
Working hours	Full-time / Part-time / Temporary / Self-employed / Other
If Other or Self-employed, please provide further details, including whether you a sole / partner or limited company (with company number):	
Are you registered disabled or do you have any long-term health conditions Yes / No	
If you have answered Yes, please provide further details:	
Are there any other issues that limit your ability to work (at all or full-time) Yes / No	
If you have answered Yes, please provide further details e.g. caring responsibilities:	

PARENT / GUARDIAN 2	
Full name	
Home address	
Relationship to applicant	
Email	
Home phone number	
Mobile number	
EMPLOYMENT - If you have more than one employment, please list these separately in Additional Information	
Name of employer	
Annual salary	£
Working hours	Full-time / Part-time / Temporary / Self-employed / Other
If have selected Other or are Self-employed, please provide further details within this section include, whether you a sole / partner or limited company (with company number):	
Are you registered disabled or do you have any long-term health conditions	Yes / No
If you have answer Yes, please provide further details:	
Are there any other issues that limit your ability to work (at all or full-time)	Yes / No
If you have answer Yes, please provide further details e.g. caring responsibilities:	

MEANS TESTED BENEFIT	
Please provide details of the means tested benefits you are currently receiving. If you are receiving Tax Credits or Universal Credit, please provide a copy of your full award notice as part of the supporting documents.	
Working Tax Credit	£
Child Tax Credit	£
Housing Benefit	£
Council Tax Reduction	£
Income Support	£
Income Based Jobseekers Allowance	£
Income Related Employment and Support Allowance	£
Pension Credit	£
Universal Credit	£

PROPERTY	
Do you own your own home?	Yes / No
If you have answered Yes, how much are the monthly mortgage repayments	£
Do you rent your home?	Yes / No
If you have answered Yes, how much is this each month:	£

ADDITIONAL INFORMATION
<p>Please use this section to add any additional information including:</p> <ul style="list-style-type: none"> • Additional employment of either parent: employer name, hours, salary • Anything else you wish to explain, clarify or add to support the application
<p>If your P60, Tax Credit Award notice or end of year accounts do not accurately reflect your current situation, please provide further details below</p>

Section 5 - SUPPORTING EVIDENCE				
<p>Please include all of the following evidence with this form:</p> <ul style="list-style-type: none"> ○ P60(s) or latest set of accounts if you are self-employed ○ Evidence of the means tested benefits listed above 				
DECLARATION				
<p>I declare that the information provided in this form, to the best of my knowledge, is correct and I will report any changes to the information provided. I give permission for Wiltshire Community Foundation to record the information in this form electronically.</p>				
<table border="1"> <tr> <td>Name of parent completing form</td> <td></td> </tr> <tr> <td>Date</td> <td></td> </tr> </table>	Name of parent completing form		Date	
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Date				

In accordance with the Data Protection Act (1998) and Wiltshire Community Foundation Privacy Policy, your details will be collected and stored for a maximum of 7 years after receiving a grant payment. The personal data will be used only for the purposes of administering and monitoring this grant programme and will not be shared with any third parties. For further information please refer to our Privacy Policy at www.wiltshirecf.org.uk/privacy-policy.