

Vulnerable Bursary Checklist 2022/23

Overview

Applications for the Vulnerable Bursary (Financial Support Fund) should not be submitted without the mandatory evidence required for the Financial Support Fund team to establish you meet the criteria set for each fund.

Our application form will be available from Monday 1 August 2022

You can find the link on the BLC website here:

W: www.blc.ac.uk/financial-support/funding-bursaries-loans/

or an appointment can be requested to complete the form with the Financial Support Fund Team here:

E: Financialsupportfund@blc.ac.uk

Examples of the evidence required can be found after the checklists. Scanned photocopies, screenshots, PDFs, or clear photographs will be accepted – these must be sent directly to

E: Financialsupportfund@blc.ac.uk

If you have any queries regarding this, please email our Student Money and Rights Adviser:

E: Studentmoneyadviceblc@derby.ac.uk

Checklists

Page	Vulnerable Bursary Status
2	I am a person under 19 who is looked after by the Local Authority or supported by the Leaving Care Team.
3	I am a person under 19 who is in receipt of Income Support or Universal Credit in my own name.
4	<p>I am a person under 19 who is in receipt of Employment and Support Allowance AND Disability Living Allowance or Personal Independence Payment in my own name.</p> <p>Or, I am a person under 19 who is in receipt of Universal Credit AND Disability Living Allowance or Personal Independence Payment in my own name.</p>

Vulnerable Bursary Checklist 2022/23

Page 1

A: I am a person under 19 who is looked after by the Local Authority or supported by the Leaving Care Team.

Evidence:



Written confirmation of your current or previous looked-after status from the relevant local authority – this is the local authority that looks after you or provides your leaving care services.

The evidence could be a letter or an email but must be clearly from the local authority. Example letter below:

CONTROLLED

County Council

Head of Service
Children's Services Department

PRIVATE & CONFIDENTIAL

Bursary Team
Buxton/Leek College

Telephone: _____
Fax: _____
Email: _____
Our ref: _____
Your ref: _____
Date: _____


Dear Bursary Team

I am writing to you to confirm that
After Young Person by _____ Social Care, I am _____ is a Looked
Worker allocated Social

Yours sincerely

Looked After Children's Social Worker

Tel No _____


Stronger Families Safer Children

Page 2

Vulnerable Bursary Checklist 2022/23

A: I am a person under 19 who is in receipt of Income Support **or** Universal Credit in my own name.

Evidence:



A copy of your Income Support **or** Universal Credit award notice.

For students in receipt of Universal Credit, we must also see a tenancy agreement in your name, a child benefit receipt, child's birth certificates or utility bill.

This must clearly state that the claim is in your (the student's name) and confirm you are entitled to the benefits in your own right.

The evidence must not state any conditions that prevent you from participating in further education or training.

Universal Credit Notification Example

Payments

Assessment period: 1 October to 31 October 2020
[Need help understanding your assessment period?](#)

Your payment this month is

£

This will be paid by 8pm on 7 November 2020

What you're entitled to

Standard allowance	£
You get a standard amount each month. You said you're single	
Total entitlement before deductions	£

What we take off (deductions)

Total deductions	£0.00
Your total payment for this month is	£

If your circumstances change

You must immediately [report changes in your circumstances](#) that could affect your Universal Credit payments.

Help and support

The ['Manage your claim guide'](#) gives more information about Universal Credit payments.

<https://www.universal-credit.service.gov.uk/Materials/UC30403-168-405-a003-0-886C0F86>

1/2

13/09/2021 Payments - Universal Credit

[If you think we've made a mistake or want to appeal](#)

[Other support you may be able to get](#)

Income Support Example

jobcentreplus

Website: www.jobcentreplus.gov.uk

If you get in touch with us, tell us this reference number [redacted]

Our address [redacted]

Our phone number [redacted]

If you have a textphone [redacted]

Date 17 April 2020

Dear [redacted]

About your Income Support

I am writing to tell you that your recent change in circumstances does not affect the amount of Income Support we pay you, however there may be future changes in your entitlement.

This may be because of future changes you have told us about, the uprating of benefit or changes in deductions from your benefit.

This means you will continue to get [redacted] a week.

The way this has been worked out is shown on the page called **How your Income Support was worked out**.

From 11 April 2020, your Income Support will change to [redacted] a week. This is because there has been a change to your Income Support rates.

How to get your money

We will pay your Income Support into the account that you have told us you wish to use. The money will be in the account requested every fortnight by the day Income Support is due.

If you want a further explanation of this decision, please see the final page of this letter. It explains what to do if you disagree with this decision.

What you should do if your circumstances change

If your circumstances change, it may affect the amount of benefit you get. You must tell us about any changes in your circumstances.

Yours sincerely

Vulnerable Bursary Checklist 2022/23

A: *I am a person under 19 who is in receipt of Employment and Support Allowance AND Disability Living Allowance or Personal Independence Payment in my own name.

*Or, I am a person under 19 who is in receipt of Universal Credit AND Disability Living Allowance or Personal Independence Payment in my own name.

Evidence:

☐ A copy of your most recent Universal Credit Notification or ESA award letter (**in the students name**)

AND

☐ Evidence of Disability Living Allowance or Personal Independence Payment must be provided (**in the students name**)

Example Universal Credit Notification

Payments

Assessment period: 1 October to 31 October 2020
[Need help understanding your assessment result?](#)

Your payment this month is

£

This will be paid by 8pm on 7 November 2020

What you're entitled to

Standard allowance	£
You get a standard amount each month. You said you're single	
Total entitlement before deductions	£

What we take off (deductions)

Total deductions	£0.00
Your total payment for this month is	£

If your circumstances change

You must immediately [report changes in your circumstances](#) that could affect your Universal Credit payments.

Help and support

The [Discretionary Support Fund](#) gives more information about Universal Credit payments.

[https://www.universal-credit.service.gov.uk/claim/understanding-your-assessment-result/](#)

10/10/2021 Payments - Universal Credit

If you think we've made a mistake or want to appeal

Other support you may be able to get

Example ESA Letter

jobcentreplus
 Website: www.jobcentreplus.gov.uk

Your reference is:
 Please tell us this number
 if you get in touch with us

Phone
 TEXTPHONE for the deaf/hard
 hearing ONLY

Date: 2020

Dear

THE CLAIM FOR EMPLOYMENT AND SUPPORT ALLOWANCE

CHANGES IN THE EMPLOYMENT AND SUPPORT ALLOWANCE RATES PAYABLE

We have looked at your claim again following a recent change.

From 4 April 2020 your Employment and Support Allowance will be

This is because of:

a change in money being in

From 11 April 2020 your Employment and Support Allowance will be

This is because of:

a change in the rates of Social Security benefits.

We have used the tax years ending 5 April 2015 and 5 April 2016 to assess your claim.

We will credit you with National Insurance contributions while claiming Employment and Support Allowance.

You are required to immediately report any change in your circumstances to us, or the circumstances of your partner if you have one.

The attached sheet shows how we worked out your money. If you want more information please get in touch with us. Our phone number and address are at the top of this letter.

This assessment is based on how much the law says you need to live on. You have not paid, or been credited with, enough National Insurance Contributions for them to be used in this assessment.

Example PIP Letter

If you contact us, use this reference:

Department for Work & Pensions

Personal Independence Payment

www.gov.uk
 Telephone: 0345 890 3322
 Textphone: 0345 601 8677

Personal Independence Payment Annual Advice

Dear

Please keep this letter safe as it's proof of your entitlement to benefit.

The rates of benefit have been reviewed and these will take effect from 11 April 2015.

What this means to you

You're entitled to the Daily Living component of Personal Independence Payment at the Enhanced rate from 11 April 2015 (both dates included).

You're entitled to the Mobility component of Personal Independence Payment at the Enhanced rate from 11 April 2015 (both dates included).

Your current weekly entitlement amount is £.

Following this review your total entitlement amount has remained the same.

We may pay you less than your weekly entitlement because of your situation, for example: if your payment is affected by other benefits, you have a Mobility agreement, we are recovering money from you, or for another reason.

Example DLA Letter

Disability and Carers Service
 Website: www.dmsd.gov.uk/disability

Disability Living Allowance

PLEASE TELL US THIS NUMBER
 if you get in touch with us

Phone
 TEXTPHONE for the deaf/hard
 hearing ONLY

Date

Dear

We are writing to you about

You are dealing with a claim for

Remember that the information in this letter is about them.

Benefit amounts are reviewed every year. This letter tells you what your benefit amount will be from April. Please read all the information carefully and keep this letter safe as it is proof of your entitlement to benefit.

Disability Living Allowance (DLA) is being replaced with Personal Independence Payment (PIP). Please read all of the letter for more information.

You are entitled to:

middle rate care component for help with personal care until

lower rate mobility component for help with getting around

The weekly rate from will be

Care component : middle	£
Mobility component : lower	£
Total each week	£

Please note that the benefit is not guaranteed to change each year.

How and when we pay you will stay the same. You do not need to do anything.

Page 01 of 05