For full-time & part-time students on further education funded courses

This application should be completed by the student.
If you need assistance please contact us on: **01539 814700** or **bursary@kendal.ac.uk**

Section 1, About you:

Name: _____

Address: _____

Date of Birth: _____   Age (31st August 2025) _____

Contact Number: _____

Have you been living in the United Kingdom or another EU/EEA Country (and have settled status) for the past 3 years?   Yes   No

Course Title: _____   First Year   Second Year

Personal Tutor (if known): _____

Section 2, Student bank details: **This must be the students bank details.**

If you are awarded any funding we may pay this directly into your account, please complete the following:

Name of account holder: _____

Account number: _____

Sort Code: _____

Section 3, Assistance required:
Completing this application is not a guarantee of money being awarded.

Items bought through the Bursary Fund remain the property of Kendal College and must be returned in good condition upon the completion of your course. If your attendance falls below 85% any money awarded may be withheld, including childcare.

Please tick the item/s you are applying for:

- [ ] Childcare
- [ ] Bus pass
- [ ] Mileage
- [ ] Other (please specify):
- [ ] Meal Card (FSM)
- [ ] Equipment *
- [ ] Trip costs
- [ ] Uniform *
- [ ] Laptop
- * Receipts must be provided
- [ ] Course fees (19+ Students on a Level 1 or 2 Programme)
- [ ] Emergency living costs (if homeless or applying for supported housing)
- [ ] Rent, through the Residential Support Scheme (we require a copy of your tenancy agreement)
- [ ] Other (please specify): _____

Please let us know if you need any additional finance support to complete your work placement (travel)

Have you already made FULL or PART payment towards any of these items: Yes   No

If "YES" please state the full amount: _____ (and provide receipts)

Evidence: If you have made payment towards any of these items please provide receipts.

Bus pass information: In order to apply for a bus pass you will also be required to complete an application form, these are available from Student Services or the college website.

Childcare information: You will be required to ask your childcare provider to complete an application form, these are available from Student Services. Once complete, please submit this to us with a copy of your child's/children's birth certificate.

Section 4, Supporting statements:

Funding cannot be granted on the basis of income-related evidence alone. There must also be proof of hardship; this means you must tell us why without financial support you may be unable to succeed on your course. We require a statement from both the student and a parent, guardian or support worker. Without this we will not be able to process the application.

Student statement:

Parent, guardian or support worker statement:

Section 5, Declaration: Please read all the following statements:

It is my responsibility to inform the Student Services Team if I withdraw from my course and/or if my circumstances change. I understand that I may be required to pay back some or all of the money awarded and any fees outstanding to the college, as per the college fees policy 2025/26.

I understand that if my monthly attendance level falls below 85%, I may lose payment.

I understand that if my application for financial assistance is unsuccessful or successful in part, I will be liable for all outstanding fees related to my course(s) and it is my responsibility to pay these outstanding fees upon request.

I understand that items bought through these funds remain the property of the College and should be returned to the college in a good condition at the end of the course.

Applications are only seen by staff involved in the delivery of these funds. From time to time it may be necessary for additional supporting information to be sought from other college staff in order for a decision to be made.

Kendal College is committed to compliance and to the protection of personal data as specified in the General Data Protection Regulations (GDPR). We only hold personal information relevant to your interest in the College, we will store the data securely and will only retain it for the duration required for the purpose of its capture or a statutory period as laid down by legislation or other formal obligation. Our full privacy statement is available at www.kendal.ac.uk/privacy.

I certify that the information in this application is true and accurate. I am aware that I could face prosecution if I give false information and would need to repay any monies given.

I can confirm that my household circumstances have not changed since submitting my application in 2024/25.

If you accept and understand these statements please sign below:

Student Signature: Date:

Parent or Guardian Signature: Date:

We are required to have these signatures before we are able to process your application.

What happens next?
1) Your application will be assessed.
2) You will be notified of the decision by POST.
3) If you need to apply for additional items throughout the year you can collect the relevant forms from Student Services, you will be notified of the decision by COLLEGE EMAIL.
4) We are unable to give items to applicants prior to enrolment been completed.

Information:
Please return this application, in-person or by post, to Student Services, Kendal College, Milnthorpe Road, Kendal LA9 5AY.

We are unable to assess your application if it is incomplete or missing the relevant evidence, consequently, this will delay a decision.

Once all funds have been allocated, no further requests can be supported.

Students are advised that they can appeal to the Principal within ten-days of receipt of the letter notifying them of the decision if they are dissatisfied.