

# Care Experienced Students’ Grant 2023/24

# Application Notes

**Read this information carefully before completing an application form:**

**What is the Care Experienced Students’ Grant?**
At the University of Bradford, we are fully committed to supporting students who have previously been in care. Care experienced students (including care leavers) studying at the University of Bradford are eligible to receive a grant of £1,000 for each year of study.

**Who is eligible?**
You are eligible for the grant if you have previously been in the care of a local authority as a child – this can be for any period of time.

You must be classed as a Home student and have a household income of less than £30,000 per year. You must also be fully enrolled at the University and be attending your course during the 23/24 academic year.

The grant is open to students at all levels of study, including Foundation years, Undergraduate, Postgraduate and Degree Apprenticeships.

For part-time students, you will receive the same equivalent grant amount as a full-time student, but payments each year will be based on your course intensity. For example, if you study a 3 year full-time course over 6 years (50% intensity), we will pay you a £500 grant per year.

**How do I apply?**

## You will need to complete this application in full and provide evidence that you were in care from your local authority. You will also need to provide evidence of your household income. This form will tell you what evidence you need to provide.

## You can email your application and your evidence to careexperienced@bradford.ac.uk. Digital scans and photos of evidence are accepted.

## We will not process your application if you do not send us all the required evidence.

**Do I need to re-apply every year?**No. You only need to apply once. We will keep your details on our system and we will contact you in May each year to re-confirm your household income and confirm your bank details for payment.

If you are applying for the grant for the first time and you are not in your first year, we can only pay you your grant for this academic year. We cannot pay you for any previous academic years before 2023/24.

**What supporting evidence do I need to provide?**We need to see evidence from your local authority that you were in care – this should be in the form of a letter from your Social Worker or Social Services, addressed to the University of Bradford. We will also need to see evidence that your household income is less than £30,000 per year.

**What happens if I don’t provide all the requested evidence?**Then we will not be able to process your application. Make sure you check you have submitted the correct documents, as otherwise your application will be delayed.

## How will I know if I am successful?

We will send an email to your student email address to make you aware of our decision.

**When will I be paid?**You will be paid the grant annually at the end of May for each academic year.

**Why is the grant paid at the end of May?**Feedback from current care experienced students has told us that they find the summer holidays to be the best time to receive the grant, as they do not receive any Student Finance over this period. However depending on your circumstances, we can consider an alternative individualised plan to meet your needs, on a case-by-case basis. Please email careexperienced@bradford.ac.uk for more information.

**I need additional financial support…**As a care experienced student, you have access to a dedicated Student Life Adviser, to help you with your finances and funding throughout your time at Bradford.

You may be eligible for additional financial help from the University’s Student Support Fund (SSF) which can award grants of up to £3,000 a year, depending on your circumstances. Care experienced students have priority access to the SSF and can access support all year round.

## Please email careexperienced@bradford.ac.uk to see what additional support might be available.



# Care Experienced Students’ Grant Application

# Your personal details:

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| --- | --- |
| **First name** | Click or tap here to enter text. |
| **Last name** | Click or tap here to enter text. |
| **UB number** | Click or tap here to enter text. |
| **Student email** | Click or tap here to enter text. |
| **Age** | Click or tap here to enter text. |
| **Term-time address** | Click or tap here to enter text. |
| **Phone number** | Click or tap here to enter text. |

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| --- | --- |
| **Course Name** | Click or tap here to enter text. |
| **Course Year** | Click or tap here to enter text. |

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| **My course is…** |
| [ ]  Undergraduate  | [ ]  Full-time  |
| [ ]  Postgraduate | [ ]  Part-time |

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| **I live…** |
| [ ]  On my own | [ ]  With a partner |
| [ ]  With family | [ ]  With friends / housemates |

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| **My property is…** |
| [x]  Purpose built student accommodation |
| [ ]  Private rented accommodation |
| [ ]  Council or housing association property |
| [ ]  Mortgaged or owned |
| [ ]  I am homeless |
| [ ]  Other | Please specify: Click or tap here to enter text. |

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| **Do you have a job or run a business?** |
| [ ]  Yes | [ ]  No |

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| **If you have a partner, please complete below:** |
| Partner’s name | N/a |
| **My partner is…** |
| [ ]  Working full time | [ ]  Unemployed - looking for work |
| [ ]  Working part time | [ ]  Unemployed - not able to work |
| [ ]  Carer | [ ]  Self-employed |
| [ ]  Caring for dependants |  |

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| **Do you receive a Local Authority bursary?** |
| [ ]  Yes | [ ]  No |

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| **Does your Local Authority pay your tuition fees?** |
| [ ]  Yes | [ ]  No |

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| **Evidence required:**For **every application**, we need to see:

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| [ ]  | Letter from your Social Worker or Social Services stating that you were in care, addressed to the University of Bradford. |
| [ ]  | Student Finance Award Letter **and** Student Finance Payment Breakdown |

If you or your partner are **employed**, we need to see for both of you (where applicable):

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| [ ]  | Your wage slips for the last 3 months |
| [ ]  | Most recent P60 or a contract of employment stating annual salary |

If you or your partner are **self-employed**, we need to see for both of you (where applicable):

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| [ ]  | Evidence of net profit for the last tax year |

If your partner is **unemployed**, we need to see (where applicable):

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| [ ]  | Evidence of unemployment or social security benefit (e.g. Jobseeker’s Allowance, ESA etc) |

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**Your bank details:**

If you are successful, we will notify you by email and we will pay an award directly into your bank account.

We can only make payments into UK bank accounts.

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| **Account number** | Click or tap here to enter text. |
| **Sort code** | Click or tap here to enter text. |

Please double-check your bank details are correct. If they are incorrect you may not receive a grant payment.

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| **Data Protection statement:**The University of Bradford adheres to the General Data Protection Regulation and the Data Protection Act 2018. This application and the supporting evidence you provide will be held securely and confidentially by the University. Your application will only be accessed by staff in the Student Support Fund team. This is in order to process your application and offer you relevant advice based on the information you have provided. After your assessment, we will retain your application and its supporting evidence for six years. We will also retain any email conversations held with you in relation to this application as well as records of the assessment and its outcome for six years. We do this to enable us to provide you with follow up advice if you need to contact us again in the future and for statistical purposes. If we decide you are eligible for an award, your name, UB number and bank account details will be shared the Accounts Payable team to facilitate a payment. Anonymised personal data may be used beyond this period, but only for statistical purposes. Your information will not be shared with any other University department, third party or agencies outside the University without your prior consent, except where the law permits or requires this. You can withdraw your consent or ask us to remove or rectify any information we hold at any time, by calling or writing to us. If you have any additional queries about the use or processing of your personal data, please contact money@bradford.ac.uk. |

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| **Your declaration:**By signing the declaration below, I declare that:* The data I have provided in this application can be processed in line with the Data Protection statement above.
* The information submitted in this application, including all supporting documents, is correct and complete.
* I understand that providing false information will automatically disqualify my application.
* I understand that if I am found to have given false information, I must repay any award falsely obtained.

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| **I would like to receive emails about care leaver and care experienced student opportunities** | [ ]  Yes | [ ]  No |

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| **Print name:** | **Signature (or typed name):** | **Date:** |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Next steps:****Please email this form and evidence to:** **careexperienced@bradford.ac.uk**It will normally take 5 working days to process your application.  |