BURSARY APPLICATION GUIDANCE 2017-2018

This guidance is to support applications for the academic year 2017-2018.

Please read this carefully before completing the application form.

We have made applying as simple as possible, however the process will involve filling in forms, providing evidence & advising us of your Financial Situation.

Application for 16-19 Bursary, 19+ Bursary, 20+ Childcare Bursary and Advanced Learning Loan and Childcare Bursary.

Who can apply?
- Hertford Regional College Bursary is open to students aged 16 or over and attending a fully funded course at the college. This can be full or part-time.
- You must meet the residency criteria detailed in section 3 of the application form.
- You must show that you or your parents/guardians (if aged 16 – 18 as of 31/8/17) are in receipt of a benefit listed on the application form or have a household income of £25,000 gross or less.

What will we help with?
- Assistance with Travel Costs (Bus & Train) to and from college (Please note travel payments are paid subject to college attendance).
- Help towards Essential Books, Materials and Kit for your course – you may be required to provide Receipts for items purchased to be refunded, Your tutor will need to sign receipts as essential items.
- Assistance towards Childcare expenses for students aged 20+ or over as at 31/8/17 (Students under 20 will need to apply directly to Care to learn for help with Childcare costs).
- Financial support is subject to funding availability at the time of application. The total amount of funding may be capped according to the criteria set.
- Terms and conditions are subject to change.

Guaranteed Vulnerable Bursary
If you meet one of the following criteria, you will be eligible for the Guaranteed Bursary of £1,200 per year:
- Aged 16 to 18 as of the 31st August 2017 and living in care or care leaver.
- Aged 16 to 18 as of 31st August 2017 and receiving income support or universal credit in your own name.
- Aged 16 to 18 as of 31st August 2017 in receipt of Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your own name.

Free College Meals
To be eligible for Free College Meals the student must be between 16 – 18 as of 31/8/17 and parents/guardians in receipt of:
- Income Support
- Income- Based Jobseekers Allowance
- Income- related Employment and Support Allowance
- 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 income of £16,190 or less, as assessed by Her Majesty’s Revenue and Customs.

Students between the age of 19 - 25 as of 31/8/17 and subject to a Learning Difficulty Assessment (LDA) or Education Health and Care Plan (EHC Plan) and EFS (European Social Funded) Students aged 16-18 as of 31/8/17 are also entitled to a Free Meal while attending their provision if they meet the eligibility criteria.
**How to apply**

- Complete the Bursary application form in full.
- Check that you have:
  - answered every question
  - signed the declaration and date the form
  - enclosed all the proof we require.
- Return the application form with the required supporting evidence to the Information Centre. Please note application forms not completed correctly or with insufficient evidence supplied will be returned.
- Your application will be assessed by the Admissions Team and you will receive a letter by post with details of your award notification.
- Notification of your award outcome will be sent within two weeks from the date of receipt of application.
- Award notifications will not be released before 5/9/17.

Each application is treated fairly but if you do not agree with the decision please follow the Appeal and Complaints procedure available from the Information Centre or email financialsupport@hrc.ac.uk.

**Advanced Learning Loan Bursary and Childcare**

- Enrolled students will need to provide the original copy of their Advanced Learning Loan confirmation letter and household income evidence.

**Proof of Income**

For the purpose of the Bursary Fund assessment process, household income is all income received by persons living within the household. This can be benefit income, salary, capital, unearned income (such as shares, investments, savings, rental income), self-employed income, a combination of these or any other means of income received.

**Financial Evidence Required**

- If you are aged between 16 and 18 on 31/8/17, we require parents/ guardians financial details in section 5 & 6 of the application form and their evidence.
- If you are 19 or over on 31/8/17, we require your financial details in section 5 & 6 of the application form and your evidence (If your parents/guardians are financially responsible for you, we require Household Income evidence).

To show evidence of Household Income we need to see:

- Tax Credit/Child Tax Credits. All pages of your Award notice for April 2017-18 alongside one of the following:
  - For Income Support, Job Seekers Allowance (Income Related), Employment Support Allowance (Income Related) and Universal Credit:
    - 3 Months most recent payslips and/or Bank statements for the Household.
  - For Income Support, Job Seekers Allowance (Income Related), Employment Support Allowance (Income Related) and Universal Credit:
    - 3 Months most recent payslips and/or Bank statements for the Household.

Please do not send original documents as evidence. Photocopies are accepted. We cannot guarantee original documents will be returned.

**Self Employed income**

Self- employed persons are required to supply proof of income for the most recent tax year for bursary assessment from September 2017. For example, year 2015-16 accounts would be required for bursary assessment in September 2017. This can be either a set of accounts prepared by an accountant or a self-assessment form SA302 from HMRC, an online calculation of your income.
If you have any queries with regards to completing the application form or supporting evidence, please contact the Information Centre on 01992 411411 or email us on info@hrc.ac.uk. The Information Centre is located in the main reception area of both campuses (Opening times apply).

Please return your completed form and supporting evidence to:

**The Information Centre**

**HRC, Broxbourne Campus**
High Road, Turnford, Hertfordshire, EN10 6AE.

**HRC, Ware Campus**
London Road, Ware, Hertfordshire, SG12 9JF.
APPLICATION FORM FOR BURSARY 2017 – 2018

Please ensure that this form is fully completed. Any form not fully completed will be returned. Assistance is limited and can only be allocated whilst available. Funding therefore cannot be guaranteed.

Section 1 - Student Personal Details

First Name(s): ............................................... Surname: .................................................................
Student No: ..............................................................
Date of Birth: ............................................................ Age on 31st August 2017: ........................................
Address: ................................................................. Home Telephone: ..................................................
Mobile Telephone: ...................................................
Email: .................................................................
Are you married or in a civil partnership? Yes ☐ No ☐
Are you...
A Home Owner? ☐ A Tenant? ☐ Living with parents/guardians? ☐

Section 2 - Course Details

Course Title: ............................................................ Course Code: ............................................................
No. of days per week: ................................................

Section 3 - Residency

Have you lived abroad other than holidays over the past three years? Yes ☐ No ☐
Date of entry to the UK: ........................................ Country of birth: ..................................................
Country of normal residence (if not UK): .................................................................

Section 4 - Vulnerable Bursary -
N.B. for students under 19 on 31st August 2017.

If you meet any of the following criteria, you will be eligible for the Vulnerable Bursary of £1,200 per academic year, are you:

Aged 16 to 18 as of the 31st August 2017 and living in care or care leaver. ☐
Aged 16 to 18 as of 31st August 2017 and receiving income support or universal credit in your own name. ☐
Aged 16 to 18 as of 31st August 2017 in receipt of Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your own name. ☐
Section 5

Students aged 16-18 (financial evidence provided by the parent or guardians unless applying for the vulnerable bursary).

Students aged 19+ (financial evidence provided by the applicant).

I/We are currently employed ☐
(Please provide your last 3 months' pay slips and/or bank statements for the household and complete section 5).

I/We are not currently employed or in receipt ☐
of any other benefits (please provide yours and/or partners (if applicable) last 3 months' bank statements and complete section 5).

Your Income - annual (gross) income before tax. .................................................................

Your Partners Income - annual (gross) income before tax (if applicable). ........................................

Total Household Income - annual (gross) income before tax. ..............................................................

I am/We are in receipt of a benefit which is listed ☐
(please tick to confirm receipt of benefit in section 6 and provide proof of your benefit).

Does the young person live with you at the address shown? Yes ☐ No ☐

Do you claim Child Benefit for the young person? Yes ☐ No ☐

Section 6 - Evidence Supplied

It is essential we see proof of benefits or income to process your application.
You need to supply evidence from category A or B.
Please tick the relevant boxes for the evidence you are supplying.

A - Income Support ☐ Income related ESA ☐ Income related Job Seekers Allowance ☐

If providing one of the above then you must also provide:

Bank Statements (3 months most recent from June 2017) ☐

B - Tax Credit/Child Tax Credit (full award, all pages April 2017 - April 2018) ☐

Bank Statements (3 months most recent from June 2017 onwards) ☐

Payslips (3 months most recent from June 2017 onwards ☐

Universal Credit/ Other ☐

Where possible, please provide as much evidence within the above categories.
Section 7 - Bank Details

This section must be completed. Without these details we will be unable to make any payments.

Required for BACS payments where applicable
(this is where the money is paid directly into the student’s bank account).

Account Name: ......................................................................................................................................

Account Number (8 Digit Number): ...................................................................................................

Sort Code (6 Digit Number): ..............................................................................................................

Name of Bank: .........................................................................................................................................

Section 8 - Assistance

Please indicate what you are applying for help with.

Travel

Bus  [ ]  Train  [ ]

All travel awards are paid, per calendar month, subject to 88% attendance.

Books, Equipment and Trips

Please note receipts may be required for assistance with books, trips or equipment.

Trip  [ ]  Kit  [ ]  Uniform  [ ]

Free College Meals

Have you have previously received free meals at school or is your household income below £16,190? If yes please tick the box, you may be eligible to receive free college meals:  [ ]

Please see the Financial Guidance information sheet included for further details.

Advanced Learning Loan Bursary and Childcare  [ ]

Childcare

Yes - I am aged 16 - 19 as of 31st August 2017 - please complete the online Care to learn application form on www.gov.uk/care-to-learn.

Yes - I am 20 or over as of 31st August 2017 - please complete the childcare form available as part of the Bursary application. (This can be obtained from the Financial Support Desk).
Section 9 - Financial Support Bursary Declaration
To be completed by the applicant (student).

I declare that the information given is correct and understand that it will be used only for the purpose set out in the consent to process, and my consent is conditional upon Hertford Regional College complying with their obligations and duties under the Data Protection Act 1998. My application will be void and any money awarded to me will be repayable to the college should my circumstances prove to be other than those stated.

Name: .......................................................... Students Signature: ..........................................................
Date: ..................................................

Please check that the application form is complete and that all relevant documentation has been included. If information is incomplete or documents are not available this will delay your application.

Signature of Parent/Guardian
I confirm that the information given in this form is correct and complete to the best of my knowledge. I understand that the College has the right to make an independent check of any evidence produced and such action is deemed appropriate in the event of any information I have given being proven to be incorrect or false.

Signature of Parent/Guardian: .......................................................... Date: ..........................................................

Confidentiality - all information provided will be confidential and kept in accordance with the Data Protection Act 1998.

Data Protection Statement 2017/18 - how we use your personal information

The personal information you provide is passed to the Chief Executive of Skills Funding and, where required, the Education Funding Agency for England (“the EFA”) to enable those organisations to fulfil their statutory obligations, principally under the Apprenticeships, Skills, Children and Learning Act 2009. Both organisations are registered as data controllers with the UK Information Commissioner’s Office.

The Skills Funding Agency funds adult further education and skills training, including apprenticeships, in England. The EFA is responsible for arranging the provision of funding for the education and training of young people in England. The Skills Funding Agency processes learner data on behalf of the EFA. The information you provide may be shared with other organisations for purposes of administration, the provision of career and other guidance and statistical and research purposes, relating to education or training. Other organisations include the Department for Children, Schools and Families, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organisations performing research and statistical work on behalf of the Skills Funding Agency, the EFA, or partners of those organisations.

The Skills Funding Agency also administers the learner registration service (LRS) which uses your learner information to create and maintain a unique learner number (ULN). Further information about use of and access to your information is available at: Skills Funding Agency: http://skillsfundingagency.bis.gov.uk/foi.htm EFA: www.education.gov.uk/aboutdfe/executiveagencies/efa At no time will your personal information be passed to organisations for marketing or sales purposes. The EFA, the Chief Executive of Skills Funding and their partners may wish to contact you from time to time in respect of surveys and research to monitor performance, improve quality and plan future provision and to inform you about courses, or learning opportunities relevant to you.

At no time will your personal information be passed to third party organisations for purposes unrelated to your application.

Please return your completed application and supporting documents to the Information Centre.

By Hand:
To the Information Centre at the Broxbourne Campus. To the Information Centre at Ware Campus.

By Post: Hertford Regional College, Ware Campus, London Road, Ware, SG12 9JF.
Hertford Regional College, Broxbourne Campus, High Road, Turnford, Broxbourne, EN10 6AE.

Please note: Photocopies are accepted. We cannot guarantee original copies will be returned. Please do not send original documents.