

# BURSARY FUND APPLICATION 2020



## Application for Financial Assistance

Student ID Number: \_\_\_\_\_

Date Received \_\_\_\_\_

Broxbourne Campus

Ware Campus

This application form is to apply for funding from the 16-18 & 19+ Bursary, 20+Childcare and Advanced Loans Bursary.  
Please read the Bursary Guidance Form 2020-21 before completing this application form in full. See guidance form.

*	The Student Bursary Fund is available to students aged 16-18 at the start of their Learning Aim (course) who meet the eligibility criteria.	*	The Bursary Fund is available to support additional costs associated with coming to college such as travel, stationary, books & essential course related equipment. We encourage early applications as travel costs cannot normally be backdated.
*	Support is not immediate; applications can take up to 20 working days to process and sometime longer in busy periods.	*	<b>All sections of the form must be completed in full and all income evidence submitted.</b>
*	The fund is means tested; your household income needs to be £25,000.00 or less to qualify for all areas of financial support or £30,000.00 or less for support with travel only.	*	Forms will be returned to students if not completed fully, which will result in a delay in your application being processed.
		*	We advise you to provide photocopies of income evidence as we cannot be liable for loss of original copies. Scanned copies of original documents are acceptable.

### 1. Personal Details

Title: \_\_\_\_\_

Age at 31/08/2020: \_\_\_\_\_

Date of Birth:

D	D	M	M	Y	Y	Y	Y
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Male

Female

Prefer not to say

Forename: \_\_\_\_\_

Surname: \_\_\_\_\_

Home Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

Mobile: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Post code: \_\_\_\_\_

Nationality: \_\_\_\_\_

**Tick appropriate boxes;**

I live on my own/in shared house

I live with my Parents/Guardians

I live with my partner

I Support Myself

I am a Carer

I have a child

**Household Details:** Please state who lives with you and their relationship to you.

Name	Relationship to you (Mother, Father, Sister, Brother, Partner, etc.)	Age if 18 or under

## 2. Groups for priority help (vulnerable bursary)

The College prioritises applications for some groups of people. Please tick **Yes** or **No** to the following statements:

- a) I am in Care / classed as a 'Looked After Child' by the Local Authority. Yes  No
- b) I have been in Care and am now classed as a 'Care Leaver'. Yes  No
- c) I am in receipt of Income Support or Universal Credit in my own right. Yes  No
- d) I am a teenage parent, my child lives with me and I am in receipt of Income Support or Universal Credit in my own right. Yes  No
- e) I am formally estranged from my parents and receive Income Support or Universal Credit for this reason. Yes  No
- f) I am a disabled young person in receipt of both Employment Support Allowance/ Universal Credit **and** Disability Living Allowance/ Personal Independence Payments. Yes  No

If you have ticked **yes** to any of the above, you must provide evidence as proof as follows:

<p><b>You are a young person in Care or a Care Leaver.</b></p>	<p>Written confirmation of your current or previous looked-after status from the local authority which looks after you or provides your leaving care services.</p>
<p><b>You are a disabled young person in receipt of ESA/UC and DLA/PIP.</b></p>	<p>Award letters for each benefit (all pages required) dated within the last 3 months showing your name, address and title of benefit received <b>or</b> an outdated letter plus a recent bank statement (dated within the last 3 months) showing amount credited to your account.</p>
<p><b>You are a young person in receipt of Income Support/Universal Credit.</b></p>	<p>Award letter (all pages required) dated within the last 3 months showing your name, address and title of benefit received <b>or</b> an outdated letter plus a recent bank statement (dated within the last 3 months) showing amount credited to your account.</p>

## 3. Programme of Study Details

Full Programme of Study Title: \_\_\_\_\_

Year of course: 1<sup>st</sup>  2<sup>nd</sup>  Full Time  Part Time

## 4. How are you planning to travel to / from college

*Please tick as appropriate*

Bus  Car  Train  Walk  Motorcycle / Motorbike

Other (please Specify)  \_\_\_\_\_

If you are travelling by bus, please specify the service provider/s that you intend to use (i.e. Arriva, Trustybus)

You **must** enclose evidence of your bus pass purchase to include the cost i.e. copy of the receipt/a copy of your bus pass/copy of the standing order mandate etc. If you have purchased this in advance. A bus pass can be awarded by HRC if your application is successful and the travel route meets your journey requirements. Full details of your required journey for an assessment to be made.

## 5. Free school meals

Whilst at school were you eligible for Free School Meals? Yes  No

To qualify for free school meals your household income must meet the eligibility criteria to receive the £2.41 meals allowance.

## 6. Payment method

Any payment that can be made direct to you will be paid into the **Students account only**. Please note we are unable to may payments into Parent/carer's accounts. For your convenience and a more secure and effective payment method, the college make financial awards by Bank Transfer (BACS). Please provide your Bank Details as follows:

Bank Name: (e.g. Barclays, HSBC, etc): \_\_\_\_\_

Sort Code:

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Account Number:

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Building Society Roll Number / Reference Number (if applicable)

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Name of Account Holder: \_\_\_\_\_

You **must** enclose an account statement or letter from your bank or building society that show your name, sort code, account number & home address to ensure correct details are submitted or in person provide evidence of your bank card.

## 7. Financial details

To be completed by parents(s) / guardian(s). A minimum of 2 types of evidence must be provided, one of which must be from a \* category

Types of income	Evidence required		
	Yes	No	
* Working Tax Credit and/or Child Tax Credit.	<input type="checkbox"/>	<input type="checkbox"/>	All pages of the HM Revenue & Customs Tax Credit award notice dated April 2020 - April 2021.
* Income Support (IS)/ Universal Credit (UC).	<input type="checkbox"/>	<input type="checkbox"/>	Award letter (all pages required) dated within the last 3 months showing name, address and benefit received <b>or</b> outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
* Job Seekers Allowance (JSA).	<input type="checkbox"/>	<input type="checkbox"/>	Award letter (all pages required) dated within the last 3 months showing name, address and benefit received <b>or</b> outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
* Employment Support Allowance (ESA)	<input type="checkbox"/>	<input type="checkbox"/>	Award letter (all pages required) dated within the last 3 months showing name, address and benefit received <b>or</b> outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
* State Pension/ Pension Tax Credit.	<input type="checkbox"/>	<input type="checkbox"/>	Award letter (all pages required) dated within the last 3 months showing name, address and benefit received <b>or</b> outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
* Parent(s)/Guardian(s) Income.	<input type="checkbox"/>	<input type="checkbox"/>	Latest three payslips <b>or</b> if Self-Employed a copy of the latest official tax return.
* Partner/Spouse's Income.	<input type="checkbox"/>	<input type="checkbox"/>	Latest three payslips <b>or</b> if Self-Employed a copy of the latest official tax return.
* Parent/Guardian Bank Statement.	<input type="checkbox"/>	<input type="checkbox"/>	Copy of the up-to-date bank statements (dated within the last three months) showing at least 1 month of credit and debit transactions.
* Other - Please Specify (do not include Child Benefit, Maintenance or CSA payments).	<input type="checkbox"/>	<input type="checkbox"/>	Award letter (all pages required) dated within the last 3 months showing name, address and benefit received <b>OR</b> outdated letter plus a recent bank statement (dated within the last 3 months) showing amount crediting the account.
<b>Important note;</b> You must include <b>all</b> income evidence with the application. If you do not have the specified evidence, please contact the information centre to discuss possible alternative evidence options.		You can attach a letter outlining any special circumstances that may apply in your case. We advise you to provide photocopies of income evidence as Hertford Regional College cannot be held liable for the loss of original copies)	

## 8. Declaration By signing in the box below.....

### You confirm that:

- \* The Information you have given on this form is "to the best of your knowledge" correct and true.
- \* You are **not** on a New Deal or a Work-Based Learning Scheme (wages apprenticeship).
- \* You have **not** applied for help towards any general living costs.
- \* You will inform the Bursary Fund, in writing of any change to your personal, family or financial circumstances.
- \* You have **not** applied to any other organisation (e.g. a charitable trust) for any help that the College might give you from any Bursary.
- \* Hertford Regional College can process your personal data contained in this form and on your Student Learning Agreement in order to assess your eligibility for support through the Bursary Fund. If you have given personal information relating to anyone else on this form you have obtained their permission to disclose it.
- \* Hertford Regional College are able to speak to your parent(s) / guardians about your bursary application where they have supplied their income as evidence.
- \* You may be committing a criminal offence if you omit to disclose any information that may affect your application.
- \* If you leave your Programme of Study early, or are asked to leave, the College will ask you to return any money, equipment or travel pass that has been given to you from the Bursary Fund.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

#### When you have completed this form you should send it (with the evidence required) to:

Hertford Regional College  
16-18 Bursary Fund Applications  
Information Centre  
Turnford,  
Broxbourne  
Herts  
EN10 6AE.

If you need any further information or help with making an application, please contact us at **01992 411411** or email us at **financialsupport@hrc.ac.uk**

#### What information do I need to supply with this form?

You must supply additional evidence with your application where requested.

Please remember:

- \* Evidence to support your application must be correct and in date as per Section 2, 4, 6 and 7.
- \* Each page should be marked with the name and date of birth of the applicant.
- \* Send the originals or good quality photocopies.
- \* Any original documents will be returned where possible, we cannot guarantee to return originals to you.

#### Confidentiality

Applications are only seen by staff involved in the delivery of the Bursary. 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.

#### Data Protection Act 1998

Hertford Regional College is a data controller in terms of the 1998 legislation. Learner Financial Support staff follow College Policy in matters of Data Protection. The data requested on this form and any other supporting information is covered under the notification provided by the College under the Data Protection Act. Personal Data will be used solely for the purposes related to your application for financial support.

The data you provide will not be passed to any other third party without your prior consent, except where the College is required to do so by law.

Any formal enquiries concerning the use of data noted here should be addressed to the Data Protection Officer.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at

<https://www.gov.uk/government/publications/esfa-privacy-notice>

All Hertford Regional College Bursary Funds are limited and can only be allocated whilst funding lasts. Funding cannot be guaranteed in cases of over-demand.