

# BURSARY FUND APPLICATION 2022-2023

## Application for Financial Assistance



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

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

**This application form is to apply for funding from the 16-18, Free School Meals, 19+ Bursary, 20+Childcare and Advanced Loans Bursary. Please read the Bursary Guidance Form 2022-2023 before completing this application form in full. See guidance form.**

- \* The Bursary Fund is available to students aged 16-18 at the start of their programme of study who meet the eligibility criteria. 19+ students, those in receipt of Advanced Loans Bursary can also apply.
- \* Support is not immediate; applications can take up to 20 working days to process, sometimes longer in busy periods.
- \* 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.
- \* 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.
- \* The Bursary Fund is available to support additional costs associated with coming to college such as travel, stationery, books and essential course-related equipment. We encourage early applications as travel costs cannot normally be backdated.
- \* Forms will be returned to students if not completed fully, which will result in a delay in your application being processed.
- \* **All sections of the form must be completed in full and all income evidence submitted.**

### 1. Personal Details

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

Age at 31/08/2022: \_\_\_\_\_

Date of Birth:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Male

Female

Prefer not to say

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

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

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

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

\_\_\_\_\_

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

\_\_\_\_\_

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

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

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

**Please tick appropriate boxes:**

I live on my own/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:

- \* I am in Care/classed as a 'Looked After Child' by the Local Authority.
- \* I have been in Care and am now classed as a 'Care Leaver'.
- \* I am in receipt of Income Support or Universal Credit in my own right.
- \* I am a teenage parent; my child lives with me and I am in receipt of Income Support or Universal Credit.
- \* I am formally estranged from my parents and receive Income Support or Universal Credit for this reason.
- \* I am a disabled young person in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

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

**Photographs from a mobile phone, scanned images or screenshots of original documents are accepted.**

<b>You are a young person in Care or a Care Leaver.</b>	Written confirmation of your current or previous looked-after status from the local authority that looks after you or provides your leaving care services.
<b>You are a disabled young person in receipt of ESA/UC PLUS DLA/PIP.</b>	Award letters for each benefit ( <b>all pages required</b> ) dated within the last 3 months showing your name, address and title of benefit received <b>or</b> an outdated letter <b>plus a recent bank statement (dated within the last month) showing amount credited to your account for the last calendar month.</b>
<b>You are a young person in receipt of Universal Credit or Income Support.</b>	Most recent Income Support award letter ( <b>all pages required</b> ) or if Universal Credit, full breakdown of most recent payment showing name, address, amount awarded and any deductions, <b>plus 1 months most recent bank statement showing amount credited to your account for the last calendar month.</b>

## 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 ticket purchase to include the cost i.e. copy of the receipt/a copy of your bus ticket/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 are needed 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 daily meals allowance.*

## 6. Financial details

To be completed by parents(s)/guardian(s).

Photographs from a mobile phone, scanned images or screenshots of original documents are accepted.

Types of income	YES	NO	Evidence required
Child Tax Credit and/or Working Tax Credit			All pages of the HM Revenue & Customs Tax Credit award notice dated April 2022 - April 2023 <b>PLUS</b> <b>1 Months most recent Bank Statement showing evidence of payment for the calendar month.</b>
Universal Credit (UC)			Full breakdown of the 3 most recent payments showing name, address, amount awarded and any deductions ( <b>screenshots are acceptable</b> ) <b>PLUS</b> <b>1 Months most recent Bank Statement showing evidence of payment for the calendar month.</b>
Income Support (IS)/Job Seekers Allowance (JSA)			Award letter (all pages required) dated within the last 3 months showing name, address and benefit received <b>PLUS</b> <b>1 Months most recent Bank Statement showing evidence of payment for the calendar month.</b>
Employment Support Allowance (ESA)			Award letter (all pages required) dated within the last 3 months showing name, address and benefit received <b>PLUS</b> <b>1 Months most recent Bank Statement showing evidence of payment for the calendar month.</b>
State Pension/ Pension Tax Credit			Award letter (all pages required) dated within the last 3 months showing name, address and benefit received <i>or</i> outdated letter <b>PLUS</b> <b>1 Months most recent Bank Statement showing evidence of payment for the calendar month.</b>
Parent(s)/Guardian(s) Income			Latest three payslips <i>or</i> if Self-Employed a copy of the latest official HMRC tax return. <b>PLUS</b> <b>1 Months most recent Bank Statement showing evidence of payment for the calendar month.</b>
Partner/Spouse's Income			Latest three payslips <i>or</i> if Self-Employed a copy of the latest official HMRC tax return. <b>PLUS</b> <b>1 Months most recent Bank Statement showing evidence of payment for the calendar month.</b>
Other - Please Specify (do not include Child Benefit, Maintenance or CSA payments)			Award letter (all pages required) dated within the last 3 months showing name, address and benefit received <i>or</i> outdated letter. <b>PLUS</b> <b>1 Months most recent Bank Statement showing evidence of payment for the calendar month.</b>

**Important note:** You must include **all** 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.

## 7. Payment method

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

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

**Sort Code:**

--	--	--	--	--	--

**Account  
Number:**

--	--	--	--	--	--	--	--	--	--

**Building Society Roll Number/Reference  
Number (if applicable)**

--	--	--	--	--	--	--	--	--	--

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

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

## 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 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 can 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 your Bursary form, please send it to either campus at

Hertford Regional College FREEPOST NW4954 Bursary Fund Applications Turnford Broxbourne EN10 6BR	Hertford Regional College FREEPOST NW4954 Bursary Fund Applications Ware SG12 9BR
--	---

Your Application form will be processed at either campus. Regardless of which campus you are studying at.

### **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.