

This guidance is to support applications for the academic year 2021-2022.

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.

This application is for 16-19 Vulnerable Bursary, 16-19 Discretionary Bursary, 19+ Discretionary Learner Support, Advanced Learner Loans Bursary, Free College Meals, Industry placement/Extended Work Placement.

Who can apply?

- Hertford Regional College Bursary is open to students aged 16 or over and attending a fully funded programme of study at HRC. This can be full or part-time.
- Aged 16 to 18 as of the 31st August 2021 and living in care or a care leaver.
- You must meet the residency criteria detailed in section 3 of the application form.
- Aged 16 to 18 as of 31st August 2021 and receiving income support or Universal Credit in your own name.
- You must show that you or your parents / guardians (if aged 16 to 18 as of 31st August 2021) are in receipt of a benefit listed on the application form and household income assessed in line with Government guidance.
- Aged 16 to 18 as of 31st August 2021, in receipt of Employment Support Allowance (ESA) & Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your own name.
- If you are living with a parent, parents or another relative, you will be financially assessed against their income for the 2020/2021 tax year (6th April 2020 – 5th April 2021). Your parents or carer will need to declare their gross income (e.g wages, working tax credit, child tax credit, universal credit, housing benefit, other out-of-work benefits)
- Assistance towards Childcare expenses for students aged 20+ or over as at 31/8/21 (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.

Free College Meals

- To be eligible for Free College Meals the student must be between 16 – 18 as of 31/8/21 and parents/guardians in receipt of one of the following:
 - Universal Credit
 - 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. Household income is assessed in line with Government guidance from www.Gov.Uk
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What will we help with?

- Support towards Travel Costs to and from college by accessing our capped zone rate bus passes.
- Help towards essential books, materials, and kit for your course – you may be required to provide receipts for items purchased to be refunded.

Students between the age of 19 – 25 as of 31/8/21 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 31/8/21 are also entitled to a Free Meal while attending their provision, if they meet the eligibility criteria.

The value of the award will vary depending on criteria including household income, personal circumstances, and programme of study. All awards will have a total capped amount.

BURSARY APPLICATION GUIDANCE 2021-2022

How to apply	Financial Evidence Required
<ul style="list-style-type: none"> • Complete the Bursary Application form in full. • Check that you have - <ul style="list-style-type: none"> • Answered every question • Signed the declaration, dated the form • and enclosed all the proof of evidence 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 can take 20 working days to process and sometimes longer in busy periods <p><i>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.</i></p>	<ul style="list-style-type: none"> • If you are aged between 16 and 18 on 31/8/21, We require your bank details in section 6. We require parents/guardians' financial details in Section 7 of the application form and their evidence. • If you are 19 or over on 31/8/21, We require your financial details in section 6 & 7 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 one of the following: <ul style="list-style-type: none"> • Universal Credit award • Tax Credit/Child Tax Credits. All pages of your Award notice for April 2020-2021 alongside one of the following: <ul style="list-style-type: none"> • 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. <p>Please do not send original documents as evidence. Photocopies are accepted. We cannot guarantee original documents will be returned. Scanned copies of original documents are acceptable.</p>

Advanced Learner Loan Bursary & Childcare

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

Self Employed Income

Self-employed persons are required to supply proof of income for the most recent tax year for bursary assessment from September 2021. For example, year 2019-20 accounts would be required for bursary assessment in September 2021. 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.

Proof of Income

For 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.

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.

BURSARY APPLICATION GUIDANCE 2021-2022

Fund	Bursary Support Available
<p>A. 16-19 Vulnerable Bursary A student that is either:</p> <ul style="list-style-type: none"> • Living in local authority care. • A care leaver. • Claiming universal credit, income support. • Claiming DLA or PIP in their own right as well as; ESA or Universal Credit in their own right. 	<p>A monthly Vulnerable Bursary award. 100% Travel costs (based on capped zone rates). 100% Essential course related costs including kit and uniform. 100% Educational trip costs. DBS cost (eligible courses only). 3 termly material cost award (max £150) Free College Meal. Essential course related equipment</p> <p><i>A total award cap will apply.</i></p>
<p>B. 16-19 Discretionary Bursary (Household Income In line with Government guidance) A student living in a household that is in receipt of either:</p> <ul style="list-style-type: none"> • Universal Credit • Income Support • Income Based Employment Support Allowance (ESA) • Pension Guarantee Credit • Means Tested Job Seekers Allowance • Child Tax Credit with income in line with Government guidance • EHCP - Aged 19 or over on 31/8/21 in their own right. 	<p>Support towards Travel costs (based on capped zone rates). 100% Essential course related costs including kit and uniform costs. 100% Educational trip costs. DBS cost (eligible courses only). 3 termly material cost award (max £150). Free College Meal. Essential course related equipment</p> <p><i>A total award cap will apply.</i></p>
<p>C. 16-19 Discretionary Bursary (Household Income in line with Government guidance) A student living in a household that has an income in line with Government guidance including Working Tax Credit.</p>	<p>Support towards Travel costs (based on capped zone rates). 100% Essential course related costs including kit and uniform costs. 100% Educational trip costs. DBS cost (eligible courses only). 3 termly material cost award (max £150). Essential course related equipment</p> <p><i>A total award cap will apply.</i></p>
<p>D. 19+ Discretionary Learner Support (Household income below £25000.00)</p>	<p>Support towards Travel costs (based on capped zone rates). 100% Essential course related costs including kit & uniform costs. 100% Educational trip costs DBS cost (eligible courses only). 3 termly material cost award (max £150). Learner Grant monthly award – individual assessment. Essential course related equipment</p> <p><i>A total award cap will apply.</i></p>
<p>E. 20+ Childcare (Household income under £30,000)</p>	<p>Full time student – childcare costs up to £5,000. Part time student – childcare costs up to £3,500.</p> <p><i>A total award cap will apply.</i></p>



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F. Advanced Learner Loan Bursary (learner income in line with Government guidance)	100% Travel costs (based on capped zone rates). Learner Grant – individual assessment. Maximum award amount £1000.00 for a Full-time programme of study. Maximum award amount £500 for a Part time programme of study. <i>A total award cap will apply.</i>
G. Care Leavers 1st year of Apprenticeship	£1000.00 Care Leavers Bursary Award. <i>A total award cap will apply.</i>

Eligible students will receive a package of support, which is paid at points throughout the academic year. To continue receiving support students must have an attendance rate of over 85% per term (Spring term: September to December, Summer term: January to April) across their whole learning programme including maths, English and tutorials.