

2016-2017 FACTSHEET FOR DISCRETIONARY AWARD

(For students aged 19 and over on 31st August studying 7+ hours per week who require assistance with their tuition fees. Excludes Advanced Learning Loan Applicants)

This form is strictly for students over 19 on 31st August 2016 who are studying over 7 hours a week.

Student type on 31 August 2016	Form to Complete
Age 19 and over studying over 7 hours a week with a household income of £25,000 or below	Discretionary Award Application Form

Submitting your application:

Please submit your form in person at the Student Finance Desk in Balliol POD

Hugh Baird College cannot take responsibility for any forms lost or mislaid in the post. If delivery in person is not possible, we recommend that you photocopy your documents/evidence and send your application form to the address below by Recorded Delivery:

**Student Services
Hugh Baird College
Balliol Road
Bootle
L20 7EW**

Your application will be treated in the strictest confidence.

For all enquires please contact 0151 353 4499 or extension 6314 or email studentfinance@hughbaird.ac.uk

Applications cannot be accepted without the correct supporting evidence. Failure to provide this will lead to a delay in your application being processed.

We recommend submitting your form as soon as possible as funds are limited. Should funding become exhausted your application will be placed on a waiting list.

We will inform you at a later date should further funding become available.

Bursary Type	Closing Date
Tuition Fees	23rd September 2016
Exam/Registration Fees	23rd September 2016

Forms submitted after 23rd September will be processed as quickly as possible.

We aim to notify you of the outcome of your application within 2 weeks of receiving your fully completed application form, however, during peak periods this may be extended.

2016-2017 FACTSHEET FOR DISCRETIONARY AWARD

(For students aged 19 and over on 31st August studying 7+ hours per week who require assistance with their tuition fees. Excludes Advanced Learning Loan Applicants)

Next Steps

What happens after I submit my application form?

1. A member of staff checks that your form is completed correctly and that you have all the evidence required including photocopies of income that you have provided.
2. A letter will be issued to you for your records.

Important information - How will I receive my award?

- Once your eligibility and funding has been approved you will receive a **termly travel payment** from the Student Finance section based in the POD in the Balliol Centre.

To receive this you must:

- Complete all relevant bank details on the application form.
- Maintain attendance levels of 90% or above.

Tuition Fees	For students who are not in receipt of a means tested benefit and can evidence their household income meets the eligibility threshold. The agreed percentage of tuition fees will be paid directly to Hugh Baird College on your behalf.
Exam/Registration Fees	For students who are not in receipt of a means tested benefit and can evidence their household income meets the eligibility threshold. Your exam/registration fees will be paid directly to Hugh Baird College in full.

Is my continued eligibility subject to any conditions?

Yes – all bursary applications and access to continued support throughout the year are subject to a set of identified conditions.

Continued support is subject to satisfactory attendance of all of the subjects you enrol on at the college. You **MUST** ensure your attendance at all classes is maintained at at least 90% per term, dependent upon academic progress and excellent behaviour. All student attendance is monitored for continued receipt of the award. If funding is withdrawn, you will be liable to cover your tuition fees and or exam/registration fees.

Note:

Funds are limited and incomplete applications will be returned/not accepted until further information has been attached.

During busy periods we may not be available to deal with financial assistance queries via telephone. If you wish to speak to a member of the Student Services Finance Team please visit the Balliol POD or email student.finance@hughbaird.ac.uk.