



## 16-18 BURSARY APPLICATION FACTSHEET 2016-2017

(For students aged 16-18 on 31st August)

**This form is strictly for students under 19 on 31st August 2016 who were not enrolled with Hugh Baird College in the last academic year and are currently receiving support for meals and or travel.**

Student type on 31 August 2016	Form to Complete
New Students aged under 18 on the 31st August	16 - 18 Bursary Application Form
Students aged 19 and over	19+ LSF Bursary Application Form

**Submitting your application:** Please submit your form in person at the Student Finance Desk in Balliol POD

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

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:

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](mailto:studentfinance@hughbaird.ac.uk)**

**Applications cannot be accepted without the correct supporting evidence, this includes 4 passport photographs which should be submitted as part of your 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.**

Bursary Type	Closing Date
Free Meals and Travel	28 October 2016
Subsidised Meals and Travel	28 October 2016
Discretionary Support Bursary	28 October 2016
Vulnerable Bursary; Meals Bursary	No Deadline

Forms submitted after 26th August will be processed as quickly as possible. We recommend you consider making arrangements to budget for travel and meal costs for up to 2-4 weeks. Any costs incurred will not be reimbursed by the college.

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.

# 16-18 BURSARY APPLICATION FACTSHEET 2016-2017

(For students aged 16-18 on 31st August)

## 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.
3. If you are receiving support towards the cost of your uniform you will receive a confirmation receipt to provide to your tutor (see Uniform Confirmation Receipt).

### Note:

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

### Important information - How will I receive my award?

- Once your eligibility and funding has been approved you will receive a **termly travel pass** from the Student Finance section based on the main reception desk in the Balliol Centre.  
**To collect this you must bring with you:**
- Your college ID to confirm you are enrolled at the college and you must collect this in person and sign to agree that you have collected it. *The college is unable to issue a travel pass to another family member of a friend.*
- **Your meal allocation will be uploaded to your College ID card.** Before you can use your allocation at one of the refectories you must report to the Student Finance desk in the Balliol reception and have your ID card activated. If your card is replaced at any time during the year – you must again have the card activated or your meal allocation will not show at the cashless tills.

Travel Bursary	Area C Solo Travel pass for students who live 1.5 miles from the college. If you live outside of Area C speak to a finance advisor who will look at your individual travel arrangements.
Free Meals	Funds are loaded onto your student card and can be used to buy a meal at any college café. <b>You can also add more money to your card at the Cash Loader Machine in the college refectories.</b>
Meals Bursary	Funds are loaded onto your student card and can be used to buy a meal at any college café. <b>You can also add more money to your card at the Cash Loader Machine in the college refectories.</b>
Discretionary Support Bursary (Subject to availability of funds)	Students studying for one of the subject areas listed on page 3 of the application form will also receive support towards the cost of their uniforms or for health and safety reasons.
Vulnerable Learner Bursary Up to £1200 per year Individualised Costed Action Plan (ICAP)	Working with a college Retention and Progression Co-Ordinator we will plan how and when your bursary will be allocations. Planning will commence as soon as your eligibility has been confirmed

### 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.**

1. Travel passes and meals cannot be released until you have enrolled at the college.
2. The earliest issue date for all bursaries is the 1st week of September 2016.
3. 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 least 90% per term, dependent upon academic progress and excellent behaviour. All student attendance is monitored for continued receipt of the bursary. If funding is withdrawn, you will be liable to cover your travel and meal costs.