

2016-2017 FACTSHEET FOR 19+ LSF BURSARY

(For students aged 19 and over on 31st August who are claiming a means-tested benefit. Excludes Advanced Learning Loan students and discretionary bursary applicants).

This form is strictly for students over 19 on 31st August 2016 who are claiming a means tested benefit and are studying up to and including Level 2

| Student type on 31 August 2016 | Form to Complete |
|---|--------------------------------------|
| Age 19 and over studying up to and including Level 2 and in receipt of a means tested benefit | 19+ LSF Bursary Application Form |
| Age 19 and over studying up to and including Level 2 and in employment | Discretionary Award Application Form |
| Age 19-23 studying a second level 3 and in receipt of a means tested benefit | Advanced Learning Application |
| Age 19-23 studying first full Level 3 and in receipt of a means tested benefit | 19+ LSF Bursary Application Form |
| Age 24 and over studying Level 3 | Advanced Learning Application |

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 |
|--------------|-------------------|
| Travel | 23 September 2016 |
| Childcare | 23 September 2016 |

Forms submitted after 23rd September will be processed as quickly as possible. We recommend you consider making arrangements to budget for travel 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.

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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.

Your childcare payment will be paid directly to the childcare provider you have named in your application form.

| | |
|----------------|---|
| Travel Payment | For students who live 1.5 miles from the college a £100 payment will be made termly. |
| Childcare | Your childcare payment will be paid directly to the childcare provider you have named in your application form. Childcare is paid for one child up to the value of £120 per week. |

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 payments and childcare 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 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 childcare costs.

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.