



## 2017-2018 16-18 BURSARY APPLICATION

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

### PLEASE COMPLETE ALL SECTIONS

Student Name:	ID No:
DOB: (DD/MM/YY)      /      /	Mobile:
Address:	
Postcode:	
Email:	

### Student Bank Account

We prefer this method so that you can manage your own finances should a payment be due.

Please make sure the account can receive BACS payment transactions.

If you do not have a bank account you can set up a free account at any high street bank. If you are unable to obtain a bank account in your name then we can make payments to another person's account. If you would like to do this please enter their bank details in the section below and indicate below what relationship you have with the person.

**Please note:** It is your responsibility to inform us if your bank account details have changed. Failure to do so may result in payments being made to the wrong account. The college will not make any additional payment until the payment that has been issued to the wrong account has been retrieved.

### BANK DETAILS:

Account Holders full name:

Bank:

Account Number:

Sort Code:

Relationship to student if not using your own account:

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## Eligibility Table

- Please consult the table below for evidence of your household income.
- You must attach **your evidence** to this application
- Your household includes whoever is supporting you financially whether that is your parents/guardians, step-parents or your parent's partner.
- If you are living independently from your parents then we need evidence of your income and anyone else who is supporting you such as other family members or a partner.

Household Income	Evidence Required	Bursary Types
Over £35,000	<ul style="list-style-type: none"> <li>• None Required</li> </ul>	<ul style="list-style-type: none"> <li>• Not eligible for any of our bursaries</li> </ul>
£16,190 - £35,000	<ul style="list-style-type: none"> <li>• 3 recent payslips</li> <li>• The most recent Working Tax Credit Notification (including the page that confirms household income, usually page 2 or 3)</li> </ul>	<ul style="list-style-type: none"> <li>• Travel Bursary</li> <li>• Subsidised Meals</li> <li>• Discretionary Support Bursary</li> </ul> <p>*See page 3 for further information on the specific income criteria for this bursary</p>
Less than £16,190	<ul style="list-style-type: none"> <li>• 3 recent payslips</li> <li>• The most recent Child/Working Tax Credit Notification (including the page that confirms household income, usually page 2 or 3)</li> <li>• *Letter for DWP/Local Authority or bank statement showing the benefit received</li> </ul> <p>*Please note that bank statements will not be accepted as evidence of Tax Credits</p>	<ul style="list-style-type: none"> <li>• Travel Bursary</li> <li>• Free Meals</li> <li>• Discretionary Support Bursary</li> </ul> <p>*See page 3 for further information on the specific income criteria for this bursary</p>
<ul style="list-style-type: none"> <li>• Living independently</li> <li>• Disabled</li> <li>• Looked After Child</li> <li>• Care Leaver</li> <li>• Young Carer</li> </ul>	<ul style="list-style-type: none"> <li>• Letter from Social Worker/Local Authority stating your care status</li> <li>• Proof of Income Support and tenancy agreement in your name</li> <li>• Written confirmation of previous care by your leaving care services (must show more than 13 continuous weeks between the ages of 14 and 18)</li> <li>• Proof of your receipt of BOTH Disability Living Allowance and Employment Support Allowance</li> <li>• Carer Allowance</li> <li>• Registration letter from e.g. Barnado's, PSS</li> </ul>	<ul style="list-style-type: none"> <li>• Vulnerable Learner Bursary of up to £1200 per year (pro rata for less than 1 year).</li> </ul>

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## Bursaries

### Bursary options explained

<b>FREE meal and travel bursary</b>	Area C Solo Travel Pass – Termly for students who live 1.5 miles from home to college. <b>If you live outside Area C – Speak to a finance advisor who will look at your individual travel arrangements.</b> A free healthy meal provided for 5 days per week whilst you are at Hugh Baird College. If eligible you will be able to access a healthy meal on the days you are in work experience. <b>Speak to a member of the Student Finance team for further information</b>
<b>Subsidised meal and travel bursary</b>	Area C Solo Travel Pass – Termly for students who live 1.5 miles from home to college. <b>If you live outside Area C – Speak to a finance advisor who will look at your individual travel arrangements.</b> A free healthy meal provided for 2 days per week whilst you are at Hugh Baird College.
<b>Subsidised or free meal only</b>	A free healthy meal provided for 5 days per week or a subsidised meal for 2 days a week whilst you are at Hugh Baird College.
<b>Travel only</b>	Area C Solo Travel Pass – Termly for students who live 1.5 miles from home to college. <b>If you live outside Area C – Speak to a finance advisor who look at your individual travel arrangements.</b>
<b>Discretionary Support Bursary</b>	Uniform or Health & Safety e.g. boots/overalls
<b>Vulnerable Learner Bursary</b>	Students may receive £1,200 per year (pro rata for less than a year).

Please complete the relevant section for the bursaries you wish to apply for on the following page and sign the student declaration. Once completed, hand in your application form and evidence to student finance at Balliol reception.

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This bursary is available to students whose parents or themselves are in receipt of certain benefits. Credit is added to your ID card that can be used as full or part payment against healthy meal options purchased at any of the college cafes or refectories.

Please indicate if you or your parents are in receipt of any of the following benefits and please provide evidence of the benefit with your application. Evidence needs to be provided for each of the bursary options.

### OPTION 1: Free meals and travel bursary

	Income Support
	Income-based Jobseekers Allowance
	Income-related Employment Support Allowance
	Working Tax Credit run-on (paid when stop qualifying for Working Tax Credit)
	Child Tax Credit (gross income less than £16,190 AND NOT RECEIVING WTC)
	Support under part IV of the Immigration and Asylum Act
	The guarantee element of State Pension Credit
	Universal Credit

### OPTION 2: Subsidised meals and travel bursary

This bursary is available to students whose parents or themselves are in receipt of an income of £35,000 and below.

	Tax Credit Award Notice (TC602)
	Working Tax Credit 2016/2017 (no more than 3 months old)
	Bank Statement showing a regular wage payment
	3 x wage slips
	P60 Year 2016/2017
	Support under part IV of the Immigration and Asylum Act
	The guarantee element of State Pension Credit
	Universal Credit

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Students applying for travel support please refer to the map below.



If you live outside of Area C speak to a finance advisor who will look at your individual travel arrangements.

## Help with your uniform costs (if you are applying for options 1 to 2)

For the students undertaking a study programme in one of the following subject areas, the college will fund the cost of 1 uniform or overalls or boots for health and safety purposes per year. This will be supplied by the college. The college will not cover the cost for any additional uniform, kit or equipment.

Do you wish to apply for the Uniform Bursary?				Yes	No
Please tick the subject area you have enrolled on to:					
<input type="checkbox"/> Hairdressing	<input type="checkbox"/> Floristry	<input type="checkbox"/> Beauty	<input type="checkbox"/> Construction		
<input type="checkbox"/> Media Make Up	<input type="checkbox"/> Engineering	<input type="checkbox"/> Catering/Hospitality			
Please tick the option of support you are applying for:					
<input type="checkbox"/> OPTION 1	<input type="checkbox"/> OPTION 2	<input type="checkbox"/> OPTION 3	<input type="checkbox"/> OPTION 4		

## Vulnerable Learner Bursary

Complete the following questions to determine your status for the Vulnerable Learner Bursary. If eligible you will be awarded up to £1,200 per year.

Are you in receipt of Income Support?	Yes	No
Are you a Care Leaver or currently looked after in care?	Yes	No
Do you receive BOTH Employment Support Allowance and Disability Living Allowance?	Yes	No

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## Confidentiality and Declaration To be signed by parent/guardian, or student (if living independently)

By signing the declaration below you confirm that you accept the following terms:

- You will abide by Hugh Baird College student Code of Conduct.
- I certify the information and financial details provided are correct and show my/our income from all sources.
- Any changes in circumstances should be reported to Student Services immediately (this includes change in bank accounts, change of address and contact details etc.)
- Hugh Baird College reserves the right to request the return of any item of equipment or the repayment of funds in the event that you withdraw from your course.
- You will take responsibility for managing your bank account.
- You give consent to share bursary information with parents or person with parental responsibility.
- I understand that funding is limited and is not guaranteed. If funds become exhausted you will not receive any financial assistance.
- **I understand funding is not guaranteed until written confirmation is received from Hugh Baird College.**
- I understand it may take up to three weeks to process my application.
- I agree to notify Hugh Baird College of any change in my circumstances which may affect my eligibility for funding.
- I understand that financial assistance is dependent upon academic achievement, behaviour and 90% attendance, which will be monitored. Should this be unsatisfactory I understand that funding may be withdrawn.
- I understand that any funding I am allocated is for my current course only.
- I understand that any funding I am allocated is for the 2017-2018 academic year only and is not guaranteed for future years (except where duration of course exceeds an academic year).

If there are funds remaining towards the end of the academic year the college may choose to make an additional support payment. This payment will only be paid to students who have provided their bank details.

**I declare that the information I have provided is correct to the best of my knowledge and I agree to inform Student Finance if my details change throughout the academic year.**

**I have read and understood this declaration.** (Please tick the box to confirm)

Print Name (Parent/Guardian):

Signed (Parent/Guardian):

Print Name (Student):

Signed (Student):

Date:

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## Student Survey

Please help us to maintain and improve the 16-18 Bursary Fund by completing this survey.

**Please tick where appropriate.**

<b>How did you find out about the 16-18 Bursary?</b>	Prospectus	Open Day	Tutor/Lecturer
	Student Services	Enquiries & Guidance	Interview Evening
	Student Handbook	Friend	Local/Social Media
	Other:		

<b>When providing advice about the 16-18 Bursary, Student Services were...</b>	Extremely Helpful	Very Helpful	Helpful	Unhelpful
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<b>Was the 16-18 Bursary form easy to understand?</b>	Yes	No
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<b>If no, which bits did you find most difficult?</b>	Personal Details	Your Course	Income and Evidence	Travel Bursary	Bank Account
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<b>Would you be able to study at Hugh Baird College without financial assistance?</b>	Yes	No
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<b>Are you aware that if you plan to return to Hugh Baird College next year you will need to re-apply for funding?</b>	Yes	No
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Tell us how we could improve this process for you?

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Tell us what went well?

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**Thank you for completing this form!**