



2017-2018 APPLICATION 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)

We understand that coming to college can be a big financial commitment, so to encourage the success of our students we've developed a number of financial assistance packages to suit their needs. Discretionary Awards are intended to assist students with the cost of their tuition fees (this includes assistance with examination and registration fees). **If students are successful with their application they must enrol within 2 weeks of confirmation of support. Failure to enrol within this period of time may result in support being withdrawn.**

Discretionary Awards offer financial assistance to students who are in employment but are encountering financial barriers to learning. Exceptions will be made for those students in receipt of Working Tax Credits when there is no other alternative fee remission. It is funded by the Skills Funding Agency (SFA).

Please note students will not be able to apply for continued funding for the same level of course (except where the course duration exceeds one academic year).

THERE IS NO AUTOMATIC ENTITLEMENT TO A DISCRETIONARY AWARD. Each application will be assessed and if funds are available support will be allocated on a first-come first-served basis. Funding is not guaranteed.

If you apply for this award you cannot apply for any other bursarys.

Section 1: Personal Details

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

Section 2: Course Details

Course of Study:
Level of Course: (1 or 2)

Are you a continuing student ? Yes No

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Section 3: Bursary options explained

Type of Assistance	Not in receipt of a means-tested benefit		
	Household Income >£18,000 gross	Household Income £18,000-£22,000 gross	Household Income £22,000-£25,000 gross
Tuition Fees*	100% covered	90% covered	80% covered
Exam/Registration Fees**	100% covered	100% covered	100% covered

* *Dependant on attendance. Students must maintain a minimum of 90% attendance each term to ensure continued financial assistance.*

** *Includes enrolment fee if applicable.*

Section 4: Household/Family Members

Do you live with a spouse, partner or parent?

Yes No

Do they attend Hugh Baird College?

Yes No N/A

If 'Yes' please provide their details below

Name:

Student Ref No.

The evidence we can accept is as follows:

Income Evidence (For Section 4)

x2 Payslips (no more than 3 months old)

or 2016-2017 P60

or Bank Statements (no more than 3 months old)

PLEASE PROVIDE STUDENT FINANCE WITH THE ORIGINAL DOCUMENTS

Section 5: Income Details You must provide evidence of your household income. Tick all that apply:

Income Type	Students	Spouse/Partner/Parent
Full-Time Employment	<input type="checkbox"/>	<input type="checkbox"/>
Enter the total annual household income as it appears on your P60	£ <input type="text"/>	
Part-Time Employment	<input type="checkbox"/>	<input type="checkbox"/>
Enter the total annual household income as it appears on your P60	£ <input type="text"/>	
Cohabiting dependent	<input type="checkbox"/>	<input type="checkbox"/>
Enter the total annual household income as it appears on your partner's P60	£ <input type="text"/>	
Working Tax Credits	<input type="checkbox"/>	<input type="checkbox"/>
Enter the total annual household income as it appears on your Tax Credit Award Notice	£ <input type="text"/>	
Disability Living Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Incapacity Benefit	<input type="checkbox"/>	<input type="checkbox"/>
Personal Independence Payment (PIP)	<input type="checkbox"/>	<input type="checkbox"/>

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Section 6: Additional Information Please provide us with any additional information to support your application.

Section 7: Confidentiality and Declaration To be signed by the applicant.

- I certify that the information and financial details provided are correct and show my household income from all sources.
- 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 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 attendance, which will be monitored. Should this be unsatisfactory, I understand that funding may be withdrawn and I will be liable to cover the cost of my tuition fees (including exam/registration fees).
- I understand that any funding I am allocated is for my current year only. Exceptions can be made for those enrolling on a second year course.
- I understand I will not be able to apply for continued funding for the same level of course.
- 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). In this situation it is your responsibility to re-apply for your discretionary award.
- I understand that this form will only be seen by those members of staff administering Discretionary Awards. The Finance Dept and your Study Programme Coordinator may be provided with details of any financial assistance offered.
- If you are happy for us to talk about your application for a Discretionary Award with somebody else e.g. family member, partner or support worker, please provide their information below:

Name: _____ Relationship to you: _____

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

Print Name:

Signed:

Date:

Office use only

Approved

Rejected

Funds Exhausted

Date of input to Pro-Solution:

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Student Survey

Please help us to maintain and improve the 19+ Bursary Fund by completing this survey.

Please tick where appropriate.

How did you find out about the 19+ Bursary?	Prospectus	Open Day	Tutor/Lecturer
	Student Services	Enquiries & Guidance	Interview Evening
	Student Handbook	Friend	Local/Social Media
	Other:		

When providing advice about the 19+ Bursary, Student Services were...	Extremely Helpful	Very helpful	Helpful	Unhelpful
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Was the 19+ Bursary form easy to understand?	Yes	No
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If no, which bits did you find most difficult?	Personal Details	Your Course	Income and Evidence	Travel Bursary	Bank Account
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Would you be able to study at Hugh Baird College without financial assistance?	Yes	No
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Are you aware that if you plan to return to Hugh Baird College next year you will need to re-apply for funding?	Yes	No
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Tell us how could we improve this process for you?

Tell us what went well?

Thank you for completing this form!