



2019-2020 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

- To efficiently assess your application we require 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.
- Examples of appropriate evidence. This could include 3 recent payslips, a benefit award letter or P60.

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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 2018/2019 (no more than 3 months old) |
| | Bank Statement showing a regular wage payment |
| | 3 x wage slips |
| | P60 Year 2018/2019 |
| | Support under part IV of the Immigration and Asylum Act |
| | The guarantee element of State Pension Credit |
| | Universal Credit |

This is a basic offer. Student finance may award additional payments for such things as educational trips and visits, stationery or course related equipment.

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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 | |
| <input type="checkbox"/> Childcare | <input type="checkbox"/> Health and Social Care | | |

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 |

BEFORE YOU SUBMIT THIS FORM, PLEASE REMEMBER TO:

- PROVIDE 4 PASSPORT SIZE PHOTOGRAPHS (IF APPLYING FOR TRAVEL)
- MAKE SURE YOUR APPLICATION IS SIGNED
- PROVIDE EVIDENCE OF INCOME

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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 Hugh Baird College 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 2019-2020 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.

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

| | | | | |
|--|-------------------|--------------|---------|-----------|
| When providing advice about the 16-18 Bursary, Student Services were... | Extremely Helpful | Very Helpful | Helpful | Unhelpful |
|--|-------------------|--------------|---------|-----------|

| | | |
|---|-----|----|
| Was the 16-18 Bursary form easy to understand? | Yes | No |
|---|-----|----|

| | | | | | |
|---|------------------|-------------|---------------------|----------------|--------------|
| If no, which bits did you find most difficult? | Personal Details | Your Course | Income and Evidence | Travel Bursary | Bank Account |
|---|------------------|-------------|---------------------|----------------|--------------|

| | | |
|---|-----|----|
| Would you be able to study at Hugh Baird College without financial assistance? | Yes | No |
|---|-----|----|

| | | |
|--|-----|----|
| 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 |
|--|-----|----|

Tell us how we could improve this process for you?

Tell us what went well?

Thank you for completing this form!

