



## 2019-2020 APPLICATION FOR ADVANCED LEARNING BURSARY

(For students aged 19 and over on 31st August studying 7+ hours per week who are claiming a means-tested benefit and are studying at Level 3 or above who have successfully applied for an Advanced Learning Loan)

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. **Students will be expected to fund the cost of travel and childcare until financial assistance is awarded.**

Advanced Learning Bursaries can help cover the cost of transport and childcare whilst attending college.

**THERE IS NO AUTOMATIC ENTITLEMENT TO AN ADVANCED LEARNING BURSARY.** 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.

### Section 1: Personal Details

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

### Section 2: Bank Details

Name of Bank:	
Branch Address:	
	Postcode:
Sort Code:	Account No (8 digits):

### Section 3: Course Details

Course of Study:
Level of Course:

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## Section 4: Bursary options explained

### Type of Assistance

In receipt of a Means-tested Benefit with an annual income of no more than £16,190 gross

Travel to/from College	£100 or £150 per term
Childcare	100% for <b>one</b> child * (not exceeding £150 per week)
Additional Learner Support	Assessed on an individual basis

\* If it becomes apparent later in the academic year that funding still remains the college will consider covering the childcare costs for more than one child. This is not guaranteed and any cost incurred for subsequent children is the responsibility of the student.  
Amount of Childcare cost per week is dependent on available funding.

## Section 5: Household/Family Members

Do you live with a spouse, partner or parent?

Yes  No

Do they attend Hugh Baird College?

Yes  No

**If 'Yes' please provide their details below**

Name:  Student Ref No.

Do you have children who live with you?

Yes  No

Make sure you complete all sections relevant to you and sign the declaration on Page 7. If your form is incomplete it will be returned to you. If you need help in completing this form, or require the form in an alternative format please contact a member of the Student Services Finance Team.

**The evidence we can accept is as follows:**

### Income Evidence (For Section 4)

- 2019 Tax Credit Award Notice (Form TC602)
- or**
- Benefit Award letter (no more than 3 months old)
- or**
- Bank Statements showing benefit payments (no more than 3 months old)

### Dependent Children Evidence (For Section 9)

- 2019 Tax Credit Award Notice (Form TC602)
- Childs Birth Certificate (Full)

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## Section 6: Income Details

You must provide evidence of your income and your spouse/partner/parent if you live with them. Tick all that apply:

Income Type	Student	Spouse/Partner
Working Tax Credits	<input type="checkbox"/>	<input type="checkbox"/>
Enter the total annual household income as it appears on your Tax Credit Award Notice		
Income-based Jobseeker's Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Employment & Support Allowance	<input type="checkbox"/>	<input type="checkbox"/>
Income Support	<input type="checkbox"/>	<input type="checkbox"/>
Housing/Council Tax Benefit	<input type="checkbox"/>	<input type="checkbox"/>
Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>
Other income (please specify below)		
<input type="text"/>		

## Section 7: Travel Information

Please tell us how you intend to travel to/from College.

Walk	<input type="checkbox"/>	Cycle	<input type="checkbox"/>	Train	<input type="checkbox"/>	Public Transport	<input type="checkbox"/>
Car	<input type="checkbox"/>	Other	<input type="text"/>				

We require evidence that you meet all criteria before we can grant any financial assistance. **Please provide the relevant photocopies of evidence as your application cannot be processed without it.** If you have difficulty providing any evidence please contact a member of the Student Services Finance Team. Completed applications must be submitted before the deadline date of **27th September 2019** for consideration. Applications submitted after the deadline date will be placed on a waiting list and only considered should funds become available.

## Section 8: Support Required

Please tell us what support you would like to be considered for.

- Travel Payment**  
(only available if you live more than 1.5 miles away from college)  
Please make sure you have completed Section 2 (Bank Details).
- Childcare**  
Please complete Section 9.
- Additional Learner Support**  
To secure Additional Learner Support you must make an appointment with an Additional Support Lecturer for an assessment if you have not done so already.

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## Section 9: Childcare Information Please give details of dependent children who live with you. Childcare only covers one child.

Name of Child	Date of Birth	Age	Relationship to you	Are you applying for childcare for this child? (Only tick 'Yes' once)	
.....	.....	.....	.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
.....	.....	.....	.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
.....	.....	.....	.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>
.....	.....	.....	.....	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If you live with a partner, how many hours do they work each week?

30+       16-30       Under 16       Unemployed

Unable to work due to disability or health condition (please enclose proof of benefit)

## Section 10: Childcare Costs Please give details of expected costs and hours of childminding.

Childs Name

	Mon	Tues	Weds	Thurs	Fri
Cost per day	£...	£...	£...	£...	£...
Hours per day					
Total cost	£...	£...	£...	£...	£...

### Please note:

If you withdraw from your course and continue to use childcare then you are responsible for any payments incurred.

You **must** include a photocopy of your 2018-2019 Tax Credit Award Notice and Child's Full Birth Certificate to be assessed for childcare funding.

You will be awarded childcare support based on your timetable (at the time of enrolment) along with an additional hour before and after each study day.

Hugh Baird College are unable to assist with any childcare registration fees, deposits or additional activities that occur outside of your college timetable.

Hugh Baird College are unable to cover the cost of childcare during placement days.

Hugh Baird College will only support one change of Childcare provider during an academic year. If through a change of circumstances your childcare costs increase, we will be unable to cover those additional costs.

Should you place your child into nursery provision on any additional days you will be liable to cover the costs.

**Hugh Baird College will only become responsible for agreed childcare costs when we send written confirmation to both you and your Childcare Provider.**

**Please tick to confirm you have read and understand the above detailed information. If you are unsure of anything please contact a member of the Student Services Finance Team.**

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## Section 11: Childcare Provider Details To be completed by Childcare Provider

Name:	
Telephone No:	Email:
Address:	
	Postcode:
Ofsted Registration Number:	
Contact Name:	

## Section 12: Childcare Costs

Full Day: £.....      Half Day (AM): £.....      Half Day (PM): £.....      Hour: £.....

## Section 13: Childcare Provider Bank Details To be completed by Childcare Provider

Account Name: (as it appears on your statement)	
Name of Bank:	
Branch Address:	
Postcode:	Sort Code:
Account No (8 digits):	

## Section 14: Childcare Provider Declaration To be signed by Childcare Provider. Please read carefully before signing.

- I understand I need written confirmation from Hugh Baird College (HBC) that the application has been approved before any payments will be made. The letter will explain the claim periods for the current academic year.
- The details given are true and accurate to the best of my knowledge.
- I have agreed to provide childcare for the child named in Section 9, and that **my agreement is with the parent and HBC** make the payment on behalf of the parent.
- I am not receiving funding for this childcare from any other source e.g. free early education places or Childcare Tax Credits and will tell HBC immediately if I receive funding from any other source.
- I am registered with Ofsted to specifically provide childcare and have detailed my Ofsted Registration No. on this form.
- I certify that the childcare fees being claimed through HBC are no higher than those charged to any other parents.
- I understand HBC will pay a maximum of £150 per child per week. The specific amount will be detailed in your approval letter from HBC.
- I understand the College will inform me by letter the amount of financial assistance they can offer for the child named in Section 9.
- I understand that if childcare costs increase throughout the academic year HBC will only cover the agreed cost as originally detailed.
- **I understand HBC will not cover the costs of administration fees, registration fees or deposits.**
- I will contact HBC if there are any changes to the childcare fees.
- I have provided HBC with my Bank account details.
- I will inform HBC immediately on 0151 353 4444 if I cease to provide childcare for the child named in Section 9.
- I understand that I will need to submit monthly invoices and return them to the College in a timely manner to prevent delays in payment.
- I understand childcare will be paid in arrears on a monthly basis and only on production of a valid invoice itemising the childcare provided. I understand the invoice must be addressed to Student Finance Hugh Baird College.
- I understand that all invoices must be received by the College no later than 31st July 2020.
- I understand that HBC will give me 4 weeks notice if childcare is being withdrawn.

Name:	Signature:
Job Title:	Date:

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## Section 15: Confidentiality & Declaration To be signed by the applicant

- I certify that the information and financial details provided are correct and show my/our income from all sources.
- I understand that funding is limited and is not guaranteed. If funds become exhausted I 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.
- I understand that this form will only be seen by those members of staff administering the Advanced Learning Bursary. The Finance Dept, your Study Programme Coordinator and Childcare Provider may be provided with details of any financial assistance offered.
- I understand that I am personally liable for any childcare payments incurred before obtaining confirmation from Hugh Baird College that my child's nursery/childcare placement costs have been agreed.
- If you are happy for us to talk about your application with somebody else e.g. family member, partner or support worker, please provide their information below:

Name: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

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

**Print Name**

**Signed**

**Date:**

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## Student Survey

Please help us to maintain and improve the Advanced Learning Bursary Fund by completing this survey.

**Please tick where appropriate.**

<b>How did you find out about the Advanced Learning 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 Advanced Learning Bursary, Student Services were...</b>	Extremely Helpful	Very helpful	Helpful	Unhelpful
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<b>Was the Advanced Learning 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 could we improve this process for you?**

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**Tell us what went well?**

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**Thank you for completing this form!**

