

BURSARY FUND APPLICATION 2024-2025

Application for Financial Support



Student ID Number: _____

Date Received: _____

This application form is to apply for funding from the 16-19 Vulnerable Bursary, Free School Meals, 16-19 Discretionary Bursary, 19+ Discretionary Learner Support, 20+Childcare, Advanced Learner Loan Bursary & Care Leavers Bursary Fund through apprenticeship. Please read the Bursary Guidance Form 2024-2025 before completing this application form in full.

You cannot apply for the Bursary Fund if; You are an apprentice (except Care Leavers) or you are studying HE courses.

- * The Bursary Fund is available to students aged 16-19 at the start of their programme of study who meet the eligibility criteria. 19+ students and those in receipt of Advanced Loans Bursary can also apply.
- * Support is not immediate; applications can take up to 20 working days to process, sometimes longer in busy periods.
- * The fund is means tested; your household income needs to be £25,000.00 or less to qualify for all areas of financial support or £30,000.00 or less for support with travel only.
- * We advise you to provide photocopies of income evidence as we cannot be liable for loss of original copies. Scanned copies of original documents are acceptable and can be emailed to us with the completed application form to financialsupport@hrc.ac.uk
- * The Bursary Fund is available to support additional costs associated with coming to college such as travel, stationery, books, and essential course-related equipment. **The Bursary Fund is not available to support living costs.** We encourage early applications as costs **cannot be backdated.**
- * Forms will be returned to students if not completed fully, and if the correct evidence is not provided, which will result in a delay in your application being processed.
- * **All sections of the form must be completed in full, and all income evidence submitted.**

1. Personal Details

Title: _____ Age at 31/08/2024: _____ Date of Birth: _____

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Male

Female

Prefer not to say

Forename: _____

Surname: _____

Home Address: _____

Telephone: _____

Mobile: _____

Email: _____

Post code: _____

Nationality: _____

Please tick appropriate boxes:

I live on my own/shared house

I live with my parents/guardians

I live with my partner

I support myself

I am a Carer

I have a child/children

Household Details: Please state who lives with you and their relationship to you. Please provide further information on the back of this form to support your application. Providing details of all people living in your household helps us to assess your application quicker and provide you with the most support possible.

Name	Relationship to you (Mother, Father, Sister, Brother, Partner, etc.)	Age if 18 or under

2. Groups for priority help (Vulnerable Bursary)

The College prioritises applications for some groups of people. Please tick **Yes** or **No** to the following statements:

- * I am in Care/classed as a 'Looked After Child' by the Local Authority.
- * I have been in Care and am now classed as a 'Care Leaver'.
- * I am in receipt of Income Support or Universal Credit in my own right.
- * I am a teenage parent; my child lives with me and I am in receipt of Income Support or Universal Credit.
- * I am formally estranged from my parents and receive Income Support or Universal Credit for this reason.
- * I am a disabled young person in receipt of both Employment Support Allowance or Universal Credit and Disability Living Allowance or Personal Independence Payments.

YES	NO

If you have ticked **yes** to any of the above, you must provide evidence as proof as follows:

Photographs from a mobile phone, scanned images or screenshots of original documents are accepted.

You are a young person in Care or a Care - Leaver.	Written confirmation of your current or previous looked-after status from the local authority that looks after you or provides your leaving care services. Confirmation of any financial support awarded from your local authority or employer will be required to be provided to support your assessment plus a recent bank statement (dated within the last month) . If also in receipt of Universal Credit – 3 most recent monthly award statements
You are a disabled young person in receipt of ESA/UC PLUS DLA/PIP.	Award letters for each benefit (all pages required) dated within the last 3 months showing your name, address and title of benefit received, plus a recent bank statement (dated within the last month) showing amount credited to your account for the last calendar month.
You are a young person in receipt of Universal Credit or Income Support.	Most recent Income Support award letter (all pages required) or if Universal Credit, 3 most recent monthly award statements, (a tenancy agreement or utility bill if in receipt of UC) plus 1 month's most recent bank statement showing amount credited to your account for the last calendar month.

3. Programme of Study Details

Please state which Programme of Study you are completing at HRC below.

Year of course: 1st

2nd

Full Time

Part Time

4. How are you planning to travel to/from college?

Please tick as appropriate

Please state below which bus company you will be travelling with including the bus number.

Bus

Please state below which train station you are travelling from and to

Train

From:

To:

Cycle

Motorbike

Car

Walk

You must enclose evidence of your bus or train ticket purchase to include the cost i.e., copy of the receipt/a copy of your bus or train ticket/copy of the standing order mandate etc. if you have purchased this in advance. Bus or train travel support can be awarded by HRC if your application is successful, and the travel route meets your journey requirements. Full details of your required journey are needed for an assessment to be made. Please note that we are unable to support travel costs by Taxi, Uber, Cab.

5. Free school meals

Whilst at school, were you eligible for Free School Meals?

Yes

No

To qualify for free school meals, your household income must meet the eligibility criteria to receive the £2.53 daily meals allowance.

6. Financial details

To be completed by parents(s)/guardian(s) if living in the same household. If self-supporting, please confirm the evidence you will provide. Photographs from a mobile phone, scanned images or screenshots of original documents are accepted.

Types of income	✓	Evidence required
Child Tax Credit and/or Working Tax Credit		All pages of the HM Revenue & Customs Tax Credit award notice dated April 2024 - April 2025 Plus 1 Months most recent Bank Statement showing evidence of payment for the calendar month.
Universal Credit (UC)		Full breakdown of the 3 most recent payments showing name, address, amount awarded and any deductions (screenshots are acceptable) Plus 1 Months most recent Bank Statement showing evidence of payment for the calendar month.
Income Support (IS)/Job Seekers Allowance (JSA)		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received. Plus 1 Months most recent Bank Statement showing evidence of payment for the calendar month.
Employment Support Allowance (ESA)		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received. Plus 1 Months most recent Bank Statement showing evidence of payment for the calendar month.
State Pension/ Pension Tax Credit		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received <i>or</i> outdated letter. Plus 1 Months most recent Bank Statement showing evidence of payment for the calendar month.
Parent(s)/Guardian(s) Income		Latest three payslips <i>or</i> if Self-Employed a copy of the latest official HMRC tax return. Plus 1 Months most recent Bank Statement showing evidence of payment for the calendar month.
Partner/Spouse's Income		Latest three payslips <i>or</i> if Self-Employed a copy of the latest official HMRC tax return. Plus 1 Months most recent Bank Statement showing evidence of payment for the calendar month.
Other - Please Specify (Do not include Child Benefit, Maintenance or CSA payments)		Award letter (all pages required) dated within the last 3 months showing name, address and benefit received <i>or</i> outdated letter. Plus 1 Months most recent Bank Statement showing evidence of payment for the calendar month.
Local Authority Letter (Vulnerable Bursary only)		A letter from your Social Worker or Local Authority confirming that you are In Care or a Care Leaver. This letter must also include any financial benefits that you are in receipt of. Plus 1 Months most recent Bank Statement showing evidence of payment for the calendar month.

7. Payment method

Any payment that can be made direct to you (The Student) will be paid into your **student's account only**

Please note, the College is unable to make payments into parent(s)/guardian(s) accounts unless you have a Power of Attorney. Your application maybe delayed in processing if the details are not completed or correct.

For your convenience and a more secure and effective payment method, the College make financial awards by Bank Transfer (BACS). Please provide student Bank Details as follows:

Bank Name: (e.g., Barclays, HSBC, etc):

Sort Code:

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**Account
Number:**

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Full Name of Account Holder:

You must enclose an account statement or letter from your bank or building society that shows your name, sort code, account number and home address to ensure correct details are submitted or, if applying in person, you must provide evidence of your bank card.

8. Declaration By signing in the box below:

You confirm that:

- * The Information you have given on this form is 'to the best of your knowledge' correct and true.
- * You are **not** on a New Deal or a Work-Based Learning Scheme (wages apprenticeship).
- * You have **not** applied for help towards any general living costs.
- * You will inform the Bursary Fund of any changes to your personal, family, or financial circumstances.
- * You have **not** applied to any other organisation (e.g., a charitable trust) for any help that the College might give you from any Bursary.
- * Hertford Regional College can process your personal data contained in this form and on your Student Learning Agreement to assess your eligibility for support through the Bursary Fund. If you have given personal information relating to anyone else on this form, you have obtained their permission to disclose it.
- * Hertford Regional College can speak to your parent(s)/guardians about your bursary application where they have supplied their income as evidence, but not your award unless prior permission has been provided.
- * You may be committing a criminal offence if you omit to disclose any information that may affect your application.
- * If you leave your Programme of Study early, or are asked to leave, the College will ask you to return any money, equipment or travel pass that has been given to you from the Bursary Fund.

Signed: _____

Print Name: _____ Date: _____

<p>Important note: You must include all income evidence with the application. If you do not have the specified evidence, please contact the Information Centre to discuss possible alternative evidence options.</p>	<p>You can attach a letter outlining any special circumstances that may apply in your case. We advise you to provide photocopies of income evidence as Hertford Regional College cannot be held liable for the loss of original copies.</p>
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When you have completed your Bursary Application form, please send it to either campus at

<p>Hertford Regional College FREEPOST NW4954 Bursary Fund Applications Turnford Broxbourne EN10 6BR</p>	<p>Hertford Regional College FREEPOST NW4954 Bursary Fund Applications Ware SG12 9BR</p>
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Or email: financialsupport@hrc.ac.uk with photographs or scanned images attached to the email of all your evidence and application form. Please do not embed the images in the main email message as all documents must be saved for audit purposes and we cannot download them from the main email message. All documents must be received as attachments.

Your Bursary Application will be processed at either campus. Regardless of which campus you are studying at.

Confidentiality

Applications are only seen by staff involved in the delivery of the Bursary. From time to time, it may be necessary for additional supporting information to be sought from other College staff for a decision to be made.

Data Protection Act 2018 & UK GDPR

Hertford Regional College is a data controller in terms of the 1998 legislation. Learner Financial Support staff follow College Policy in matters of Data Protection. The data requested on this form and any other supporting information is covered under the notification provided by the College under the Data Protection Act. Personal Data will be used solely for the purposes related to your application for financial support.

The data you provide will not be passed to any other third party without your prior consent, except where the College is required to do so by law.

Any formal enquiries concerning the use of data noted here should be addressed to the Data Protection Officer.

Further information about use of and access to your personal data, and details of organisations with whom we regularly share data are available at

<https://www.gov.uk/government/publications/esfa-privacy-notice>

All Hertford Regional College Bursary Funds are limited and can only be allocated whilst funding lasts. Funding cannot be guaranteed in cases of over-demand.