

This guidance is to support applications for the academic year 2024-2025.

**Please read these notes carefully before completing the application form.**

We have made applying for Bursary support as simple as possible. However, the process will involve completing forms, providing evidence, and advising the Bursary Team of your Financial Situation.

**Application for 16-19 Vulnerable Bursary, 16-19 Discretionary Bursary, 19+ Discretionary Learner Support (DLS), Advanced Learner Loans Bursary, Free College Meals, Industry Placement/Extended Work Placement, Care Leavers Apprenticeship Bursary.**

## Who can apply?

- The Hertford Regional College Bursary is open to students aged 16 or over and attending a fully funded course at the college. This can be a full or a part-time course.
- You must meet the residency criteria, as detailed in Section 3 of the application form.
- You must show that **you** or **your** parents/guardians (if aged 16 – 18 as of 31/8/24) are in receipt of a benefit listed on the application form **or** have a household income of £25,000 or less (£30,000 for travel support only at capped zone rates).
- Aged 16 - 18 as of the 31<sup>st</sup> August 2024 and living in care or care leaver.
- Aged 16 - 18 as of 31<sup>st</sup> August 2024 and receiving Income Support or Universal Credit in your own name.
- Aged 16 - 18 as of 31<sup>st</sup> August 2024, in receipt of Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your own name.
- Aged 16 – 19 Student in severe hardship – Emergency Food & Travel

## What could we help with?

- Support towards travel costs to and from college.
- Help towards course essential books, materials, and kit for your course. You may be required to provide receipts for items purchased to be refunded.
- Financial support is subject to funding availability at the time of application. The total amount of funding may be capped according to the criteria set. Awards are based on an individual assessment of financial need.
- Terms and conditions are subject to change.

## Free School Meals

To be eligible for Free School Meals, the student must be between 16 – 18 as of 31/8/24 and parents/guardians in receipt of one of the following:

- Universal Credit with net earnings not exceeding the equivalent of £7,400 for each year (after tax and not including any benefits)
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit provided parents/guardians are not entitled to Working Tax Credit and have an annual income of £16,190.00 or less, as assessed by Her Majesty's Revenue and Customs

**Students aged 19 – 25 as of 31/8/24 and subject to a Learning Difficulty Assessment (LDA) or an Education Health and Care Plan (EHC Plan) and are entitled to a Free School Meal when attending their course if they meet the eligibility criteria.**

## **I'm returning to HRC and applied for Bursary last year; do I have to apply again?**

You will need to complete a Bursary application form. If your household income circumstances have changed since 23/24 you will need to provide evidence.

If your household income circumstances remain the same as 23/24 you can complete a Self-Declaration form which must be signed by a parent/carer/guardian if under 18, instead of providing the evidence again.

You will be required to have an assessment meeting with the Bursary Team.

## **I am a New Student; how do I apply?**

Please complete a Bursary application form, and provide the evidence as requested in section 6 of the application form.

### **Please note the following,**

You must complete the Bursary application form in full.

Check that you have:

- Answered each question.
- Signed the declaration and dated the form.
- Enclosed all proof of evidence required.

## **Where do I take the form once completed?**

Please return the completed form, with the required supporting evidence, to the Information Centre when you have enrolled. Or email: [financialsupport@hrc.ac.uk](mailto: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.

***Please note – All incomplete Bursary application forms, or those with insufficient evidence supplied, will be returned, this may delay your application.***

Your Bursary application will be assessed by the Bursary Team and you need of support discussed with you.

## **How and when will I know if my application is successful?**

You will receive a letter with details of your award by post & email.

Notification of your Award outcome can take 20 working days to process and sometimes longer in busy periods.

## **Is there a deadline for Bursary Applications?**

We do not have a deadline for applications; however, funding is limited, and early applications are encouraged. We cannot guarantee Bursary funding. We are unable to back date payments prior to the date that your application is submitted.

## **I am a young person with caring responsibilities, can I apply for Bursary?**

Young people with caring responsibilities can apply for bursary funding. Confidentiality is maintained, and further support can be provided through our Student Welfare services.

## **Why do I need to have an assessment?**

Assessment of need is required & all students will need to attend the Information Centre to discuss their application & financial need. Bursary funding cannot be provided until all evidence, application form and assessment is

completed. An assessment of need will take place when you submit your application and will not take long. You may be asked to come back for an assessment during busy periods.

## **Is each application for Bursary treated fairly?**

Each application is treated fairly but if you do not agree with a decision, please follow the 'Appeal and Complaints' procedure, available from our website [www.hrc.ac.uk](http://www.hrc.ac.uk), or email [financialsupport@hrc.ac.uk](mailto:financialsupport@hrc.ac.uk). We will endeavour to respond to you promptly, however, during our busy periods there may be a slight delay – this will be communicated through our reply email service.

## **Why does the student have to provide bank details? Why can't funding be paid into a parent/carer/guardian bank account.**

A Basic bank account that can receive BACS payments is required for all students in receipt of Bursary funding whereby payments may be required to be made directly to the student rather than in kind.

The ESFA guidance states that "it is not expected for bursary payments to be paid into another person's account, except in exceptional circumstances" – such as a power of attorney is in place.

## **I am 19 or over why do you need my parents' financial details?**

If you live with your parents/carers/guardians and they are financially responsible for you, we require household evidence to support your bursary application. If you live alone, and financially support yourself then we require your own financial evidence as per section 7 of the application form.

## **Will bursary funding affect my benefits?**

Receipt of bursary funding does not affect receipt of other means-tested benefits paid to families, such as Income Support, Jobseekers Allowance, Child Benefit, Working tax Credit, Housing Benefit or generally, Universal Credit.

## **Can I send you original documents?**

Please do not send original documents as we cannot return these to you. Photocopies are accepted. Alternatively, you can email [financialsupport@hrc.ac.uk](mailto:financialsupport@hrc.ac.uk). We will endeavour to respond to you promptly, however, during our busy periods there may be a slight delay – this will be communicated through our reply email service.

## **Can I apply if I have an Advanced Learner Loan?**

Enrolled students will need to provide the original copy of their Advanced Learning Loan confirmation letter, plus household income evidence and a completed application form.

## **My parent/carer/guardian is Self Employed Income, can I still apply for Bursary?**

If you are self-employed you are required to supply proof of income for the most recent tax year for bursary assessment from September 2024. For example, year 2022-2023 accounts would be required for bursary assessment in September 2024. This can be either a set of accounts prepared by a registered accountant or a self-assessment form SA302 from HMRC, an online calculation of your income. Please also provide as much evidence from section 7 of the application form as possible.

## **What does proof of household income mean?**

For the Bursary Fund assessment process, household income is *all* income received by persons living within the household. This can be benefit income, salary, capital, unearned income (such as shares, investments, savings, rental income), self-employed income, a combination of these or any other means of income received.

## **Evidence**

Evidence provided to support household income will be retained for Audit purposes.



Fund	Bursary support available
<p><b>16-19 Vulnerable Bursary</b></p> <p>A student that is either:</p> <ul style="list-style-type: none"> <li>• Living in local authority care.</li> <li>• A care leaver.</li> <li>• Claiming universal credit or income support.</li> <li>• Claiming both Employment and Support Allowance (ESA) and Disability Living Allowance (DLA) or PIP.</li> </ul>	<p>Support towards travel costs (based on capped zone rates)</p> <p>Support towards course essential related costs including kit and uniform.</p> <p>Support towards course essential educational trip costs through E-Shop</p> <p>Support towards DBS cost (eligible courses only)</p> <p>Support towards course essential material costs through E-Shop</p> <p>Free school meal – Award £4.50 per day.</p> <p>Accessed at till point in the Refectory or Starbucks via their student ID Badge</p> <p><b>A total award cap &amp; assessment of need will apply.</b></p>
<p><b>Free School Meals</b></p> <p>A household that is in receipt of either.</p> <ul style="list-style-type: none"> <li>• Income Support</li> <li>• Income-based Jobseekers Allowance</li> <li>• Income-related Employment and Support Allowance (ESA)</li> <li>• Support under part VI of the Immigration and Asylum Act 1999</li> <li>• The guaranteed element of State Pension Credit</li> <li>• Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC))</li> <li>• Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit</li> <li>• UC with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get)</li> </ul>	<p>A student must be aged 16 or over but under 19 on 31 August 2024 to be eligible to receive a free school meal.</p> <p>Students aged 19 or over are only eligible to receive a free school meal if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an EHCP.</p> <p>A free school meal available to students on the days that they are timetabled to study only.</p> <p>Accessed at till point in the Refectory or Starbucks via their student ID Badge.</p> <p>Award £4.50 per day.</p> <p>We are not able to supply FSM for non-timetabled days.</p> <p>Students that are studying off site will receive the equivalent value of FSM paid directly into their bank account based on their attended days. Payments may be reduced if non-attendance is recorded on the register.</p> <p>Students on Industry Placement that would normally be in receipt of FSM will be paid the FSM equivalent direct to their bank account based on their attended days. Payments may be reduced if non-attendance is recorded.</p> <p><b>A total award cap &amp; assessment of need will apply.</b></p>



<p><b>16-19 Discretionary Bursary (Household Income £16,190.00 and under)</b></p> <p>that is in receipt of either:</p> <ul style="list-style-type: none"> <li>• Universal Credit with income below £7400 per annum</li> <li>• Income Support</li> <li>• Income Based Employment Support Allowance (ESA)</li> <li>• Pension Guarantee Credit</li> <li>• Means Tested Job Seekers Allowance</li> <li>• Child Tax Credit with income below £16,190 per annum</li> </ul> <p>Industry Placement or Extended Work Placement Princes Trust</p>	<p>Support towards travel costs (based on capped zone rates) Support towards course essential items such as kit, uniform &amp; books. Support towards course essential educational trip costs through E-Shop Support towards DBS cost (eligible courses only) Support towards course essential material cost through E-Shop Free school meal – not applicable if in receipt of Working Tax Credit.</p> <p><b>A total award cap &amp; assessment of need will apply.</b></p>
<p><b>16-19 Discretionary Bursary (Household Income between £16,190.00 and £25,000.00)</b></p> <p>A student living in a household that has an income of less than £25,000 per annum including Working Tax Credit.</p>	<p>Support towards travel costs (based on capped zone rates) Support towards course essential items such as kit, uniform &amp; books Support towards course essential educational trip costs through E-Shop DBS cost (eligible courses only) Support towards course essential material costs through E-Shop</p> <p><b>A total award cap &amp; assessment of need will apply.</b></p>
<p><b>16 – 19 Severe Hardship</b></p>	<p>Emergency Food Emergency Travel</p> <p>Based on individual assessment, Welfare referral and assessment of need</p> <p><b>A total award cap &amp; assessment of need will apply.</b></p>
<p><b>19+ Discretionary Learner Support</b>  (Household income under £25,000 per annum)</p>	<p>Support towards travel costs (based on capped zone rates) Support towards course essential items such as kit, uniform &amp; books Support towards course essential educational trips through E-Shop DBS cost (eligible courses only) Support towards course essential material costs through E-Shop</p> <p><b>A total award cap &amp; assessment of need will apply.</b></p>



<p><b>20+ Childcare</b> (Household income under £30,000 per annum)</p>	<p>This fund is part of Discretionary Learner Support and is available to assist students with costs towards childcare while studying at college. Those who apply will need to have their household income assessed. The utilisation of free childcare funding is required prior to additional funding being awarded.</p> <p>Full time student – childcare costs up to £5,000 Part time student – childcare costs up to £3,500</p> <p><b>A total award cap &amp; assessment of need will apply.</b></p>
<p><b>Advanced Learner Loan Bursary</b> (Household Income under £30000.00 per annum)</p>	<p>Support towards Travel costs (based on capped zone rates) Support towards course essential costs for items such as books, kit, uniform &amp; trips. Maximum award amount £1000 for a full-time programme of study. £500 maximum award for a part time programme of study.</p> <p><b>A total award cap &amp; assessment of need will apply.</b></p>
<p><b>Care Leavers – Apprenticeship</b> (Can only be received once during the whole apprenticeship period)</p>	<p>£1000.00 Care Leavers Bursary Award</p>

Eligible students will receive an individual package of support based on assessment, with amounts being paid on specific dates throughout the academic year.

*The value of the award will vary depending on criteria including household income, personal circumstances, assessment of need and programme of study. All awards will have a total capped amount.*

Support may be reduced if students do not have an attendance rate of over 80% per term. (Autumn Term – September to December; Spring Term – January to April; Summer Term – April to June), across their whole learning programme, including Maths, English and tutorials.

*If you have any queries with regards to completing the application form or supporting evidence, please contact the Information Centre on **01992 411411** or email us at **financialsupport@hrc.ac.uk**. The Information Centre is located in the main reception area of both campuses (Opening times apply).*

*Please return your completed form and supporting evidence to:*  
**The Information Centre**  
**HRC, Broxbourne Campus, High Road, Turnford, Hertfordshire, EN10 6AE or**  
**HRC, Ware Campus, London Road, Ware, Hertfordshire, SG12 9JF**