



16-18 Bursary 2016-17

**This form is for students aged between 16 and 18 years on the 31 August 2016.
If you are aged 19 or over on 31 August 2016, do not complete this form.
Please contact us for the Adult Support Bursary application form.**

Submitting your application

All Bursary Applications must be returned to Shuttleworth College. However please be aware that applications will be processed on a first-come-first-served basis.

Shuttleworth College cannot take responsibility for any forms lost or mislaid in the post. If delivery in person is not possible, we recommend that you photocopy your documents/evidence and send your application form to the address below by Recorded Delivery :

**For more information, please contact
Margaret Dentith on 01234 291276 or
mdentith@bedford.ac.uk**

**Margaret Dentith
Shuttleworth College
Old Warden Park
Biggleswade
Bedfordshire
SG18 9DX**

Your application will be treated in the strictest confidence.

- Applications cannot be accepted without the correct supporting evidence.
- Failure to provide this will lead to a delay in your application being processed.
- Your household income is an important factor when assessing whether you are eligible for financial support. Your application cannot be accepted without your household income evidence.
- We aim to notify you of the outcome of your application within 4 weeks of receiving your fully completed application form however during peak periods this may be extended.

Application Deadlines:

- Course costs bursary—21st October 2016
 - Travel bursary—16th December 2016
 - Meals bursary—16th June 2017
- all subject to availability of funds.

In order to receive notification of your award for the first payment date in October, forms must be received by **1st August 2016**. Forms submitted after this date will be processed as quickly as possible but it may be November or December before a payment is received.

Official Use Only

Date Stamp:

Form received from: _____

Signature:

Applying for: Travel Course Costs Meals DHB

Please keep this page as your receipt. It may be requested at enrolment. Thank you.

Next steps...

<p>What happens after I submit my application form?</p> <ol style="list-style-type: none"> 1. A member of staff checks that your form is completed correctly and photocopies any income evidence that you have provided. <u>A receipt is issued to you for your records.</u> 2. The Student Finance team will process your application and will contact you if more information is required. <u>They are unable to assess incomplete application forms.</u> 3. All assessed applications are presented to the Bursary Panel for approval. 4. Following approval we will write to you confirming your award. <p>Note:</p> <ul style="list-style-type: none"> • Funds are limited and incomplete applications will not progress further until the required information is received.
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<p>What if I don't agree with the Bursary Panel's decision?</p> <p>If you wish to appeal against a decision please put it in writing to the Quality Manager within 10 days of receiving your award letter. Appeals will be acknowledged within 3 working days of receipt and resolved within 21 working days.</p>
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<p>How will I receive my award?</p>	
<p>Travel Bursary £450 per year</p>	<p>Usually a direct payment of £45 into your bank account each month starting from October. Students using the Shuttleworth Bus will not receive a direct payment and the bursary funds will be transferred to the bus company leaving the student with a balance of £450 to pay.</p>
<p>Course Costs Bursary 50% or 90% discount</p>	<p>Usually a direct payment to your bank account for items which you have to buy yourself.</p> <p>If you have essential course costs that you purchase from Shuttleworth College, such as clothing or a trip, the award will be a discount and you will only need to pay the difference.</p>
<p>Discretionary Hardship Bursary (subject to availability of funds)</p>	<p>Successful applicants will receive a separate award letter with details of their payment dates, once all the other essential bursaries listed above have been allocated.</p> <p>Payments will be direct to a bank account.</p>
<p>Meals Bursary £10 per week</p>	<p>Funds are loaded onto your Student card and can be used to buy a meal at any of the College's refectories. <u>You can also add more money to your card at the Cash Loader Machine.</u></p>

<p>Are my payments subject to any conditions?</p> <p>All payments cannot be released until you have enrolled onto your course. The earliest payment date for all bursaries is the beginning of October 2016.</p> <p>Subsequent payments are subject to satisfactory attendance , which is monitored for continued receipt of the bursary. If your attendance falls below 95%, we may withhold or reduce any payments.</p>
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Official Use Only

Date returned/received:

**16-18
SHC**

Your Details

Student Name		Student No.	
DOB	/ / (DD/MM/YY) Age:	Telephone	
Address		Email	
		Postcode	

Your Course

Course Title		Part-Time	Full-Time
Level	Entry 1 2 3 4	Year: 1st	2nd 3rd

Start Date: _____ **End Date:** _____

Residency Status

Have you been resident in the UK for the last 3 years?	Yes	No
Do you have a time limit on your stay in the UK?	Yes	No
Staff Use Only Fee Status	Home	International
	Asylum Seeker	EU/EEA

Student Bank Account

Bursaries will normally be paid into your bank account via BACS but a bursary for a trip or kit or equipment that is ordered directly from the College is paid internally, direct to your department.

We prefer to pay into your bank account so that you can manage your own finances. Please give your bank details below, writing the numbers in words, e.g. 1 as one.

Please make sure your account can receive BACS transfer payment transactions.

If you do not have a bank account and are unable to obtain a bank account in your name then we can make payments into the account of your parent/guardian, carer or the person with whom you live.

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.

Account Holders Name								
Account Number								
Sort Code								
Relationship to account holder if not using own details								

Eligibility Table

- Please consult the table below for evidence of your household income.
- You must attach **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.

Household Income	Evidence Required	Bursary Types
If over £30,000	<ul style="list-style-type: none"> • None required 	<ul style="list-style-type: none"> • Not eligible for any of our bursaries
If between £16,191 - £30,000	<ul style="list-style-type: none"> • Payslips for the last three months or • 2015/16 Tax Credit Notification (all pages required) or 2016/17 Tax Credit review 	<ul style="list-style-type: none"> • Travel Bursary • Course Cost Bursary
Less than £16,190	<ul style="list-style-type: none"> • 3 recent payslips or • The most recent Child/Working Tax Credit Notification (all pages required) or • *Letter from Jobcentre Plus / DWP / Local Authority with bank statement showing the benefit received if out of date <p><i>*Please note that bank statements alone will not be accepted as evidence of Tax Credits or a means-tested benefit.</i></p>	<ul style="list-style-type: none"> • Travel Bursary • Course Cost Bursary • Discretionary Hardship Bursary • Meal Bursary* <p><i>*see page 6 for further information on the specific income criteria for this bursary</i></p>

Bursaries

Please indicate which bursary you are applying for below by ticking the boxes to the left and complete the relevant sections for the bursaries on the following pages 5 and 6.

	Travel Bursary	A means-tested bursary of £450 to help with the cost of travelling to college (including Shuttleworth bus). It is only available if you do not receive subsidised travel through your local authority and you live more than 3 miles from the College campus.
	Course Costs Bursary	Up to 90% off your <u>essential course costs</u> for items such as books, specialist clothing, safety equipment and trips.
	Discretionary Hardship Bursary	Can be used towards general costs. It is for exceptional financial hardship and applies where there is a household income of £16,190 or less. Strictly dependent on the availability of funds after all other bursaries have been awarded.
	Meals Bursary	If eligible you will be awarded £10 a week (for the duration of your course) to purchase a healthy meal in our refectory on the days you attend the College.

Travel Bursary

Do you live more than 3 miles from Shuttleworth College?	Yes	No	
Have you applied to your local authority for Post 16 subsidised travel? <i>Please see table below.</i>	Yes	No	I do not need to apply

Travel bursary is not available to students with a household income over £30,000

In order to receive the Travel Bursary you must live 3 miles or more away and must not be eligible for subsidised travel from your local authority (LA). Please consult the table below to determine whether you need to complete a Local Authority form, available from Student Services.

We usually ask you to apply to your local authority alongside this application, however each local authority has a different post-16 transport policy so depending on your circumstances you may not need to apply to your LA as we already know that you will not be eligible for subsidised transport. If you live in an area that isn't listed please contact us to discuss your situation.

If you apply to your local authority but are rejected please provide us with a copy of your rejection letter and we will be able to continue processing your application.

Local Authority	Household income under £30,000 and no benefits	Household in receipt of means tested benefits (and WTC) with an income of £16,190 or under.
Bedford Borough	Apply for subsidised post-16 annual bus pass (costs £381.00). No upper income level—available to all.	Apply for subsidised post-16 annual bus pass (£191.50 with discount if in receipt of eligible benefits)
Cambridgeshire	Apply to 16-18 Bursary	Apply for subsidised post-16 annual bus pass (costs £270). Option to buy termly pass. TC notice not accepted
Central Bedfordshire	Apply to 16-18 Bursary	Apply for free transport
Hertfordshire	Apply to 16-18 Bursary	Apply to 16-18 Bursary
Luton	Apply to 16-18 Bursary	Apply to 16-18 Bursary or for weekly bus pass (£7.50) where course is not offered in the Luton Borough
Milton Keynes	Apply to 16-18 Bursary	Apply to 16-18 Bursary
Northamptonshire	Apply to 16-18 Bursary	Apply to 16-18 Bursary

Shuttleworth Bus Pass

Are you applying for the subsidised yearly bus pass of £405.00 per student with household incomes under £30,000?	Yes	No
If yes, you can pay in a lump sum or in three termly instalments of £150.00	Yes	No
Are you applying for the subsidised yearly bus pass of £640.00 per student with household incomes over £30,000.	Yes	No
You can pay in one lump sum or three termly instalments of £225.00.	Yes	No

Discretionary Hardship Bursary

This bursary is available for those in exceptional financial hardship and provides additional support towards general costs of learning. All applications for course costs, travel and the meals bursaries are considered a priority and will be allocated first. Applications for the Discretionary Hardship bursary will be considered subject to funds being available after all other bursaries have been allocated. There is no set amount to be awarded as this is dependent on the availability of funds and the number of applications we receive.

Do you wish to apply for the Discretionary Hardship Bursary?	Yes	No
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Please explain your exceptional financial hardship circumstances and how you will use the bursary
(use additional sheets if required)

Meals Bursary

Funds are loaded onto your Student card and can be used as full or part payment against healthy meal options purchased at the Refectory or at our other campuses.

Please indicate if you or your parents are in receipt of any of the following benefits/income and please provide evidence of the benefit with your application.

	Waged income less than £16,190
	Income Support
	Income-related Jobseekers Allowance or Employment Support Allowance
	Child Tax Credit (gross income less than £16,190 AND NOT RECEIVING WTC)
	Support under part VI of the Immigration and Asylum Act
	The guarantee element of State Pension Credit
	Universal Credit

Course Costs Bursary

This bursary is towards essential items such as books, trips, equipment and uniform. Depending on your circumstances you may be awarded up to 90% or 50% towards these essential costs.

Please list the essential course items you are required to buy: _____

Student Declaration

By signing the declaration below you confirm that you accept the following terms:

- Any changes in circumstances should be reported to Student Services immediately (this includes change of address and contact details etc.)
- You will abide by the Shuttleworth College Code of Conduct.
- You will maintain satisfactory attendance of 95% or above or accept a lesser paid award as a consequence of poor attendance.
- You give consent to share bursary information with parents or person with parental responsibility.
- Shuttleworth College reserves the right to request the return of any item of equipment or repayment of funds in the event that you withdraw from your course.

I declare that the information I have provided is correct to the best of my knowledge and I agree to inform Shuttleworth College if my details change throughout the academic year.

Signed: _____ **Date:** _____

Student Survey

Please help us to maintain and improve the 16-18 Bursary Fund by completing this survey. Please circle where appropriate.

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

When providing advice about the 16-18 Bursary , Student Services were...	Extremely helpful	Very helpful	Helpful	Unhelpful
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Was the 16-18 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	Residency Status
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Would you be able to study at Shuttleworth College without financial assistance?	Yes	No
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Are you aware that if you plan to return to Shuttleworth College next year you will need to re-apply for funding?	Yes	No
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