



HARPUR TRUST

### 16-18 Bursary

**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 Fund application form.

### Submitting your application

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

Bedford 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 :

Your application will be treated in the strictest confidence.

Student Finance & Wellbeing  
Bedford College  
Cauldwell Street  
Bedford  
MK42 9AH

**For more information, please contact the Student Finance Team on 01234 291934 or [studentfinance@bedford.ac.uk](mailto:studentfinance@bedford.ac.uk)**

- 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...

### What happens after I submit my application form?

1. A member of staff checks that your form is completed correctly and photocopies any income evidence that you have provided. A receipt is issued to you for your records.
2. The Student Finance team will process your application and will contact you if more information is required. They are unable to assess incomplete application forms.
3. All assessed applications are presented to the Bursary Panel for approval.
4. Following approval we will write to you confirming your award.

**Note:** Funds are limited and incomplete applications will not progress further until the required information is received.

### What if I don't agree with the Bursary Panel's decision?

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.

### How will I receive my award?

Travel Bursary £450 per year	Usually a direct payment of £45 into your bank account each month starting from October. Payment dates for late applications can be back-dated to the start of the month in which you apply.
Course Costs Bursary 50% or 90% discount	If you have essential course costs that you have to purchase from Bedford College, such as a uniform, hairdressing kit or a trip, the award will be in the form of a discount and you only need to pay the difference. For items which you have to buy yourself this will be a direct payment to your bank account.
Meals Bursary £10 per week	Funds are loaded onto your student card and can be used to buy a healthy meal at any of the College's refectories. <u>You can add more money to your student card at the Cash Loader Machine.</u>
Discretionary Hardship Bursary (subject to availability of funds)	Successful applicants will receive a separate award letter with payment details, once all the other essential bursaries listed above have been allocated. Payments will be direct to a bank account.

### Are my payments subject to any conditions?

All payments cannot be released until you have enrolled onto your course.  
The earliest payment date for all bursaries is the first week in October 2016.

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.



<b>Official Use Only</b>	<b>16-18 BC</b>
Date returned/received: _____	

**Your Details**

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

**Your Course**

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

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Residency Status**

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

**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.**

<b>Account Holders Name</b>								
<b>Account Number</b>								
<b>Sort Code</b>								
<b>Relationship to account holder if not using own details</b>								

### 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"> <li>• None required</li> </ul>	<ul style="list-style-type: none"> <li>• Not eligible for any of our bursaries</li> </ul>
If between £16,191 - £30,000	<ul style="list-style-type: none"> <li>• Payslips for the last three months <b>or</b></li> <li>• 2015/16 Tax Credit Notification (<b>all pages required</b>) or 2016/17 Tax Credit Review</li> </ul>	<ul style="list-style-type: none"> <li>• Travel Bursary</li> <li>• Course Costs Bursary</li> </ul>
Less than £16,190	<ul style="list-style-type: none"> <li>• Payslips for the last 3 months <b>or</b></li> <li>• The most recent Child/Working Tax Credit Notification (all pages required) <b>or</b></li> <li>• *Letter from Jobcentre Plus / DWP / Local Authority with bank statement showing the benefit received if out of date</li> </ul> <p>*Please note that bank statements alone will not be accepted as evidence of Tax Credits or a means-tested benefit</p>	<ul style="list-style-type: none"> <li>• Travel Bursary</li> <li>• Course Costs Bursary</li> <li>• Discretionary Hardship Bursary</li> <li>• Meals Bursary*</li> </ul> <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 pages 5 and 6.**

	<b>Travel Bursary</b>	A means-tested bursary of £450 to help with the cost of travelling to and from college. It is only available if you are <u>not eligible</u> for subsidised travel through your local authority and you live more than 3 miles from the College campus.
	<b>Course Costs Bursary</b>	Up to 90% off the costs of your <u>essential course materials</u> such as hairdressing kits, safety equipment and trips. For items you have to purchase from the College, the award will be in the form of a discount (paid directly to the department) and you will have to pay the difference at point of enrolment.
	<b>Meals Bursary</b>	If eligible you will be awarded £10 a week (for the duration of your course) to purchase a healthy meal in our refectories on the days you attend the College.
	<b>Discretionary Hardship Bursary</b>	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. <b>Strictly dependent on the availability of funds after all other bursaries have been awarded.</b>

## Travel Bursary

Do you live more than 3 miles from Bedford 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 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 the Student Finance and Wellbeing Helpdesk or on the local authority's website.

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 local authority 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.
<b>Bedford Borough</b>	Apply for subsidised post-16 annual bus pass (costs £381.00). <b>No upper income level.</b>	Apply for subsidised post-16 annual bus pass (£191.50 with discount if in receipt of eligible benefits)
<b>Cambridgeshire</b>	Apply to 16-18 Bursary	Apply for subsidised post-16 annual bus pass ( costs £270 ). Option to buy termly pass. TC notice not accepted
<b>Central Bedfordshire</b>	Apply to 16-18 Bursary	Apply for <b>free</b> transport
<b>Hertfordshire</b>	Apply to 16-18 Bursary	Apply to 16-18 Bursary
<b>Luton</b>	Apply to 16-18 Bursary	Apply to 16-18 Bursary <b>or for weekly bus pass (£7.50) where course is not offered in the Luton Borough</b>
<b>Milton Keynes</b>	Apply to 16-18 Bursary	Apply to 16-18 Bursary
<b>Northamptonshire</b>	Apply to 16-18 Bursary	Apply to 16-18 Bursary

## Course Costs Bursary

This bursary is towards essential course items such as 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: \_\_\_\_\_

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## Meals Bursary

A weekly credit of £10 is added to your student card which can be used as full or part payment against healthy meal options purchased in any of the College's refectories.

To help us assess your application please indicate your circumstances below and provide supporting evidence.

	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

## Discretionary Hardship Bursary

This bursary is available for those in exceptional financial hardship and provides additional support towards general costs of learning. 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 received.

<b>Do you wish to apply for the Discretionary Hardship Bursary?</b>	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)

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**Additional information**

Please use this space to tell us about any special circumstances you feel may support your application further or any information the Bursary panel needs to know about.

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## 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 Bedford 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.
- Bedford 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 Bedford College if my details change during 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.**

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

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