



Loans Bursary 2016/17

This form is for students aged 19 and older who are in receipt of the Advanced Learner Loans for a level 3, 4, 5 and 6 FE qualification from the 31 August 2016. If you are not in receipt of the Advanced Learner Loan, please do not complete this form.

Submitting your application

Your 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 following address by Recorded Delivery :

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

Your application will be treated in the strictest confidence.

For more information, please contact the Student Finance Team on 01234 291934 or 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.
- 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 Deadline: 16th of June 2017 (subject to available 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.

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 Cost Bursary	Usually a direct payment into your bank account of either 90% or 50% of the cheapest form of travel on the 1st Wednesday of every month. The first payment will be in the first week of October although depending on when you handed your application form in, your first payment date may be later
Course Cost and Professional Fees Bursary	A bursary of up to 90% towards the cost of materials, examinations and professional body fees if your household income is £30,000 or less. If financial support is required you should not complete your course enrolment until you receive a decision from the Adult Support Fund panel.
Meals Bursary	Funds are loaded on your Student card and can be used to buy a healthy meal at any of the College's refectories. <u>You can also add more money to your 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.



HARPUR TRUST

Official Use Only	Loans BC
Date returned/received: _____	
Staff name : _____	

Your Details

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

Your Course

Course Title		Part-Time	Full-Time
Level	3 4 5 6	Year: 1st	2nd 3rd

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

Advanced Learner Loans Details

Advance Learner Loan Reference Number: _____

Is the Loan for the full course fees or a part payment of the fees: (circle one) **Full** **Part**

Duration of the course : 1 Year 2 Years

Student Bank Account

Bursaries will normally be paid into your bank account via BACS

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 <u>or</u> • 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"> • Payslips for the last three months <u>or</u> • The most recent Child/Working Tax Credit Notification (all pages required) <u>or</u> • *Letter from Jobcentre Plus / DWP / Local Authority with bank statement showing the benefit received if out of date <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"> • Travel Bursary • Course Cost Bursary • Discretionary Hardship Bursary • Meals Bursary

Bursaries

Please indicate which bursary you are applying for below by ticking the boxes to the left:

	Travel Bursary	If you live more than 3 miles from the College campus, you can apply for a bursary towards your travel costs by car, train or bus.
	Childcare Costs	To apply, please use separate Childcare costs form.
	Course Costs	Up to 90% of essential course costs such as books, equipment and trips .
	Meals Bursary	You will be awarded a weekly amount (of £10 for the duration of your course) to purchase a healthy meal in our refectories on the days you attend the College.
	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.

Travel Bursary

If you live 3 miles away from the College and do not receive any other funding for travel please complete the table below. If you live less than 3 miles away and have a disability or mobility issue please provide medical evidence with your application. Please note that parking charges will not be funded.

Bus	Train	Car
Price of ticket: £ _____ Single Return	Price of ticket: £ _____ Single Return	Engine size: _____ Petrol Diesel
Days in College: _____ Cost per week: £ _____	Days in College: _____ Cost per week: £ _____	Days in College: _____ Cost per week: £ _____

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 any essential costs, in some cases you will be awarded a specific amount towards an item and the actual cost may be higher, this is the maximum we are able to award at that time due to budget constraints.

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

Meals Bursary

This bursary is available to students who have an annual household income of less than £16,190.00.

Do you wish to apply for the Meals Bursary?	Yes	No
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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 later in the year, 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)

Additional information

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

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 in bank accounts, change of address and contact details etc.)
- Bedford College reserves the right to request the return of any item of equipment or the repayment of funds in the event that you withdraw from your course.
- Where you have received a discount on your tuition fees, you may be liable for the full cost of your course should you withdraw.
- 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 for poor attendance.

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 throughout the academic year.

Signed..... **Date**.....

Have you completed all your personal details?	
Have you told us what subjects you are going to be studying?	
Have you provided evidence of your household income? (<i>Photocopies are accepted and we can photocopy any original documents for you</i>)	
Have you completed the relevant sections for the bursaries you wish to apply for?	
Have you given us your bank account details?	
Have you signed the Student Declaration?	
Have you completed the Student Survey?	

Student Survey

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

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

When providing advice about the Loans Bursary, Student Services were...	Extremely helpful	Very helpful	Helpful	Unhelpful
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Was the application 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 Bedford College without any financial assistance?	Yes	No
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Are you aware that if you plan to return to Bedford College next year you will need to re-apply for funding?	Yes	No
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