



HARPUR TRUST

Vulnerable Learner Bursary 2016-17

This form is for students aged between 16 and 18 years on the 31 August 2016 who are:

- in care or
- care leavers or
- getting Income Support or Universal credit in their own right or
- getting ESA (Employment Support Allowance) and either DLA (Disability Living Allowance) or PIP (Personal Independence Payment).

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 following address by Recorded Delivery :

Your application will be treated in the strictest confidence.

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**

- 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 2 weeks of receiving your fully completed application form however during peak periods this may be extended.

Application Deadline: 16th June 2017

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.

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

Official Use Only

Date Stamp:

Form received from: _____

Signature:

Next steps...

What happens after I submit my application form?	
<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. 	
What if I don't agree with the Bursary Panel's decision?	
<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>	
How will I receive my award?	
Vulnerable Learner Bursary (VLB) Up to £870 per year	<p>A fortnightly direct payment paid into your bank account starting from the first week in October although this may be later depending on when you submit your form.</p> <p><u>Eligibility for the Vulnerable Learner Bursary part way through the year will be awarded pro-rata.</u></p>
Course Cost Bursary	<p>If you have essential course costs that you have to purchase from Shuttleworth College like a uniform, hairdressing kit or a trip, the award will be in the form of a discount and you will have to pay the difference.</p>
Meals Bursary of up to £330 per year depending on the duration of the course.	<p>A weekly amount of up to £10 is loaded on your Student card and can be used to buy a healthy meal at any of the College's refectories.</p> <p><u>You can add more money to your card at the Cash Loader Machine.</u></p>
Are my payments subject to any conditions?	
<p>All payments cannot be released until you have enrolled onto your course.</p> <p>The earliest payment date for all bursaries is the first week in October 2016.</p> <p>Subsequent payments are subject to good attendance, which is monitored for continued receipt of the bursary.</p> <p>You will be informed of a reduced payment via your email address 3 days before the payment date.</p>	



Official Use Only	VLB SC
Date returned/received: _____	

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

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

Start Date:	End Date:
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Residency Status		
Have you been resident in the UK for the last 3 years?	Yes	No
Do you have a Social Worker?	Yes	No
Name of Social Worker:		
Contact number of Social Worker:		

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 we require from you to confirm your eligibility for the Vulnerable Learner Bursary.
- You must attach evidence to this application.
- If you are in receipt of benefits, these must be in your own name and not that of parents or guardians.

Household Income	Evidence Required
In receipt of benefits in your own name	*Letter from JCP / DWP /Local Authority showing you are in receipt of: <ul style="list-style-type: none"> • Income support or • Universal Credit or • Both ESA and DLA/PIP
In care	*Letter from the DWP or Local Authority showing you are: <ul style="list-style-type: none"> • a looked-after child • In foster care* arranged by the Local Authority *learners in private foster care are not eligible for the VLB
Care leaver	*Letter from Leaving Care Team (LA) or DWP showing you are: <ul style="list-style-type: none"> • a previously looked-after child

Bursaries

All students awarded the VLB, will be set up with a weekly allowance for a healthy meal in the College refectories. If travel is required, you will need to apply for Post 16 travel support through your local authority.

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

Please select all items of interest in the boxes to the left in the table below.

Vulnerable Learner Bursary	The VLB is for general costs including travel and will be a fortnightly payment of up to £50 starting from the first week in October although this may be later depending on when you submit your form.
Course Costs	Up to 90% off the costs of your <u>essential course materials</u> such as 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.
Meal Bursary	You will be awarded a weekly amount of up to £10 to purchase a healthy meal in our refectories on the days you attend the College.

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.)
- Shuttleworth College reserves the right to request the repayment of funds in the event that you withdraw from your course
- You will abide by the Shuttleworth College Code of Conduct.
- You will maintain good attendance 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.

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 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.

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

When providing advice about the Vulnerable Learner 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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