

# Bursary Fund


## Initial Assessment Form

### 2021 – 2022



The following application form should be used to apply for all types of financial support. Please complete all of the questions to the best of your ability. We are unfortunately unable to process incomplete applications (which include forms with missing supporting evidence) so please seek advice from the Student Finance Officer if you are unsure.

Every applicant is required to complete sections 1, 2, 3, 4 and 5. Before submitting your application please see the checklist on the back page to ensure you have included everything you need to. Where you see this symbol,

 it means you need to provide some evidence with your application.

Financial awards will be made based on your individual circumstances and may vary from others studying on the same course. Priority will be given to ensure support for any Herefordshire Council travel pass required is provided. Please note there will be a parental contribution of £150.00/academic year required towards the cost of a travel pass. Any further funds available will be allocated as appropriate to support other essential costs.

This assessment is valid for one academic year only; you will need to submit a new application before the end of the summer term for the next academic year.

If you wish to speak to Clare Edmonds, Student Finance Officer please visit the Student Finance Office or alternatively contact on 01432 355166/cle@hereford.ac.uk.


## 1. Personal Details

<b>Student ID</b> (College to complete)		<b>Address</b>	
<b>Name</b>		<b>Postcode</b>	
<b>Date of Birth</b>		<b>Age on 31<sup>st</sup> Aug 2021</b>	
<b>Home Phone</b>		<b>Mobile Phone</b>	
<b>Email</b>			
<b>Have you lived in the UK/EU for the last three years?</b>		<b>Yes / No</b>	

## 2. Course of Study


<b>What course are you studying / will you be studying?</b>	<b>GCSE / A Level / BTEC</b>
<b>Is your course full time or part time?</b>	<b>Full Time / Part Time</b>
<b>Are you in your first, second or third year?</b>	<b>First Year / Second Year / Third Year</b>
<b>Who is your Director of Studies (if known)?</b>	

### 3. Financial Circumstances

Who does the student named in Section 1 live with?			
Living with both parents		Living alone or in shared accommodation	
Living with single parent		I am a single parent	
Living with parent and their partner/spouse		Married or living with a partner	
 In Care or Leaving Care		Other (please specify)	

<b>Including</b> the student named in Section 1, how many dependent children live in the household?	
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**E** If you are living in care we will require written evidence from the Local Authority.

<p><b>My household is in receipt of:</b> (Please provide evidence of all that apply)</p> <div style="text-align: center;">  </div>	Salary from Employment	
	Income from Self Employment	
	Income Support	
	Working Tax Credit/ Child Tax Credit	
	Jobseeker's Allowance	
	Employment Support Allowance	
	Council Tax Benefit	
	Housing Benefit	
	Disability Living Allowance	
	Personal Independence Payment	
	Guaranteed Element of Pension Credit	
	Universal Credit	
Not in receipt of any of the above		

**E** Please note we will need to see recent evidence (no more than 3 months old) of the benefit received, proof of household income (3 monthly or 4 weekly most recent consecutive payslips or P60 for 2020-21) or the most recent accounts for self-employment. If you are supplying a Tax Credit Award Notice, we will need to see the **full** document including the page showing the household income. If you are supplying Universal Credit documents, we will need to see 3 months **full** statements.

**Missing evidence will lead to a delay in making an award.**

Will you be receiving Welsh EMA payments during the 2021/2022 academic year?	Yes / No
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#### 4. Reason for Application

<p>Please tell us why you are applying for financial support and provide any further relevant information which may assist your application. <i>Please do not leave this section blank</i></p>

## 5. Travel Pass

If you are applying for support towards a travel pass you must complete the online application to Herefordshire Council at [https://hcc.flexiroute.net/app\\_form\\_paid\\_transport.html](https://hcc.flexiroute.net/app_form_paid_transport.html) before submitting this bursary assessment form. Herefordshire Council will acknowledge your application and issue a reference number which you should include below. Please make no payment to Herefordshire Council or give bank details for direct debit payments.

Are you requesting support towards a travel pass	Yes / No
Please provide the reference number from Herefordshire Council for the travel application	Ref:

## 6. Declaration

I confirm that the details contained in this application are accurate and I am aware that if I choose to discontinue my studies during the period for which the assistance is given I may be required to repay any support provided. I understand that if my attendance, punctuality or behaviour falls below acceptable standards my bursary support can be withdrawn. I also understand I have a duty to inform the Student Finance Officer if there are any changes to my circumstances which may affect my eligibility to receive support from the bursary fund.

Student Signature:

Date:

Parent/Carer Signature:


Date:

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### How We Use Your Personal Information

The information that you provide on this form will only be processed for the purpose of acquiring the necessary information to administer your application for a bursary. We may pass information about your household circumstances to the College Careers department only if it is requested as part of applying for assistance from a Higher Education Institution. It will not be used for additional purposes without your consent. All personal data is collected and processed in compliance with the principles of the General Data Protection Regulation (GDPR). You have certain rights in respect of your information we collect. These rights can be viewed in the Privacy Statement on the College website.

## Checklist

Have you:	
<b>Completed all sections of the application form</b> (all applicants should complete sections 1, 2, 3, 4,5 and 6.)	
<b>Enclosed evidence of living in Care (if applicable)</b>	
<b>Enclosed recent evidence of 3 consecutive months or 4 consecutive weeks payslips or P60 (if applicable)</b>	
<b>Enclosed most recent accounts for Self Employment (if applicable)</b>	
<b>Enclosed recent evidence of benefits (if applicable)</b>	
<b>Enclosed your most recent Tax Credit Award Notice – all pages (if applicable)</b>	
<b>Enclosed your 3 most recent Universal Credit Statements – all pages (if applicable)</b>	
<b>Completed the online application to Herefordshire Council for travel pass and provided the reference number on this form (if applicable)</b>	
<b>Completed and enclosed the bank details form</b>	
<b>Completed and enclosed the Initial Bursary Fund Claim Form for Specific Items</b>	

Please provide photocopies of documents where possible. Clearly marked original documents will be returned with letter of award when the assessment has been made. Please return completed forms to the Student Finance Officer at the College. Alternatively you can post the completed application, including the relevant supporting evidence, to:

Clare Edmonds, Student Finance Officer, Hereford Sixth Form College, Folly Lane, Hereford, HR1 1LU

## Staff Use Only

<b>Date Completed Application Received</b>		<b>Evidence Provided</b>	
<b>Tax Credit Award Notice Income Level</b>	£	<b>Assessed Annual Income</b>	£
<b>Category A or B</b>			
<b>Notes:</b>			
<b>Eligible for FSM Fund?</b>			
<b>Fund:</b>	<b>16-19 Bursary Fund / 19+ Bursary</b>		