

EVIDENCE OF ELIGIBILITY FOR 16-19 DISCRETIONARY BURSARY FUND GUIDE 2018 - 2019



The College has a Bursary Fund to which students may apply if they have difficulties completing their courses because of financial considerations.

Enrolled students may apply for financial assistance from The College 16-19 Bursary Fund 2018-19. The following guidelines apply:

- If the student's family are in receipt of means tested benefits or on a household income up to £25,000 per year, the student may be awarded a grant of up to 80% towards the cost of transport.
- Proof of household income and any benefits must accompany the application; without this you will not be eligible.

You must attach photocopies of all applicable household income with your application. We need ALL pages of the official documents sent to us. If receiving welfare benefits an official letter(s) must be sent to us accompanied by a current bank statement (please highlight the relevant payment going into the account).

Evidence includes:

Welfare benefits:

- Income Support or Universal Credit
- Income Based Jobseekers Allowance (official letter)

Income:

- Working tax credit TCAN 2017-2018 pages 1-6 **or**
- P60 2018 **plus** 3 months **recent** salary slips **or**
- if self-employed an accountants letter stating projected earnings for 2018-19 **or** evidence of your earnings via a SA302 certificate **or** an official document from HM Revenue and Customs for the tax year via your Self Assessment tax return

Eligibility for free meals at college

If you are in receipt of means-tested benefits you may be entitled to a daily meal in the college canteen, free of charge. For further information and an application form please see Free College Meals on the college website.

Bursary payments will be made on a monthly basis provided that a student's attendance does not fall below 95%. If applicable support for transport cost will be deducted from the grant. If a student who has received financial assistance leaves before the completion of their course they will be required to repay all or part of their grant.

Please return completed form and photocopies of proof of income to: Student Services, Room D507, The Henley College, Deanfield Avenue, Henley On Thames, Oxfordshire, RG9 1UH