

# 16-19 Discretionary Bursary Fund Application Form 2018 - 2019

Closing date: 28 September 2018



## Student you must:

- Complete section 1
- Complete section 3
- Sign and date the student declaration
- Complete the tick box

## Student Tick to confirm you have:

- Completed all sections of the application
- Attached necessary photocopies
- Entered the correct banking details
- Specified who the payment should be made to
- Signed the application form

## Parent/Guardian you must:

- Complete section 2 **fully**
- Attach **photocopied** proof of household income (we cannot return documents):
  1. Welfare benefits: Income Support or Universal Credit or Income Based Jobseekers Allowance. Official letter(s) of current benefit **plus** a current bank statement indicating benefit payment (please highlight the relevant payment going into the account)
  2. 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 / SA302 certificate / Self Assessment tax return via HM Revenue and Customs

**All details are required to be accurate and in full. Please write legibly. Supporting documents must be provided. Incomplete forms will not be processed and may not be addressed before the closing date.**

## SECTION 1 (to be completed by student)

Forenames..... Surname.....

Date of Birth / / Age at 31/08/18..... years Nationality .....

Have you been resident in the U.K. for all of the last three years? Yes  No

Address .....

..... Post Code.....

Telephone: Mobile..... Landline (+ area code) .....

Course..... Tutor..... Year 1 Year 2  
(please circle)

**Please complete SECTION 1a if you live at home OR 1b if you live independently**

### SECTION 1a

If you live with, or are financially dependent on, parent(s) or guardian(s) please give:

Parent(s)/Guardian(s) Name.....

Address .....

..... Post Code.....

Other family dependants, i.e. Brother, Sister.....

### OR SECTION 1b

I support myself financially

I am married

I live with a partner

Dependants and their ages.....

continued over

**SECTION 2 (to be completed by parent/guardian)**

- This section must be completed accurately or the application will not be considered
- Evidence of income or benefits must be attached to this application.

Income each **month** including overtime, bonuses, benefits & maintenance grants to **all** family members.

Parent's Gross Monthly Earnings (if applicable)	£.....
Partner's Gross Monthly Earnings (if applicable)	£.....
Income Support or Universal Credit (if applicable)	£.....
Income Based Jobseekers Allowance (if applicable)	£.....
Working Tax Credit (if applicable)	£.....
Other Benefits (if applicable) please specify:	£.....
Any Other Income (if applicable)(please specify)	£.....
Total	£.....

**WE MAY HAVE TO CONTACT YOU REGARDING YOUR APPLICATION. PLEASE PROVIDE A CONTACTABLE EMAIL ADDRESS:**

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**SECTION 3 (to be completed by student)**

Childcare (student who has a child)	£.....
Travel costs: College Coach    Public Transport-Train/Bus (please <b>circle</b> the type of transport required)	£.....

**In the unlikely event that we have surplus funds, we may be able to assist with the following:**

Books & equipment costs (e.g. Art materials); min claim £25.00 Please give details:	£.....
Additional course costs (e.g. field trips) Please give details:	£.....
Total	£.....

Bank details are required to enable us to make direct payments. Please state if the payment is to be made payable to you or your parent/guardian.

Account Name..... Student or Parent/Guardian  
**(please circle)**

Sort Code:  

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Account Number:  

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**Student Declaration**

- I understand that if my attendance falls below 95% the bursary may be withdrawn.
- I will notify Student Services if there is a reduction to my timetable.
- I agree to repay all or part of the grant if I leave before the completion of my course.
- I will repay the bursary in the event of misbehaviour, fraud, or if the reputation of the college is brought into disrepute.
- I certify that the information I have provided above is correct.

Signed (Student)..... Date .....

**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