

**APPLICATION FOR 16-19 GUARANTEED  
BURSARY FUND  
2018 - 2019**



Please read the information on this page carefully. If you do not understand any of the points or would like help completing the form, please contact Student Services.

The 16-19 Guaranteed Bursary Fund is a £1200 grant for vulnerable students who may have difficulties in completing their course because of financial considerations.

To be eligible for financial assistance from the 16-19 Guaranteed Bursary Fund you must **be an enrolled student as defined by the College.**

Guaranteed bursaries will be awarded provided you meet one of the following criteria:

- Young person in care
- Care leaver
- Young person in receipt of Income Support, or Universal Credit in place of Income Support in their own right (because they are financially supporting themselves and someone who is dependent on them and living with them such as a child or partner)
- Receiving Disability Living Allowance **or** Personal Independence Payments in their own right as well as Employment and Support Allowance **or** Universal Credit in their own right

**Applicants will be required to show proof of current benefit payments. This must be an official letter accompanied by a current bank statement (please highlight the payment). Also written confirmation will be required of the applicant's current or previous looked-after status from the relevant local authority.**

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.

**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.

**Please complete all the details required, in full. If you do not provide the information requested, your application will not be considered.**

**SECTION 1 (to be completed by student)**

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

Address .....

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Post Code..... Telephone Day..... Evening.....

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

Course..... Year 1 Year 2

Tutor.....

Nationality .....

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

**Please tick one of the following criteria.**

- Young person in care
- Care Leaver
- Young person in receipt of Income Support or Universal credit
- Receiving Disability Living Allowance **or** Personal Independence Payments in their own right **as well as** Employment and Support Allowance **or** Universal Credit in their own right

Dependants and their ages.....

**All information provided in this section of the form will remain confidential. EVIDENCE OF INCOME OR BENEFITS MUST BE SENT WITH YOUR APPLICATION. If sending an official document ALL pages must be photocopied and sent to us. Proof of expenditure may be requested.**

**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** should be shown including overtime, bonuses and benefits.

Applicant's Monthly Earnings (if applicable)	£.....
Partner's Monthly Earnings (if applicable)	£.....
Employment and Support Allowance or Universal Credit (if applicable)	£.....
Personal Independence Payment or Disability Living Allowance (if applicable)	£.....
Housing Benefit (if applicable)	£.....
Working Tax Credit (if applicable)	£.....
Other Benefits (if applicable)(please specify)	£.....
Total	£.....

**WE MAY HAVE TO CONTACT YOU REGARDING YOUR APPLICATION. PLEASE PROVIDE A CONTACTABLE EMAIL ADDRESS:**  
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If the payment is being made to you please provide your bank details to enable us to pay it directly into your account.

Account Name.....

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 copies of proof of income & letter to Student Services, Room D507. The Henley College, Deanfield Avenue, Henley On Thames, Oxfordshire, RG9 1UH.**