

IMPORTANT INFORMATION

Your application will only be processed if your online application has been completed in full and all the required evidence has been photocopied/scanned and saved as a PDF and emailed to studentservices@henleycol.ac.uk.

As funds are limited and cannot be guaranteed, applications will be processed on a first-come, first-served basis. We strongly recommend that you submit your application before **Friday 11 September**, as applications received after this date may not be processed within our standard timescales. Bursary payments may not be backdated for applications made after the start of your course. For financial assistance towards the college-run coaches please ensure to apply for the Travel Bursary first.

You confirm the information you have provided is accurate and to the best of your knowledge and that the documents you have submitted alongside this application as evidence, are photocopied/scanned in full. Any awards made as a result of giving false or incorrect information may result in the stoppage of future payments and the recovery of funds that have already been paid.

You confirm that The Henley College may approve this application before the start of your course but funding will only be allocated once your enrolment is completed, you have started your course and paid any contribution. **Your attendance will be monitored and financial support may be withdrawn if you fail to adhere to the college Code of Conduct and/or your attendance falls below 90%**, unless you can evidence illness, caring responsibilities or exceptional circumstances.

It is your responsibility to inform the college about any of the following:

- Change of address
- Change of bank account details
- Changes to your course of study
- Withdrawal from your course
- Change of circumstances which might affect your eligibility for financial support
- Any exceptional circumstances that cause you to be absent from college, e.g. illness, caring responsibilities, etc.

You agree to check your college email account regularly as information including eligibility for financial assistance will be communicated in this way. Confirmation of eligibility will also be available via the student/parent portal.

You understand that financial assistance will only be awarded towards the cheapest mode of public transport available. Evidence of non-eligibility for subsidised travel must be submitted to Student Services once your course has started otherwise the discounted cost of travel will be allocated.

You acknowledge that the Discretionary Bursary Fund will only make a financial contribution to the cost of transport and it is unable to cover the whole cost of travel for the academic year. 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. Any award made will be for the 2020-21 academic year only and financial support in future years may change.

By applying for either the Travel, Free School Meal or Vulnerable Bursary you give consent to The Henley College to collect personal data and sensitive personal data on you and your household to assess and record your application for financial support. The Henley College will store your personal data and sensitive personal data securely and will only disclose this information to other agencies that require it for the sole purpose of assessing, recording or providing support.