2021-22
DECLARATION FOR FINANCIAL ASSISTANCE

IMPORTANT INFORMATION

To be eligible for financial assistance for the 2021-22 academic year, students must be aged 16-18 on 31 August 2021 or aged 19 continuing on a second year programme which they began when aged 18.

Your application will only be processed if the online application has been completed in full and all the required evidence has been photocopied and saved as a PDF and emailed to studentservices@henleycol.ac.uk. Please check your email's including the spam/clutter folder for any communication from the College. Please ensure you have followed the required steps via our website: https://www.henleycol.ac.uk/support/bursary-fund/.

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 10 September**, as applications received after this date may not be processed within our standard timescales. Bursary payments will 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.

The 16-19 Discretionary Bursary Fund is unable to provide support towards the £50 refundable deposit that is required to be paid during the enrolment process.

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 **Your attendance will be monitored and financial support may be withdrawn if you fail to adhere to the college Code of Conduct and/or your attendance falls below 90%**, unless you can evidence illness, caring responsibilities or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.

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.

You understand that separate applications need to be completed for each available bursary. Applications for the Travel Bursary, Free School Meals and the Vulnerable Bursary are available via the college's website: https://www.henleycol.ac.uk/support/bursary-fund/. Students will not be awarded both the Vulnerable Bursary and the Travel Bursary, only the bursary that the student is eligible for. It is therefore important you check the eligibility criteria before submitting an online application.

Further details on the Travel Bursary, Free School Meals and the Vulnerable Bursary:

You acknowledge that the Discretionary Bursary Fund will only make a financial contribution to the cost of transport and is unable to cover the whole cost of travel for the academic year. Students will therefore be expected to subsidise the rest of their travel costs and ensure funds are available to cover costs for interim instalment payments.

You recognise 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.

Rail:
If travelling via rail and are aged 16 or 17 years old, you must purchase the 16-17 Saver Railcard. If you buy a discounted season ticket before your 16-17 Saver expires, you can keep using your discounted season ticket for up to four months after the expiry. Please visit the 16-17 Saver website for further details or visit your local ticketing office. You will be expected to use your travel award to purchase x3, 3 monthly season tickets throughout the academic year.

Public bus:
If travelling via public bus, you will be expected to use your travel award to purchase termly tickets where available.

Payments:
For applications received before Friday 10 September, first instalment payments are due during the week commencing 20 September. For applications received after this date, first instalments will be paid at the earliest convenience.
Second payment due: w/c 10 January
Third payment due: w/c 18 April

College-coach:
For those wishing to use the college-run coach, a member of the student services team will be in touch with further details on the next steps once the travel bursary application has been submitted and the supporting evidence has been received.

Course costs/materials:
If there are funds available, financial assistance maybe awarded to course costs/materials as a contribution, not paid for in full. Enquiries can be made throughout the academic year and receipts need to be emailed to studentservices@henleycol.ac.uk.

Please note financial assistance will not be awarded towards purchasing laptops or other IT equipment. The 16-19 Discretionary Bursary Fund is also unable to assist with accommodation costs.

Free School Meals:

New students must apply for FSMs and send the required accompanying evidence to studentservices@henleycol.ac.uk. The Henley College will apply for FSMs to the Local Authority on your behalf. It is the Local Authority's final decision as to whether the FSMs application is accepted or declined. Eligible students will receive £2.41 to their cashless account (student ID card) each college day. The allowance can be spent at either Deanfield or Rotherfield canteen. Students going on a college trip or attending a work experience placement can contact the Chartwells manager in advance to organise alternatives. Second/third year students must complete the FSMs application form for returning students.

Vulnerable Bursary:

Please check the eligibility criteria and apply for the Vulnerable Bursary. Each application will be individually assessed. Students who meet the criteria for the Vulnerable Bursary will not automatically be entitled to the whole grant if they do not have financial needs and/or their financial needs are covered from other sources. Vulnerable Bursary payments will not be paid to assist with living costs. The bursary provides support up to £1,200 which includes support towards travel passes and course costs/materials.