

DECLARATION FOR FINANCIAL ASSISTANCE

IMPORTANT INFORMATION

To be eligible for financial assistance for the 2023-24 academic year, students must be aged 16-18 on 31 August 2023 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, saved as a PDF and emailed to transportandbursary@henleycol.ac.uk. Please check your email's including the spam/clutter folder for any communication from the College. You must ensure you have followed the required steps via our website: <https://www.henleycol.ac.uk/support/bursary-fund/>.

Funds are limited and cannot be guaranteed, applications will be processed on a first-come, first-served basis. Completed applications with the accompanying required evidence can take 20 working days to process. We strongly recommend that you submit your application before **Friday 1 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 any enrolment fees.

You confirm the information you have provided is accurate and to the best of your knowledge and that the documents you have submitted alongside the required 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.

All decisions about how much bursary a student will receive is based on a student's individual circumstances and financial need.

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(s) 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 **Your attendance will be monitored and financial support may be withdrawn if you fail to adhere to the college Code of Conduct and/or your attendance falls below 95%**, unless you can evidence health issues, caring responsibilities or exceptional circumstances. Students with attendance less than 95% will have their instalment payments withheld until their attendance improves. It will be the student's responsibility to cover costs during this period. Failure to improve attendance will result in stoppage of future payments. Attendances will be monitored by your tutor and/or the attendance officers who may set targets if your attendance falls below 95%.

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 and updates on financial assistance will be communicated in this way.

By applying for any of the available bursaries 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 only be awarded 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 transport available. You will be expected to use the Travel Bursary on transport costs to Henley on Thames. It is the student's responsibility to organise any replacement student ID cards/passes/tickets etc. and the fees associated with this.

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. You will be expected to use your travel award to purchase the cheapest season tickets available. Please visit your local ticketing office for further information.

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 1 September, first instalment payments are due to be paid during the week commencing 25 September. For applications received after this date, first instalments will be paid at the earliest convenience.

Second payment due during: w/c 22 January

Third payment due during: w/c 6 May

Students are responsible for their own travel costs during the interim instalment payment schedule.

Payments will be paid to the student via BACS. Bursary payments will not be paid to another person's account except in exceptional circumstances where a student is unable to administer their own account.

College-coach:

For those wishing to use the college-run coach, a member of the staff 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/trips:

If there are funds available, financial assistance may be awarded to course costs/materials/trips as a contribution, not paid for in full. Financial assistance will not be awarded to textbooks which are available to loan from the college library. Enquiries can be made throughout the academic year and receipts need to be emailed to transportandbursary@henleycol.ac.uk.

Please note financial assistance will not be awarded towards purchasing laptops or other IT equipment. Students can enquire with the IT department for details on taking out an available laptop on loan. The 16-19 Discretionary Bursary Fund is also unable to assist with accommodation costs.

Free School Meals:

Students must apply for FSMs via the online application form and send the required accompanying evidence to freeschoolmeals@henleycol.ac.uk. Eligible students will receive £3.50 to their cashless account (student ID card) each college day. The allowance can be spent at either Deanfield or Rotherfield canteen. Students can speak to the canteen staff about daily deals and dietary requirements. Students going on a college trip or attending a work experience placement can contact the Chartwells manager in advance to organise alternatives. Any additional funding e.g. FSM holiday vouchers will also be sent to the student's college email address. FSM entitlement will not be backdated therefore students should apply as soon as possible.

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/trips.