

HEREFORD SIXTH FORM COLLEGE

16 – 19 BURSARY FUND CLAIM NOTES

The Specific Item Claim Form is to enable you to make individual claims through the bursary for items you need assistance with. You can do this once your initial assessment has been completed, and approved by the Student Finance Officer. You will need to fill in a separate form for each item you are claiming for.

If you have already incurred the costs, then you will need to provide receipts with your claim.

A contribution could be made towards the following categories of expense:

- Books/materials/equipment
- Home to college transport
- Required trips visits and field courses
- Meals at College
- Emergency subsistence
- Other items relevant to an individual student

Students/parents will be expected to pay at least 50% or the first £10 towards any item, whichever is the greater. This is with the exception of the Herefordshire Council travel pass where the bursary will meet the full cost.

How do I Claim?

- (i) Once you have been notified by the Student Finance Officer that you have been accepted for support from the Bursary Fund, simply fill in a Specific Item claim form each time you need something and return it to the Student Finance Officer, with receipts where appropriate.
- (ii) The Student Finance Officer will consider your request. You can normally expect a response within one working week but a decision will be delayed if further evidence is required.
- (iii) Appeals against any decision should be made in writing to the Principal.

Is there anything else I should know?

- (i) If you are having financial problems you should feel free to discuss them in full confidence with the Student Finance Officer.
- (ii) You will need to claim for each item separately, but evidence of financial circumstance will be updated during the academic year, or if your circumstances change.
- (iii) An unsatisfactory record of attendance and progress could result in a requirement for improvement as a condition of receipt of support, or you may be required to pay back some or all of an award.
- (iv) ***You are required to inform the Student Finance Officer if your circumstances change***, for example a change in benefits or employment status. Failure to do this could result in a requirement to pay back some or all of an award.