


# Bursary Fund Initial Assessment Form 2016 – 2017



The following application form should be used to apply for all types of financial support. Please complete all of the questions to the best of your ability. We are unfortunately unable to process incomplete applications (which include forms with missing supporting evidence) so please seek advice from the Student Finance Officer if you are unsure.

Every applicant is required to complete sections 1, 2, 3, 4 and 5. Before submitting your application please see the checklist on the back page to ensure you have included everything you need to. Where you see this symbol,  it means you need to provide some evidence with your application.

Financial awards will be made based on your individual circumstances and may vary from others studying on the same course. Once your application has been approved you may claim for individual items on the Bursary Fund Claim Form for Specific Items.

This assessment is valid for one academic year only, you will need to submit a new application at the start of each academic year.

If you wish to speak to the Student Finance Officer please visit the Well Being Centre in College or alternatively contact us on 01432 355166.

## 1. Personal Details

<b>Student ID</b> (College to complete)		<b>Address</b>	
<b>Name</b>		<b>Postcode</b>	
<b>Date of Birth</b>		<b>Age on 31<sup>st</sup> Aug 2016</b>	
<b>Home Phone</b>		<b>Mobile Phone</b>	
<b>Email</b>			
<b>Have you lived in the UK/EU for the last three years?</b>	<b>Yes / No</b>		

## 2. Course of Study


<b>What course are you studying / will you be studying?</b>	<b>GCSE / AS / A2 / BTEC</b>
<b>Is your course full time or part time?</b>	<b>Full Time / Part Time</b>
<b>Are you in your first, second or third year?</b>	<b>First Year / Second Year / Third Year</b>
<b>Who is your Director of Studies (if known)?</b>	

### 3. Financial Circumstances

**Who does the student named in Section 1 live with?**

Living with both parents		Living alone or in shared accommodation	
Living with single parent		I am a single parent	
Living with parent and their partner/spouse		Married or living with a partner	
 In Care or Leaving Care		Other (please specify)	


Including the student named in Section 1, how many dependent children live in the household?

 If you are living in care we will require written evidence from the Local Authority.

**My household is in receipt of:**  
(Please provide evidence of all that apply)



Salary from Employment	
Income from Self Employment	
Income Support	
Working Tax Credit/ Child Tax Credit	
Jobseeker's Allowance	
Employment Support Allowance	
Council Tax Benefit	
Housing Benefit	
Disability Living Allowance	
Personal Independence Payment	
Guaranteed Element of Pension Credit	
Maintenance from Absent Parent	
Not in receipt of any of the above	

 Please note we will need to see recent evidence (no more than 3 months old) of the benefit received, proof of household income (3 monthly or 4 weekly most recent consecutive payslips) or the most recent accounts for self-employment. If you are supplying a Tax Credit Award Notice we will need to see the full document including the page showing the household income.

**Will you be receiving Welsh EMA payments during the 2016/2017 academic year?**

Yes / No

### 4. Reason for Application

**Please tell us why you are applying for financial support and provide any further relevant information which may assist your application. *Please do not leave this section blank***

## 5. Declaration

I confirm that the details contained in this application are accurate and I am aware that if I choose to discontinue my studies during the period for which the assistance was given I may be required to repay any support provided. I will inform the Student Finance Officer if there are any changes to my circumstances.

Student Signature:

Date:


Parent/Carer Signature:

Date:

### How We Use Your Personal Information

The personal information you provide us for this purpose is held confidentially within College but is subject to statutory audit.

## Checklist

Have you:	
<b>Completed all sections of the application form</b> (all applicants should complete sections 1, 2, 3, 4 and 5.)	
<b>Enclosed evidence of living in Care (if applicable)</b>	
<b>Enclosed recent evidence of 3 consecutive months or 4 consecutive weeks payslips (if applicable)</b>	
<b>Enclosed most recent accounts for Self Employment (if applicable)</b>	
<b>Enclosed recent evidence of benefits (if applicable)</b>	
<b>Enclosed your most recent Tax Credit Award Notice – all pages (if applicable)</b>	

Please return completed forms to the Student Finance Officer at the College. Alternatively you can post the completed application, including the relevant supporting evidence, to:

The Student Finance Officer, Hereford Sixth Form College, Folly Lane, Hereford, HR1 1LU

## Staff Use Only

<b>Date Completed Application Received</b>		<b>Evidence Provided</b>	
<b>Tax Credit Award Notice Income Level</b>	£	<b>Assessed Annual Income</b>	£
<b>Category A or B</b>			
<b>Notes:</b>			
<b>Eligible for FSM Fund?</b>			
<b>Fund:</b>	16-19 Bursary Fund / 19-24 Learner Support Fund / 24+ Bursary		

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