



Guyll-Leng Bursary Application

2023/2024

Application Opening Date 1st April 2023 Closing Date 31st March 2024
subject to funds being available.

Who can apply?

- Students must be from the UK and under the age of 25 years at the start of the course.
- Students will be studying Further Education courses at Hartpury College in Agriculture, Animal, Equine and related subjects.
- Students should be from households where total income is in the order of up to £33,000 per annum.
- Students are required to be participating (or interested in participating) in sporting activities.

Disclaimer:

- **The Guyll-Leng Bursary has a limited amount of funds available.**
- **Once utilised the fund will be closed for the academic year.**



Please complete all sections in block capitals.

SECTION A

Students Details

Title Mr Mrs Miss Ms Mx Other Please tick or state _____

Surname: _____

First name(s): _____

Date of birth: ____/____/____ Age at 01.09.2023: _____

Home Address: _____

_____ Postcode: _____

Tel. No: _____ Mobile: _____

Email: _____

If the student is married, please give date of marriage: _____

Parent/ Guardian name(s) _____

Parent/Guardian Tel. No: _____ Mobile: _____

Parent/Guardian Email: _____

Students ID number: _____

Course Name (in full): _____

Start date of course: ____/____(Month/Year)

End date of course: ____/____ (month/year)

Year of Study 1st / 2nd / 3rd (Please Circle)

Have you applied for Financial Support in 2023/2024 Yes No (please tick)

Have you been ordinarily resident in the UK for the last 3 years prior to the start of your course?

Yes No

Residence during term time must be specified by ticking the appropriate box below:

Living in parental home

Living in own home

Living in a College Hall of residence



Other lodgings

Please provide details _____

Please advise of your sporting interest (without this information we cannot proceed with the application):

SECTION B

Bursary Use

Please indicate what type of expenditure you want help with:

Proof of costs or receipts may be asked for

		Estimated value asked for
Accommodation	<input type="checkbox"/>	£.....
Travel	<input type="checkbox"/>	£.....
Books and Equipment.....	<input type="checkbox"/>	£.....
Trips.....	<input type="checkbox"/>	£.....
Subsistence.....	<input type="checkbox"/>	£.....
Other course related costs.....	<input type="checkbox"/>	£.....

Please provide details.....

If exact figures are not yet known, then please provide an estimate

If you need any advice, please contact Student Finance on 01452 702697 or studentfinance@hartpury.ac.uk



**Personal Statement outlining why you would be a good candidate to receive the bursary
(No more than 300 words)**

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SECTION C

Household Details - To be completed by the parent(s)/adult(s) with whom you live

	Parent 1	Parent Two/ Parent's Partner
Surname:		
First Name:		
Relationship to Student:		

Does the student named in Section A live with you at the given address? Yes No

If you are the applicant (student) and are not living with parents/adults, please contact Student Finance on 01452 702697 or studentfinance@hartpury.ac.uk

YOU DO NOT NEED TO COMPLETE THIS SECTION IF YOU HAVE A TAX CREDIT AWARD NOTICE (TCAN) WHICH STATES YOUR INCOME FOR THE **YEAR ENDING 5th APRIL 2023**. YOU MUST ENCLOSE YOUR TCAN (**ALL PAGES**). **PLEASE SEND PHOTOCOPIES. Not Originals.**

If you receive Universal Credit, we require the last 3 months full statements to be provided.

	Parent one £ (pounds only)	Parent two/partner £ (pounds only)
Earned gross income as an employee from all jobs, including bonuses and overtime (Evidence required – see Note 1)		
Total income from self-employment (Evidence required – see Note 2)		
Pensions (not disability pensions – see Note 3) (evidence required – see Note 3)		
Income from property (evidence required – see Note 4)		
Income Support, Jobseeker's Allowance (See Note 5)		
Any other income (Please specify and state source)		

Allowances (see note 1 on completion notes)

	Parent one £ (pounds only)	Parent two/partner £ (pounds only)
Write in any personal pension contribution you paid direct. Enter the gross figure before tax relief (See Note 6)		
For each week during the tax year that either adult received Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay, allow £100 and put the total in this box (See Note 7)		



SECTION D – Student and Parent Declaration

All applicants – please read, sign and date the declaration.

We understand that the College may verify information supplied by us and that the application will be returned to us unprocessed if we have not enclosed supporting documentary evidence.

We undertake to inform the College of any change in our financial circumstances, which may affect the application.

We declare the information given is complete and accurate to the best of our knowledge and belief.

We understand that if we give you false information, or fail to give complete information, we may be prosecuted and will be required to repay the award.

We understand that the offer of financial assistance is conditional upon remaining enrolled at the College, achieving the College attendance and duty requirements.

Adhere to college Residential Regulations and Procedures; please refer to college website.

If the student fails to do so, we understand that this may affect our entitlement to outstanding payments and that we may have to repay all, or part of any financial support already given.

Please make sure Parent/Student sign below, if not your application form will be returned.

Student Signed: _____ Date: _____

Name (please print): _____

If applicant is under 18:

Parent Signed: _____ Date: _____

Name (please print): _____



PLEASE NOTE – Closing date for receiving applications is 31/03/2024, however late applications will be considered on an exceptional basis, funds permitting.

Supporting evidence and completion notes for financial assistance applications

If you submit your application without all the application fully completed and supporting documents detailed below, it will be necessary to return your application to you. This causes a delay in processing and may even jeopardise your chances of being successful.

If you need assistance or any further information to help you complete the form, please contact the Student Finance on 01452 702697 or studentfinance@hartpury.ac.uk

Thank you.

Applications that are received in full with the correct supporting documentation will be processed in date order.

All applications are subject to availability of funds.

Return of the Application Form

This form should be returned to:

Guyll-Leng Bursary
Student Finance Department
Hartpury College
Gloucester
GL19 3BE.



SECTION C

Gross Income Details

Note 1

As a general principle, the income taken as the starting point for the assessment of the parental contribution will be the gross annual household income as computed for income tax purposes. Therefore, income from stepparents, partners, etc. must be included.

The full amount of earned income (including statutory sick pay) after the deduction of pension contributions and before tax must be entered and should include commission, bonus, overtime, proceeds of partnerships or profit-sharing schemes, all benefits in kind e.g., car benefits, value of free quarters or meals, etc.

Note 2

Where the income is derived either from salary or wages, a clear photocopy of your P60, supplied by your employer should be submitted for the tax year ending 5th April 2023. Benefits in kind can be confirmed by sending a copy of Form P11D issued by the employer.

(Please do not send originals, due to the high volume of applicants we cannot guarantee a safe return)

Where income is from self-employment, the earned income figures entered at Section B must be the actual profits for the trading year ended during the financial year ended 5th April 2023. Please send a copy of your certified accounts.

Note 3

Confirmation of state pensions received is required and for pensions received from previous employers. Form P60 must be submitted.

Note 4

Income from Property – a copy of your certified accounts 2022/23 or tenancy agreement 2022/23 is required.

Note 5

Proof of your entitlement to Income Support or Jobseeker's Allowance is required.

Allowances

Note

Evidence of any private pension contribution is required.

Note 7

If either adult received Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay at any time in the year from 6th April 2022 to 5th April 2023, you can allow £100 for each week you received it.

If you were on maternity leave but your employer did not pay Statutory Maternity Pay, you may have claimed Maternity Allowance instead. Maternity Allowance is not counted as an allowance.