



Financial Support for Further Education 2023/24

Financial support funds are available to students from low-income families.

Accommodation Bursary is available to students wishing to stay in college accommodation. You may be eligible to have your accommodation costs paid in full, or just partly covered. This will depend on your household income.

Disclaimer:

The Discretionary Learner Fund and Accommodation Bursary have a limited amount of funds available.

Once utilised the funds will be closed for the academic year.

The closing date is 31/10/2023, applications received after this date will only be accepted under exceptional circumstances where funds permit.

Students studying A-Levels, Sports, Outdoor Adventure or Uniformed Public Services are not eligible to apply for an Accommodation Bursary In addition; if a student has a horse in Hartpury livery they will also not be eligible.

Discretionary Bursary may, depending on your circumstances, be used to cover costs of equipment, transport, childcare and in certain circumstances can cover the cost of tuition. This fund can also cover the educational visits fee and provide an allowance for meals taken at the college.

Guidance notes for each fund are included with this application form. **You need to apply every academic year for funding.**

If you have any queries or need some assistance with completing this form, please contact the Student Finance Office on 01452 702103/01452 702672 or email collegebursaries@hartpury.ac.uk

If applications are received after enrolment, awards may not be backdated to the start of the academic year.

SECTION A - Students Details

Title Mr Mrs Miss Ms Mx Other (please tick)

Surname: _____ First name(s): _____

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

Home Address _____

_____ Postcode _____

Parent/Guardian Tel. No _____ Mobile _____

Parent/Guardian Email: _____

Student Email: _____



Student ID number: _____

Course of study (in full) _____

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

Current Year of Study: 1st / 2nd / 3rd (please circle) Course Length: _____ Years

SECTION A – Personal and Course details (cont)...

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

Yes No

Please indicate which fund you wish to apply for

Accommodation Bursary Discretionary Bursary Both

Childcare: If you have a child and you are under the age of 20 on the day of your course or learning programme begins. You can apply for childcare funding through Care to Learn. Apply on line at www.gov.uk then type in care to learn or call the helpline on 0800 121 8989.

Are you in care? YES/NO or are you a care leaver? YES/NO

Why are you being asked?

Students, who have been under the Care of Social Services, rather than their parents, are guaranteed a higher level of financial support while at college. If this applies, please give the contact details of your Social Worker, as we will need a letter of confirmation from them before we can access your entitlement to any bursary.

Social Worker's name _____ Contact Number _____

Please note: If you are or have been in care then you will not need to provide proof of your income.

SECTION B

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

Disregard below if you are claiming as an individual student.

	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

Gross Annual Income Details (see note 1 on completion notes)

The total gross income of the household in which the student resides for the financial year ended 5th April 2023, before the deduction of tax.

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 APRIL 2023**. YOU MUST ENCLOSE YOUR TCAN (**ALL PAGES**). **PLEASE SEND PHOTO COPIES. Not Originals.**

Universal Credit please can you enclose three most recent monthly full statements.

	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 2)										
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)										

	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)										



Transport

Non-resident students, if you are eligible will be given the opportunity to claim for Transport or Meal Award through the college. The Meal Award is up to the value of £915.

Please note the Transport Award will cover the cost up to a maximum of £925 for a bus pass issued by the College. You should refer to the transport pages on the Hartpury College website for current charges and an application form. Arrangements will need to be made for any charges in excess of this amount, if the cost is less, no further amounts will be payable.

It should be noted that this award is not confirmation that a place on a bus has been granted and you should still apply in the normal manner. In addition, once this transfer of award has been made it cannot be reversed.

Public transport College Bus Car Meal Award

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 any financial assistance may affect our entitlement to benefits. We agree to inform our local Benefits Agency office of any grant assistance we may receive.

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 funds and that we may have to repay all or part of any support already given.

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

Student Signed _____ Date _____

Name (please print) _____

Parent Signed _____ Date _____

Name (please print) _____



Supporting evidence and completion notes for financial assistance applications

If you submit your application without all the 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 Student Finance Department on 01452 702103/01452 702672 or collegebursaries@hartpury.ac.uk

Checklist

Have you done the following?

- Read the notes sent with this form.
- Fully answered all relevant questions. If you do not do so, it will delay your application.
- Enclosed confirmation of all income received:
- Tax Credit Award Notice stating income from 6th April 2022 to 5th April 2023
Universal Credit please can you enclose three most recent monthly award Statements.
- P60 for salary/wages for year ending 5th April 2023.
- Proof of benefits received e.g. Income Support.
- Copy of certified accounts if self-employed for year ending 5th April 2023.
- Signed and dated the application form at Section D.

Failure to submit relevant documents will lead to a delay in assessing your application form.

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 Assessment Form

This form should be returned to:

College Bursaries
Student Finance Department
Hartpury College
Gloucester
GL19 3BE.



SECTION B

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 6

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.



Awards Available for 2022/23

Discretionary Bursary

Awards are available to cover any tuition, examination or educational visits charges payable by students.

An educational visit charge of £75 is chargeable to all full-time students.

Tuition or examination fees are not payable by students if they are under the age of 19 on 1st September 2023.

Students over 19 years of age: You are liable to pay your own tuition and examination fees. You may be eligible for an Advanced Learner Loan, www.gov.uk/advanced-learner-loan

Funds are also available to cover the costs of any equipment and books associated with a student's studies at Hartpury College. The amounts awarded will depend on your course and year of study, with lower amounts being available for returning students.

An award of up to £915 is available towards the cost of Meals or up to £925 towards Transport for those students under the age of 19 at the start of their course. The Meal Award is a daily allowance with a value of £4.95 this will be made for all timetabled days this amount will be added onto an account, which can be accessed by the student producing their student ID card at any College catering outlet.

Transport will be paid directly to the Transport Department up to the value of £925.

Help is available towards the travelling costs for those students over the age of 18 on 1st September 2023. This is paid at a rate of 15p per mile for those students using their own cars. The distance will be measured using AA route finder from a student's home post code to the College.

An award of up to 80% of the total cost of any childcare is available. Payments will only be payable for the days a student is at College and therefore any holiday periods are not included. Payments will be made directly to the Childcare provider who must be registered. A childcare award is only available to students over 19 years of age on the day their course or learning programme begins. Those under this age must apply for funding through Care to Learn and can apply by calling the helpline on 0800 121 8989 or on line at <https://www.gov.uk>

All Discretionary Bursary awards are means tested and will vary depending on the level of household income. As a general rule no award will be payable if household income exceeds £25,000 per annum.

If your application for a Discretionary Bursary is successful, you will receive a letter confirming exact details with further information on how these awards will be paid.



Accommodation Bursary

Students studying A-Levels, Sports, Outdoor Adventure or Uniformed Public Services are not eligible to apply for Residential Bursary In addition; if a student has a horse in Hartpury livery they will also not be eligible

An Accommodation Bursary may entitle you to financial help with some or all of a student's annual accommodation fees whilst studying at Hartpury.

In order to qualify for an Accommodation Bursary, it is necessary to meet the following criteria:

- The student must not live within a reasonable daily travelling distance from Hartpury College (for example, not on Hartpury College Transport) and must live at least 10 miles away. However, those students on a course with a requirement to undertake yard or farm duties outside of normal teaching hours are exempt from this distance rule.
- There must be no similar programme of study provided by another college which is within daily travelling distance of the student's home address, normally within 10 miles.
- Accommodation Bursaries are assessed on household income and subject to the availability of funds.

Please note, that all rooms should be booked independently of the Accommodation Bursary process;

Receiving an Accommodation Bursary does not imply that the student has been granted accommodation at the College.

Please note that until an Accommodation Bursary has been confirmed in writing, you will be liable to pay for any accommodation costs.

If your application for an Accommodation Bursary is successful, you will receive a letter confirming exact details of the grant.