**16-18 yrs. Bursary Fund Application Form 2025-26**

**OFFICE USE ONLY - DATE APPLICATION RECEIVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| To qualify for bursary funds, you must be aged under 19 years old on the 31st of August 2025 and meet the DfE’s residency criteria (<https://www.gov.uk/1619-bursary-fund/eligibility>). Bursary funds are awarded to enable you to access education with HLNSC and may be removed if your attendance and/or behaviour fail to meet the required standard. |

**Please complete the form and email it to** [**bursaries@hlcollege.ac.uk**](mailto:bursaries@hlcollege.ac.uk) **with your supporting evidence or bring it to reception at the relevant campus.**

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| **Section 1: Student Details** | | | | | | | | |
| Title: |  | Student First Name: |  | | | Student Surname: |  | |
| DOB: |  | | Age: | | | |  | |
| Address: |  | | | | | | | |
| Postcode: |  | Telephone: | |  | Email Student: Email Parent: | |  | |
| Have you held the UK right of abode (either as a resident or with settled status) for the last 3 years? | | | | | | | Yes | No |
| **Course Title**: | | | | | | | Yr1 | Yr2 |

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| **Section 2: Discretionary Bursary** | | |
| This bursary is for students who do not qualify for the vulnerable student bursary but are facing financial hardship. To qualify for this fund, your total household income should be below £30,000. ***Bank statements will not be accepted as evidence****.* If you are not able to provide evidence of your total household income, we are not able to process your application. | | |
| **Priority Evidence (Please aim to provide this if applicable):** | | |
| Universal Credit - **Full Award Notice for the last 3 months**:  *(This is our preferred evidence as it provides a comprehensive overview of household income and circumstances.)*  **We can accept paper-based or electronic copies as evidence. To download an electronic copy of your Universal Credit award notice on your phone:**   1. **Log in to your Universal Credit account:** Use your Government Gateway user ID and password to access your account. 2. **Go to the "payments" section:** This section will display a list of your Universal Credit payment statements. 3. **Select the statement you want to download:** Click on the specific month's statement you need. 4. **Choose the "print" or "save as PDF" option:** This is usually found in the top right-hand corner of the statement or within the print menu of your browser. 5. **Save the PDF:** Once you've selected the "save as PDF" option, your phone will prompt you to save the file to your device. 6. **Send evidence:** Attach the downloaded PDF to an email and send it to [**bursaries@hlcollege.ac.uk**](mailto:bursaries@hlcollege.ac.uk)to support your application. | | Yes  No |
| **If you ticked ‘No’ for Universal Credit notices, you can provide alternative evidence from the list below *(please select all that apply).*** | | |
| Wage slips for the last **3 months** for all working household members | | Yes  No |
| P60 (most recent e.g. April 2024/2025) | | Yes  No |
| Self-employed earnings (official tax return 2023/2024) | | Yes  No |
| Other benefits/pension (most recent award letter) | | Yes  No |
| **Name and income evidence for each responsible household member:** | **Relationship to Student:** | |
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| **Section 3: Bursary for Vulnerable Groups** | |
| This bursary fund is for students considered vulnerable. To qualify, you must fall into one of the categories below and produce the required evidence as stated. If you are not able to provide evidence of your total household income, we are not able to process your application. | |
| **Currently in care:** Aged 16 - 18 on 31 August 2025 and currently in the care of a local authority.  *(Evidence required - letter from Local Authority)* | Yes  No |
| **Care Leaver / Special Guardianship:** Aged 18 or over and previously was a child looked-after. *(Evidence required – e.g. letter from Social Worker)* | Yes  No |
| **Disabled student:** In receipt of **both** Employment Support Allowance or Universal Credit ***and*** Disability Living Allowance/Personal Independence Payments in their own right *(Evidence required, award letter showing in receipt of both ESA (UC) & DLA/PIP)* | Yes  No |
| **Student is personally** in receipt of Income Support or Universal Credit?  *(Evidence required)* | Yes  No |

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| **Section 4: Requested Assistance (please select all that apply)** | |
| **Uniform/Kit** | Yes  No |
| **PPE** | Yes  No |
| **Additional Course Costs** *(fees, books, etc.)* | Yes  No |
| **Accommodation** *(see policy for eligibility)* | Yes  No |
| **Transport** *(for students who live over 3 miles away from college)***:**  **Bus Pass or Train Pass:** Please apply for transport assistance by visiting:  <https://hcc.flexiroute.net/app_form_paid_transport.html>    When applying online, please answer **'Yes'** to the question**:** *"Do you intend to apply to your college for a bursary to fund your transport costs?”* | Yes  No |
| **Other (please specify):** | |

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| **Section 5: Free Meals** |
| Free meals are targeted at disadvantaged Students. For the purposes of eligibility for free meals, ‘disadvantage’ is defined by the student being in receipt of, or having parents who are in receipt of, one or more of the following:   * Income support * Income based Jobseekers Allowance (ESA) * Support under Part V1 of the Immigration and Asylum Act 1999 * The guarantee element of State Pension Credit * Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC. * Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit * Universal Credit with net earnings not exceeding the equivalent of £7,400 pa after tax and not including any benefits you receive.   **Do you qualify for free meals? Yes / No** **Did you receive Free Meals at school? Yes / No**  Students who claim the ‘Free Meal’ element may still be eligible to claim the Discretionary Bursary. |

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| **Section 6: Student Bank Details** |
| **Wherever feasible, the College will directly arrange the provision of support, for example, by purchasing essential equipment or issuing a travel pass on your behalf.** In cases where you have already incurred eligible expenses and a refund is approved, or for other forms of direct financial assistance, payment will be made to the student's bank account only via BACS. Please provide your bank details below, as they appear on your bankcard or statement, for any such reimbursements or direct payments. |
| Account Name *(as it appears on your bank card)*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Account Number: Sort Code: . |

**STUDENT DECLARATION:**

I declare that the information provided in this application is true and accurate to the best of my knowledge. I understand that:

* I confirm that I have disclosed the full household income
* Any false statements may lead to the withdrawal or refusal of financial support and may result in prosecution.
* If I refuse to provide information relevant to my claim, the application will not be accepted.
* Bursary payments are conditional on meeting standards of attendance and behaviour and may be withdrawn if I fail to adhere to these standards.
* I must attend regularly and complete the course for which my bursary is supporting me.
* Holidays will be unpaid.
* I will notify the College immediately of any changes to my household financial circumstances that may affect my claim.
* I will notify the College immediately of any changes to my bank/building society details.
* Monies received under the Bursary Scheme are to provide financial support to allow me to continue learning, and financial support will stop if I leave learning.
* I do not have an automatic entitlement to Bursary payments; all payments are based on the information I have provided.
* The Bursary payments I receive are intended for items such as books, equipment, travel costs, trips, additional course costs, and meals.
* I have the right to appeal if I disagree with the outcome of my Bursary Application. This appeal should be made to the College, but if I feel I have not been treated fairly, I can follow the Complaints Procedure as explained in the Bursary Policy.
* I confirm I have read the HLNSC Bursary Fund Policy

**Applicant Signature: Date:**

**Parent/Guardian Signature: Date:**

*(if applicable)*