**19+ Discretionary Student Support Fund Application 2025-26**

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

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| To qualify for bursary funds, you must be aged 19 years or older on the 31st of August 2025 and meet the DfE’s residency criteria. 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 standards.  |

**Please complete the form and email it to** **bursariesludlow@hlnsc.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: |  |
| Have you held the UK right of abode (either as a resident or with settled status) for the last 3 years? | Yes [ ]  | No [ ]  |
| What is the highest qualification you have achieved *(e.g., GCSE, A Level, Diploma, Degree)?* |  |
| **HLNSC Course Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Yr1 [ ]  | Yr2 [ ]  |

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|  **Section 2: Evidence**  |
| 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 bursariesludlow@hlnsc.ac.uk to support your application.
 | Yes [ ]  No [ ]  |
| **If you ticked ‘No’ for Universal Credit notices, you can provide alternative evidence form 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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**The level of financial support provided will depend on your individual circumstances and aims to help cover costs that might prevent you from attending your course. If your application is approved, the bursary will typically cover Tuition and Exam Fees, as well as Additional Costs for study materials, clothing, equipment, and course field trips through direct provision by the College.**

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| **Section 3: Requested Assistance (please select all that apply)** |
| Please indicate any other specific costs for which you require financial assistance in the table below. Please note that full coverage of all requested costs cannot be guaranteed.  |
| **Uniform/PPE** | Yes [ ]  No [ ]  |
| **Kit** | 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)***:** |
|  Train fares | Yes [ ]  No [ ]  |
|  Petrol - *State weekly mileage to and from college if travelling by car:*  | Yes [ ]  No [ ]  |
| **Transport** *(for students who live over 3 miles away from college):***Please complete the attached “Supplementary Travel Information Required for Ludlow College Bursary Applicants form.** | Yes [ ]  No [ ]  |
| **Childcare (***evidence and details of Nursery/Childminder charges and Ofsted registration required):* | Yes [ ]  No [ ]  |
| **Other (please specify):**  |

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| **Section 4: 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:**

**SUPPLEMENTARY TRAVEL INFORMATION REQUIRED FOR LUDLOW COLLEGE BURSARY APPLICANTS**

This document is designed to collect essential travel information to support your application for a bursary at Ludlow College. Please complete all relevant sections clearly and accurately.

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| **FOR OFFICE USE ONLY** |
| **Bursary applied for: *(please tick one)*** **☐ 16-18 ☐ 19+ ☐ GB ☐ ALL** | **Date Received:** |

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| **Section 1 - Applicant Personal Details** |
| Name: | Student ID: | DOB: |
| Subject studying: |  |
| Email:  |  | Number: |  |

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| **Section 2 - Residential Information** |
| Where do you live? (Town, nearest Village/Bus Stop): |  |
| Name of Council to whom you pay Council Tax: |  |

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| **Section 3 - Ludlow College Bus Routes** |
| Ludlow College operates buses along the following two main routes *(some interim stops are available*): |
| **Route 1:** Chirbury → Churchstoke → Bishops Castle → Clun → Aston-on-Clun → Craven Arms → Ludlow**Route 2:** Knighton → Presteigne → Shobdon → Kingsland → Mortimers Cross → Wigmore → Ludlow |
| Do you intend to use a Ludlow College bus route? |  Yes ☐ *Please complete Section 3* No ☐ *Please complete section 4*  |
| Which route do you wish to travel on?  |  Route 1 ☐  Route 2 ☐  |
| Which bus stop will you primarily use? *A list of interim stops is available upon request from the College Admissions team* |  |

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| **Section 4 - Alternative Transport Information** |
| 1. Powys, Shropshire or Worcestershire Residents:

Please state which route you wish to travel on: And which bus stop you will use: |
| 1. Herefordshire Residents:

Please apply for transport assistance by visiting:  <https://www.herefordshire.gov.uk/public-transport-1/schoocollege-transport/2>  When online, answer **'Yes'** to the question**:**  *"Do you intend to apply to your college for a bursary to fund your transport costs?”* **Write the 5-digit reference number here:** \_\_\_\_\_\_\_\_\_\_\_\_. The College can then arrange payment  |