

# Application for

# HE Financial Support

HE Boost | HE Hardship Fund | 20/21

Space for date stamp  
(Office use only)

Bursary no.

Student no.



Please complete all relevant sections of the form in **BLOCK CAPITALS & BLACK PEN** (tick where appropriate).

## Section 1 : Student Details

First name  Surname  Date of birth  Age on 31st August 2020

Who do you live with:  Parents  Spouse/Partner  On my own  Other

How many Dependents live in your household?  Are you or do you live with a single parent?  Yes  No

Is your household income less than £25,000 a year (a copy of Student Finance England award notice is required)  Yes  No Can you confirm that you are not receiving any additional funding (such as Employer, the NHS Bursary or the Training and Development Agency for Schools etc).  Yes  No

## Section 2 : Your Course

Course Title  Level   Full Time  Part Time

## Section 3: HE Hardship Fund Criteria

To qualify you must be in receipt of all Student Finance England assistance you are eligible for. You could get extra money if you are experiencing financial hardship. You may be for example:

- A part-time student with children, especially single parents
- From a low income family
- Homeless or living in a foyer
- A student that was previously in care (a care leaver)

The rules are different depending on when your course started:

What date did you start your course?   Full-time  Part-time

## Section 4 : Evidence

Please tick to indicate what type of evidence you have provided.

If Student Finance England used **your parent's income** to assess your award please provide:

- Your student finance breakdown PLUS**  Your parents'/guardians' tax credit award notice  Three recent and consecutive bank statements for each parent/guardian in the household
- Your parents'/guardians' P60s or three payslips for each

If Student Finance England used **your income** to assess your award please provide:

- Your student finance breakdown PLUS**  Your tax credit award notice  Three recent and consecutive bank statements for you and your partner (if you have one)
- A P60 or three payslips for you and your partner (if you have one)

If you are a **care leaver** or **LAC** student:

- Your student finance breakdown PLUS**  A letter confirming your status as LAC or looked after from Social Services or a care provider  A P60 or three payslips for you and your partner (if you have one)
- Your tax credit award notice  Three recent and consecutive bank statements for you and your partner (if you have one)

**IF YOU CANNOT PROVIDE EVIDENCE THEN WE CANNOT PROCESS YOUR APPLICATION FOR BURSARY PAYMENTS.**

## Section 5 : Assistance

Please tick which support you require

Support Available	
Hardship for Full-Time Student	<input checked="" type="checkbox"/>
Hardship for Part-Time Student	<input type="checkbox"/>
Childcare for Part-Time Student	<input type="checkbox"/>
Boost Award (Closing date for Boost application is 9th October)	<input type="checkbox"/>

Office use only

Comments

Notes

Comments	Notes

## Section 6 : Childcare (for part-time students only)

Please tick if you require help with the cost of childcare  \* Please complete separate form

I am requesting financial assistance to cover the cost of childcare during the timetabled hours of my course, **not including holidays.**

**Please note: Students are responsible for the payment of childcare until the College has formally agreed to contribute to the cost.**

Have you provided a copy of you child/children's birth certificate/proof of Child Benefit?

Yes  No

Has your childcare/child-minder applied for an Early Years Grant (NEG Funding) for your child/children?

Yes  No

## Section 7: Statement to support application

Please provide any further information you think we should know to support your bursary application? (i.e single parent etc.)

## Section 8: Student Bank Details

Account Name

Bank Name

Sort Code

Account Number

If you fail to provide YOUR bank details your application will not be processed.

## Section 9: Privacy and your data

Heart of Worcestershire College collects and processes personal data relating to its learners to effectively manage your learning and to meet its statutory obligations as a Further Education College; the College is the Data Controller for this information. The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The full Privacy Notice and associated policies can be viewed online at [www.howcollege.ac.uk](http://www.howcollege.ac.uk), and these detail what, how and why we collect data, as well as how it is stored, and your rights relating to that data. We can also supply a printed copy and alternative formats upon request; we can also help explain anything you do not understand - please ask a member of staff.

## Section 10: Student Declaration

- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have made this claim for bursary payment, fully aware that false statements can lead to withdrawal/refusal of financial support and may lead to open prosecution.
- I understand that if I refuse to provide evidence relevant to my claim the application will not be accepted.
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur, I will notify my institution immediately.
- I will notify my institution immediately of any changes to my bank details.
- I understand that monies I received under the bursary scheme have been awarded to provide me with financial support to allow me to continue in education and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to bursary payments, and all payments are based on the information I have provided.
- I understand that I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to my institution and I can follow the complaints procedures explained during the induction/welcome programme.

Please sign or enter your name - you may be contacted to confirm your identity

Applicant signature

Date

I confirm the above declaration

### Please return the completed form and evidence to:

Redditch & Bromsgrove: [studentfinance-redditch@howcollege.ac.uk](mailto:studentfinance-redditch@howcollege.ac.uk)

Worcester & Malvern: [studentfinance-worcester@howcollege.ac.uk](mailto:studentfinance-worcester@howcollege.ac.uk)

**Section 1 : Student Details**

Student name

Student number

Fund

Course

Course code

**Section 2: Award Grant**

Meeting Date:

Bursary No.

**Grant Amount****Notes: Transfers, Journal, BACS, etc...**

Fees &amp; Exams

£

Bursary

£

Uniform/Equipment

£

Trips

£

Train

£

Bus

£

Car/Moped Fuel

£

Childcare

£

Mealcard

£

Other

£

**TOTAL**

£

**Notes:****Sign****Sign****Sign****Section 3: Additional Award**

Bursary No.

**Date****Amount****Notes**

£

£

£

**TOTAL**

£

Student officer signature

Date