



Adult Support Fund 2016-17

Please keep this page as your receipt. It may be requested at enrolment. Thank you.

This form is strictly for students aged 19 and over on 31st August 2016.
If you are aged 19 or older and in receipt of the Advanced Learner Loan,

Submitting your application

All Bursary Applications must be returned to Shuttleworth College
However please be aware that applications will be processed on a first-come-first-served basis.

Shuttleworth College cannot take responsibility for any forms lost or mislaid in the post. If delivery in person is not possible, we recommend that you photocopy your documents/evidence and send your application form to the address below by Recorded Delivery :

Your application will be treated in the strictest confidence.

**For more information, please contact
Margaret Dentith on 01234 291276 or
mdentith@bedford.ac.uk**

**Margaret Dentith
Shuttleworth College
Old Warden Park
Biggleswade
Bedfordshire**

- Applications cannot be accepted without the correct supporting evidence.
- Failure to provide this will lead to a delay in your application being processed.
- Your household income is an important factor when assessing whether you are eligible for financial support.
- Your application cannot be accepted without your household income evidence.
- We aim to notify you of the outcome of your application within 4 weeks of receiving your fully completed application form however during peak periods this may be extended.

Application Deadline: 21st October 2016

Please note that the fund may close sooner if all funding has been allocated. The fund will re-open in January, subject to availability of funds.
In order to receive notification of your award for the first payment date in October, forms must be received by **1st August 2016**. Forms submitted after this date will be processed as quickly as possible but it may be November or December before a payment is received.

Official Use Only

Date Stamp:

Form received from: _____

Signature:

Applying for: Fees Course Costs Travel

Next steps...

<p>What happens after I submit my application form?</p>	
<p>1. A member of staff checks that your form is completed correctly and photocopies any income evidence that you have provided. <u>A receipt is issued to you for your records.</u></p> <p>2. The Student Finance team will process your application and will contact you if more information is required. <u>They are unable to assess incomplete application forms.</u></p> <p>3. All assessed applications are presented to the Bursary Panel for approval.</p> <p>4. Following approval we will write to you confirming your award.</p> <p>Note:</p> <ul style="list-style-type: none"> Funds are limited and incomplete applications will not progress further until the required information is received. 	
<p>What if I don't agree with the Bursary Panel's decision?</p>	
<p>If you wish to appeal against a decision please put it in writing to the Quality Manager within 10 days of receiving your award letter. Appeals will be acknowledged within 3 working days of receipt and resolved within 21 working days.</p>	
<p>How will I receive my award?</p>	
<p>Tuition, Examination and Professional Fees</p>	<p>An internal transfer of <u>50% towards your fees</u> meaning that you will have to pay the balance. This funding is extremely limited and cannot be guaranteed. If you are relying on financial support please do not enrol until you have had a decision from the panel.</p>
<p>Course Costs Bursary 50% discount</p>	<p>Usually a direct payment into your account for items like safety equipment, which you have to buy. If you have essential course costs that you purchase from Bedford College like a uniform or a trip, the award will be a discount and you will have to pay the difference.</p>
<p>Travel Cost Bursary</p>	<p>Usually a direct payment into your bank account of 50% of the cheapest form of travel in the 1st week of every month, or a discount towards a bus pass. The first payment will be in the first week of October although depending on when you handed your application form in, your first payment date may be later.</p>
<p>Are my payments subject to any conditions?</p>	
<p>All payments cannot be released until you have enrolled onto your course. The earliest payment date for all bursaries is the first week in October 2016.</p> <p>Subsequent payments are subject to satisfactory attendance , which is monitored for continued receipt of the bursary. If your attendance falls below 95%, we may withhold or reduce any payments.</p>	



HARPUR
TRUST

Official Use Only

Date returned/received: _____

Staff name: _____

**19+
SHC**

Your Details

Student Name		Student No.	
DOB	/ / (DD/MM/YY)	Telephone	
Address		Email	
		Postcode	

Your Course

Course Title		Part-Time	Full-Time
Level	Entry 1 2 3 4	Year: 1st	2nd 3rd

Start Date: _____ **End Date:** _____

Residency Status

Have you been resident in the UK for the last 3 years?	Yes	No
Do you have a time limit on your stay in the UK?	Yes	No
Staff Use Only Fee Status	Home	International
	Asylum Seeker	EU/EEA

Student Bank Account

Bursaries will normally be paid into your bank account via BACS but a bursary for a trip or kit or equipment that is ordered directly from the College is paid internally, direct to your department.

We prefer to pay into your bank account so that you can manage your own finances. Please give your bank details below, writing the numbers in words, e.g. 1 as one.

Please make sure your account can receive BACS transfer payment transactions.

If you do not have a bank account and are unable to obtain a bank account in your name then we can make payments into the account of your parent/guardian, carer or the person with whom you live. If you would like to do this please enter their bank details in the section below and indicate below what relationship you have with the person.

Please note: It is your responsibility to inform us if your bank account details have changed, failure to do so may result in payments being made to the wrong account.

Account Holders Name								
Account Number								
Sort Code								
Relationship to account holder if not using own details								

Eligibility Table

- Please consult the table below for evidence of your household income.
- Your household includes whoever is supporting you financially, this could be your partner.
- If you are living independently, we need proof of your income.
- If you live with a partner, we need to see evidence of their income.

You must attach **your evidence** to this application.

Household Income	Evidence Required	Bursary Types
Over £26,000	<ul style="list-style-type: none"> • None required 	<ul style="list-style-type: none"> • Not eligible for any of our bursaries
£16,191 - £26,000	<ul style="list-style-type: none"> • Payslips for the last three months or • 2015/16 Tax Credit Notification (all pages required) or Tax Credit Annual Review for year end 2015/16 	<ul style="list-style-type: none"> • Travel Costs • Course Costs • Tuition, Examination and Professional Fees
Less than £16,190	<ul style="list-style-type: none"> • Payslips for the last 3 months or • The most recent Tax Credit Notification (all pages required) or • *Letter from Jobcentre Plus / DWP /Local Authority or bank statement showing the benefit received if out of date <p>* Please note that bank statements on their own will not be accepted as evidence of Tax Credits or means-tested benefits.</p>	<ul style="list-style-type: none"> • Travel • Course Costs • Tuition, Examination and Professional Fees

Bursaries

Please indicate which bursary you are applying for below by ticking the boxes to the left

	Tuition, Examination and Professional Fees Bursary	A bursary of up to 50% towards the cost of tuition, up to 50% for examination and professional body fees if your household income is £26,000 or less. If financial support is required you should not complete your course enrolment until you receive a decision from the Adult Support Fund panel.
	Course Costs Bursary	Up to 50% of essential course costs such as books, equipment and trips .
	Travel Bursary	Up to 50% off the cost of travelling to and from college. It is only available if you live more than 3 miles from the College campus and can pay towards petrol costs as well as travel by bus or train.

Tuition, Examination and Professional Body Fees

A bursary of up to 50% may be given towards Tuition,* Examination and Professional Body Fees may be awarded.

Priority is given to the most vulnerable students. Tuition Fee support is not guaranteed and if financial support is required you should not complete your enrolment until you receive a decision from the Adult Support Fund panel.

*Students in receipt of the Advanced Learner Loan cannot apply for help with Tuition or Exam fees .

Please tell us what fees you want help with in the table below:

Tuition Fees*	£
Examination Fees*	£
Professional Body Fees*	£

Course Cost Bursary

This bursary is towards essential course items such as trips, equipment and uniform. Depending on your circumstances you may be awarded up to 50% towards these essential costs, in some cases you will be awarded a specific amount towards an item and the actual cost may be higher, this is the maximum we are able to award at that time due to budget constraints.

Please list the essential course items you are required to buy: _____

Travel Bursary

If you live 3 miles away from the College and do not receive any other funding for travel please complete the table below.

If you live less than 3 miles away and have a disability or mobility issue, please provide medical evidence with your application. Please note that parking charges will not be funded.

Bus	Train	Car
Price of ticket: £ _____ Single <input type="checkbox"/> Return <input type="checkbox"/>	Price of ticket: £ _____ Single <input type="checkbox"/> Return <input type="checkbox"/>	Engine size: _____ Petrol <input type="checkbox"/> Diesel <input type="checkbox"/>
Days in College: _____ Cost per week: £ _____	Days in College: _____ Cost per week: £ _____	Days in College: _____ Cost per week: £ _____

Student Declaration

By signing the declaration below you confirm that you accept the following terms:

- Any changes in circumstances should be reported to Student Services immediately (this includes change in bank accounts, change of address and contact details etc.)
- Shuttleworth College reserves the right to request the return of any item of equipment or the repayment of funds in the event that you withdraw from your course.
- Where you have received a discount on your tuition fees, you may be liable for the full cost of your course should you withdraw.
- You will abide by the Shuttleworth College Code of Conduct.
- You will maintain satisfactory attendance of 95% or above or accept a lesser paid award for poor attendance.

I declare that the information I have provided is correct to the best of my knowledge and I agree to inform Shuttleworth College if my details change throughout the academic year.

Signed.....

Date.....

Checklist

Have you completed all your personal details?	
Have you told us what subjects you are going to be studying?	
Have you provided evidence of your household income? (<i>Photocopies are accepted and we can photocopy any original documents for you</i>)	
Have you completed the relevant sections for the bursaries you wish to apply for?	
Have you given us your bank account details?	
Have you signed the Student Declaration?	
Have you completed the Student Survey?	

Student Survey

Please help us to maintain and improve the Adult Support Fund by completing this survey.

How did you find out about the Adult Support Fund?	Prospectus	Open Day	Tutor/ Lecturer	Student Services	
Enquiries & Guidance	Friend	Student Handbook	Local/Social Media	Other:	
When providing advice/assistance about the Adult Support Fund, Student Services were...	Extremely helpful	Very helpful	Helpful	Unhelpful	
Was the application form easy to understand?	Yes		No		
If no, which bits did you find most difficult?	Personal Details	Your course	Income and Evidence	Childcare Bursary	Bank account
Would you have been able to study at the College without financial assistance?	Yes		No		
Are you aware that if you plan to return to College next year you will need to re-apply for funding?	Yes		No		