

This guidance is to support applications for the academic year 2023-2024.

Please read these notes carefully before completing the application form.

We have made applying for Bursary support as simple as possible. However, the process will involve completing forms, providing evidence, and advising the Bursary Team of your Financial Situation.

Application for 16-19 Vulnerable Bursary, 16-19 Discretionary Bursary, 19+ Discretionary Learner Support (DLS), Advanced Learner Loans Bursary, Free College Meals, Industry Placement/Extended Work Placement, Care Leavers Apprenticeship Bursary.

Who can apply?

- The Hertford Regional College Bursary is open to students aged 16 or over and attending a fully funded course at the college. This can be a full or a part-time course.
- You must meet the residency criteria, as detailed in Section 3 of the application form.
- You must show that **you** or **your** parents/guardians (if aged 16 – 18 as of 31/8/23) are in receipt of a benefit listed on the application form **or** have a household income of £25,000 or less (£40,000 for travel support only).
- Aged 16 - 18 as of the 31st August 2023 and living in care or care leaver.
- Aged 16 - 18 as of 31st August 2023 and receiving Income Support or Universal Credit in your own name.
- Aged 16 - 18 as of 31st August 2023, in receipt of Employment Support Allowance (ESA) and Disability Living Allowance (DLA) or Personal Independence Payment (PIP) in your own name.
- Aged 16 – 19 Student in severe hardship – Emergency Food & Travel

What could we help with?

- Support towards Travel Costs to and from College by accessing a capped zone rate bus pass.
- Help towards Essential Books, Materials and Kit for your course. You may be required to provide receipts for items purchased to be refunded; your tutor will need to sign receipts as essential items.
- Financial support is subject to funding availability at the time of application. The total amount of funding may be capped according to the criteria set. Awards are based on an individual assessment of financial need.
- Terms and conditions are subject to change.

Free College Meals

To be eligible for Free College Meals, the student must be between 16 – 18 as of 31/8/23 and parents/guardians in receipt of one of the following:

- Universal Credit with net earnings not exceeding the equivalent of £7,400 for each year (after tax and not including any benefits)
- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance support under Part VI of the Immigration and Asylum Act 1999
- The Guarantee element of State Pension Credit
- Child Tax Credit provided parents/guardians are not entitled to Working Tax Credit and have an annual income of £16,190.00 or less, as assessed by Her Majesty's Revenue and Customs

Students aged 19 – 25 as of 31/8/23 and subject to a Learning Difficulty Assessment (LDA) or an Education Health and Care Plan (EHC Plan) and EFS (European Social Funded). Students aged 16 - 18 as of 31/8/23 are also entitled to a Free College Meal when attending their course if they meet the eligibility criteria.

The value of the award will vary depending on criteria including household income, personal circumstances, and programme of study. All awards will have a total capped amount.



How to Apply	Financial Evidence Required
<p>* Complete the Bursary Application form in full</p> <p>* Check that you have:</p> <ul style="list-style-type: none"> • Answered each question • Signed the declaration and dated the form • Enclosed all proof of evidence required <p>* Please return the completed form, with the required supporting evidence, to the Information Centre.</p> <p>Please note – All incomplete Bursary application forms, or those with insufficient evidence supplied, will be returned.</p> <p>* Your Bursary application will be assessed by the Admissions Team and you will receive a letter with details of your award by post or email.</p> <p>* Notification of your Award outcome can take 20 working days to process and sometimes longer in busy periods.</p> <p><i>Each application is treated fairly but if you do not agree with a decision, please follow the ‘Appeal and Complaints’ procedure, available from the Information Centre, or email financialsupport@hrc.ac.uk.</i></p>	<p>* If you are aged 16 - 18 on 31/08/2023, we require your bank details in section 7. We require parent/guardian financial details in section 6 of the application form, along with their income evidence.</p> <p>* If you are 19 or over on 31/08/2023, we require your financial details in section 6 and 7 of your application form, along with your income evidence. If your parents/guardians are financially responsible for you, we require the household income evidence.</p> <p>* To show evidence of household income, we are required to see – 1 x full months most recent bank statement plus one of the following where applicable:</p> <ul style="list-style-type: none"> • Full Universal Credit Award – full breakdown for the most recent month’s payment, including all sections and deductions • Full Working Tax Credit/Child Tax Credit Award – all pages • For Income Support/ESA/JSA (Income related), an up-to-date Award letter will be required, along with your most recent bank statement, confirming payments are still being received • 3 x months most recent payslips for the household or for self-employment, including a copy of your latest HMRC tax return <p>Please do not send original documents as evidence by post as HRC cannot guarantee documents will be returned. Photocopies will be accepted, as well as scanned copies of originals. These can be sent via email to financialsupport@hrc.ac.uk</p>

Advanced Learner Loan Bursary

Enrolled students will need to provide the original copy of their Advanced Learning Loan confirmation letter, plus household income evidence.

Self Employed Income

If you are self-employed you are required to supply proof of income for the most recent tax year for bursary assessment from September 2023. For example, year 2021-2022 accounts would be required for bursary assessment in September 2023. This can be either a set of accounts prepared by a registered accountant or a self-assessment form SA302 from HMRC, an online calculation of your income.

Proof of Income

For the Bursary Fund assessment process, household income is **all** income received by persons living within the household. This can be benefit income, salary, capital, unearned income (such as shares, investments, savings, rental income), self-employed income, a combination of these or any other means of income received.

Evidence

Evidence provided to support household income will be retained for Audit purposes.



Fund	Bursary support available
<p>16-19 Vulnerable Bursary</p> <p>A student that is either:</p> <ul style="list-style-type: none"> • Living in local authority care. • A care leaver. • Claiming universal credit, income support. • Claiming both Employment and Support Allowance (ESA) and Disability Living Allowance (DLA) or PIP. 	<p>100% Travel costs (based on capped zone rates)</p> <p>100% Essential course related costs including kit and uniform</p> <p>100% Educational trip costs through E-Shop</p> <p>DBS cost (eligible courses only)</p> <p>Material cost award through E-Shop (max £150)</p> <p>Free College Meal</p> <p style="text-align: center;">A total award cap will apply</p>
<p>Free School Meals</p> <p>A household that is in receipt of either;</p> <ul style="list-style-type: none"> • Income Support • Income-based Jobseekers Allowance • Income-related Employment and Support Allowance (ESA) • Support under part VI 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 Her Majesty's Revenue and Customs (HMRC)) • Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit • UC with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you get) 	<p>A student must be aged 16 or over but under 19 on 31 August 2023 to be eligible to receive a free meal. Students aged 19 or over are only eligible to receive a free meal if they are continuing on a study programme they began aged 16 to 18 (19+ continuers) or have an EHCP.</p> <p>A Free School Meal available to students on the days that they are timetabled to study.</p> <p>Accessed at till point in the refectory.</p> <p>Award £5.00 per day.</p>



<p>16-19 Discretionary Bursary (Household Income £16,190.00 and under)</p> <p>that is in receipt of either:</p> <ul style="list-style-type: none"> • Universal Credit with income below £7400 per annum • Income Support • Income Based Employment Support Allowance (ESA) • Pension Guarantee Credit • Means Tested Job Seekers Allowance • Child Tax Credit with income below £16,190 per annum <p>Industry Placement or Extended Work Placement Princes Trust</p>	<p>Support towards Travel costs (based on capped zone rates) 100% Essential course related costs including kit and uniform costs 100% Educational trip costs through E-Shop DBS cost (eligible courses only) Material cost award (max £150) through E-Shop Free College Meal – not applicable if in receipt of Working Tax Credit.</p> <p style="text-align: center;">A total award cap will apply</p>
<p>16-19 Discretionary Bursary (Household Income between £16,190.00 and £25,000.00)</p> <p>A student living in a household that has an income of less than £25,000 per annum including Working Tax Credit.</p>	<p>Support towards Travel costs (based on capped zone rates) 50% Essential course related costs including kit and uniform costs 50% Educational trip costs through E-Shop DBS cost (eligible courses only) Material cost award (max £150) E-Shop</p> <p style="text-align: center;">A total award cap will apply</p>
<p>16 – 19 Severe Hardship</p>	<p>Emergency Food Emergency Travel</p> <p>Based on individual assessment and financial need.</p> <p style="text-align: center;">A total award cap will apply</p>
<p>19+ Discretionary Learner Support (Household income under £25,000 per annum)</p>	<p>Support towards Travel costs (based on capped zone rates) 100% Essential course related costs including kit and uniform costs 100% Educational trip costs through E-Shop DBS cost (eligible courses only) Material cost award (max £150) through E-Shop Learner Grant monthly award – individual assessment</p> <p style="text-align: center;">A total award cap will apply</p>

BURSARY APPLICATION GUIDANCE 2023-2024



<p>20+ Childcare (Household income under £30,000 per annum)</p>	<p>This fund is part of Discretionary Learner Support and is available to assist students with costs towards childcare while studying at college. Those who apply will need to have their household income assessed. The utilisation of free childcare funding is required prior to additional funding being awarded.</p> <p>Full time student – childcare costs up to £5,000 Part time student – childcare costs up to £3,500</p> <p style="text-align: center;">A total award cap will apply</p>
<p>Advanced Learner Loan Bursary (Household Income under £30000.00 per annum)</p>	<p>100% Travel costs (based on capped zone rates) Maximum award amount £1000 Full time programme of study. £500 maximum award for Part time programme of study.</p> <p style="text-align: center;">A total award cap will apply</p>
<p>Care Leavers – Apprenticeship (Can only be received once during the whole apprenticeship period)</p>	<p>£1000.00 Care Leavers Bursary Award</p> <p style="text-align: center;">A total award cap will apply</p>

Eligible students will receive an individual package of support, with amounts being paid on specific dates throughout the academic year. Your support may be reduced if students do not have an attendance rate of over 90% per term (Autumn Term – September to December; Spring Term – January to April; Summer Term – April to June), across their whole learning programme, including Maths, English and tutorials.

<p><i>If you have any queries with regards to completing the application form or supporting evidence, please contact the Information Centre on 01992 411411 or email us at financialsupport@hrc.ac.uk. The Information Centre is located in the main reception area of both campuses (Opening times apply).</i></p>	<p><i>Please return your completed form and supporting evidence to:</i> The Information Centre HRC, Broxbourne Campus, High Road, Turnford, Hertfordshire, EN10 6AE or HRC, Ware Campus, London Road, Ware, Hertfordshire, SG12 9JF</p>
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