

The bursary scheme provides financial support to college students who are enrolled on a Higher Education course, subject to eligibility and in their first year of study. The college bursary can be used to support college-based resources or activities, such as technology, books, professional membership fees, trips or visits and/or travelling costs.

Students with learning difficulties/disabilities should apply for the Disabled Students Allowance in the first instance. For further information visit www.gov.uk/disabled-students-allowances-dsas. The College may be able to assist with financing a diagnostic assessment of specific learning difficulties (e.g. dyslexia) through the hardship fund depending on financial circumstances, please see the Support Tutor for further information. Bursaries worth £200 can be paid to first year students who have a household income lower than £25,000 and are from low participation backgrounds, (identified through proof of student finance entitlement and through postcode checks against POLAR 4 (Q1)). To meet the eligibility criteria for the Shrewsbury College Group HE Bursary in 20/21 you must:

- Be enrolled in 2020/21
- Be a UK resident and proof of ID is required to support this
- Be paying tuition fees through self-funding or student finance and all payments are up to date
- Be attending as a full or part-time student
- Be a current student on a course that does not already attract a training bursary, e.g. NHS bursary
- Your household income must be less than £26,000

Procedure for assessing eligibility

1. Students who want to apply for the bursary are asked to complete an application form as attached.
2. Applications are assessed based on postcode data where not many people go into Higher Education (POLAR 4 indices 1 <http://www.hefce.ac.uk/postcode/>)

Application for HE Bursary 2020-21

Section 1: Personal Details			
Student ID No:		Term time address:	
First Name(s):			
Surname:			
Date of Birth:		Postcode:	
Mobile:		Email:	

Section 2: Course Details (please list all if enrolled on more than one)			
Course:			
Full Time / Part Time	FT / PT	No of days	
Campus / site of study			
Have you provided the relevant proof of earnings as detailed in appendix one?	No / Yes If yes, please specify:		

Section 3: Payment Details	
We will normally pay you either through BACS directly into your bank account. If you do not have a bank account and would like information about opening a bank account, visit www.moneyadviceservice.org.uk for details about the different products available, or Learner Services for more advice.	
Payment method: Do you have a Bank or Building Society account which will accept BACS payments? Yes / No Name of bank/building Branch: Account holder's name: Account Number: Sort Code:	

Section 4: General Data Protection Regulation (GDPR)

Why do we collect personal information?

Shrewsbury Colleges Group collects and processes personal data relating to its learners to effectively manage learning and to meet its statutory obligations as an FE College. The Institute is committed to being transparent about how and why it collects and uses that data and to meeting its data protection obligations.

What personal information does the organisation collect?

To process Bursary Applications, The College collects personal data under GDPR Article 6c (Legal Obligation), and 6e (Public Task) in order to meet its legal obligations with the Office for Students (OfS). All data collected and processed on behalf of OfS will be held for as long as we are legally required to do so, currently until at least 31st December 2027. How is this collected and stored? Data relating to this form is stored in a range of secure places, including the student information management systems, paper records stored in secure places and on electronic documents within a secure network.

Who has access to data?

Information will be shared internally, with any College staff who need access to the data to provide services to learners.

What rights do you have?

As a data subject, you have a number of rights. You can: access and obtain a copy of your data on request; require the organisation to change incorrect or incomplete data; require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing; object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

Section 5: Appeals

All applicants have the right of appeal. If you believe your application has not been assessed correctly, you do not receive an award, or you are not happy with the level of support allocated you can appeal. You should make your appeal in writing to the Head of Higher Education within 10 working days of being notified of our decision, stating clearly the reasons for appeal and giving any additional details you think should be taken into consideration. Notification of the outcome of the appeal will be within 10 working days. If you are unhappy with the appeal decision you can make use of the formal complaint's procedure which is outlined on the college website.

Section 6: Declaration

I certify that the above information and financial details are correct and complete:

- I understand that funding is limited and not guaranteed
- I agree to notify The College of any change in my circumstances which may affect my eligibility for funding as soon as this occurs; I understand that failure to do this may mean that The College will request repayment of my award.
- I understand that The College will claim back all or some of the award made to me if I have given misleading or inaccurate information intentionally. I recognise that false statements can leave me open to prosecution.
- I understand that financial assistance is dependent upon academic achievement, behaviour, and full attendance, which will be monitored. Should this be unsatisfactory, or I withdraw from my course early, any future payments may be reduced, and I may be asked to pay back some or all of my award.
- I understand that funding is for 2020/21 only and is not guaranteed for future years.
- I understand that The College reserves the right to review and adjust my award and entitlement through-out the year and can make in-year changes to awards.
- I have read and understood this declaration.

Signed:

Date:

Name:

HE – Bursary Scheme & Application Form 2020/21

APPENDIX ONE: TYPES OF INCOME	Please tick if applicable	Used as part of income calculation	Used to confirm eligibility for Government Free School Meals	EVIDENCE REQUIRED
Working Tax Credit / Child Credit		<input type="checkbox"/>	<input type="checkbox"/> Child Tax Credit only	ALL PAGES of the HM Revenue & Customs Tax Credit Award Notice dated April 2018 - April 2019
Partner / Spouse's Income		<input type="checkbox"/>		Latest 3 payslips OR if self-employed copy of the latest official tax return
Income Support (IS) / Universal Credit (US)		<input type="checkbox"/>	<input type="checkbox"/>	Award letter (ALL PAGES) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (within last 3 months) showing amount credited to account
Job Seekers Allowance (JSA)		<input type="checkbox"/>	<input type="checkbox"/> Income based only	Award letter (ALL PAGES) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (within last 3 months) showing amount credited to account
Employment Allowance (ESA)		<input type="checkbox"/>	<input type="checkbox"/>	Award letter (ALL PAGES) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (within last 3 months) showing amount credited to account
Support under Part VI of the Immigration and Asylum Act 1999			<input type="checkbox"/>	
State Pension / Pension Tax Credit		<input type="checkbox"/>	<input type="checkbox"/> Guaranteed element of State Pension Credit	Award letter (ALL PAGES) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (within last 3 months) showing amount credited to account
Other - Please Specify (Do not include Child Benefit, Maintenance or CSA payments.)		<input type="checkbox"/>		Award letter (ALL PAGES) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (within last 3 months) showing amount credited to account