

# HADLOW COLLEGE

## Application for Residential Bursary Fund (RBF)

### Eligibility Criteria

To be eligible for financial support, students must:

- Be aged 16 or over on 1<sup>st</sup> September 2017.
- Be a national of any European Union country or have 'settled status', the right of abode in the UK, and have been ordinarily resident in the EEA for 3 years preceding the first day of their course. There are other categories where a non-EU national may be eligible. If you are unsure whether your nationality or residency rules meets the criteria then please contact College Registry for clarification.
- Have a household income of **less than £30,000 (gross)**. This will include all income such as State Benefits, Tax Credits or income from employment.
- Be enrolled on a full-time course which lasts for at least 10 weeks of the year.

Students who meet the above eligibility criteria may be awarded a bursary from RBF to cover 80% of the accommodation costs.

Students are also entitled to apply for a bursary to assist with course related costs and will be assessed for eligibility for Free College Meals.

You will be notified within 2 weeks of receipt of your application as to whether you have been successful, providing all necessary documentation has been submitted.

Please note you still need to complete an application form to apply for accommodation at Hadlow College.

### Withdrawal of Support

Funding is not an entitlement – it is earned by your satisfactory attendance, academic performance and conduct. The College reserves the right to withdraw funds or require repayment of funds in the following circumstances:

- A student leaves the College before completion of the course of study.
- A student's attendance falls below the required 93% without good reason.
- A student gives deliberately misleading or false information.
- A student is asked to leave following disciplinary procedures.

### Complaints and Appeal Procedure

If a student has a concern regarding the assessment of their application, they should in the first instance, speak to a member of Student Support Services to request a reassessment of their application. If the student is not satisfied with the outcome, they can follow the complaints procedure as detailed on the College website.

**Please complete this form, attach the relevant evidence requested and return to:**

Student Support Services  
Hadlow College  
Hadlow. Tonbridge  
Kent TN11 0AL  
Telephone: 01732 853674

Section 1 – Personal Details	
<b>Title</b>	Miss / Ms / Mrs / Mr / Other (please specify).....
<b>Surname</b>	
<b>First Name</b>	
<b>Date of Birth</b>	<b>Age on 31/08/2017</b>
<b>Home Address</b>	Post Code
<b>Parent/Guardian Contact Numbers</b>	Home: Mobile:
<b>Parent/Guardian Email Address</b>	

Section 2 – Current Status	
I live with my parents, single parent or a parent & partner	YES / NO
If you ticked YES to the above question, who do you live with? <i>(please tick)</i>	
Mother and Father <input type="checkbox"/>	
Mother only <input type="checkbox"/>	
Father only <input type="checkbox"/>	
Mother and new partner <input type="checkbox"/>	
Father and new partner <input type="checkbox"/>	
Guardian <input type="checkbox"/>	
Other <input type="checkbox"/> <i>please specify</i>	
Are you in care or have you recently left care?	YES / NO
I am an independent learner as I meet one or more of the following conditions:	YES / NO
<ul style="list-style-type: none"> <li>• I am married or in a civil partnership</li> <li>• I am a parent</li> <li>• I have supported myself for at least 3 consecutive years</li> <li>• I have no living parents</li> <li>• I am estranged from my parents</li> <li>• I am over 19 years</li> </ul>	
Are you or your parent/carer or partner in receipt of a means tested benefit or tax credit?	YES / NO
Has anyone in your household experienced a recent sudden change in circumstances e.g. redundancy?	YES / NO
Do you have the right of abode in the UK and have you been ordinarily resident for the last three years?	YES / NO
Do you wish to apply for a bursary for course related costs?	YES / NO
All students will be automatically assessed for eligibility for free college meals.	

### Section 3 – Proof of Income

To receive an award from the Residential Bursary Fund, your household income must be less than £30,000 (gross).

All household income is taken into account including all benefits listed below. “Household” is defined as the learner and the adults they live with. If your parents do not live together, you should provide details of the parent you live with. If you live with a parent who has remarried or lives with a partner, details of the partner’s income must also be provided.

If you are over 19 years, the household income includes the student’s income and their partner or spouse’s income. The income of parents, or other relatives/carers is not included even if you are living with your parents.

If you are In Care or a Care Leaver, please send a confirmation letter from your Local Authority.

Please provide copies of one or more of the following to evidence your income (please send the most recent documents).

Source of income	In receipt? Y or N	Evidence enclosed? Y or N
Council tax benefit		
Housing benefit		
Working Tax Credit		
Child Tax Credit		
Universal Credit		
Pension		
ESA/JSA/Income Support		
Carer’s Allowance		
Child maintenance		
P60 (tax year ending April 2017)		
Pay slip for March 2017		
Tax Credit Award Notification for 2016/17 (copy of all pages)		
In Care/Care Leaver		
If none of the above evidence is available, please send copies of bank statements for the past 3 months for all eligible household accounts.		

#### **Section 4 - Declaration**

All students and parents/guardians (if student under 19) should sign this declaration.

- I declare that the information given on this form is complete and correct.
- I agree to attend all timetabled lessons or risk funding being withdrawn.
- I understand that the College has the right to make independent checks of the above statements for the purposes of assessing my eligibility for financial support.
- I understand that any deliberately misleading or false information provided in this application form will result in an immediate demand for the repayment of all monies allocated.
- I understand that supporting documentation may not be returned to the College and that any original documentation is sent at my own risk.
- I have read the Eligibility Criteria and other guidance notes on page 1 of this form.
- I give permission for the College to speak to my parent/carer about my funding.

<b>Student Name</b>	<b>Parent / Guardian Name</b>
<b>Signature</b>	<b>Signature</b>
<b>Date</b>	<b>Date</b>