



Prep HE student funding Application Form - Academic Year 2015-16

What funding is available?

There are four types of funding available to AUB Prep HE students:

The **16-19 Bursary Fund** is for Prep HE students who are under 19 on 31st August 2015, who face the greatest barriers to continuing in education. The fund can provide support with travel, study-related costs, and hardship payments, but not tuition fees.

The **Residential Bursary** is for students aged 16-18 who have moved out of the family home to live independently in private accommodation or halls of residence. Any award made from this fund will be paid directly to your landlord.

The **Learner Support Fund (LSF)** is for students who are 19 or over on 31st August 2015, who are experiencing financial difficulty with meeting costs associated with learning. The fund can provide support with accommodation costs, travel, childcare costs, and hardship payments.

The 24+Advanced Learning Loan Bursary Fund is for students who are receiving a 24+ Advanced Learning Loan. You may be eligible for support from this Bursary Fund for help with accommodation and travel costs, course materials and equipment or childcare.

In addition to financial support, **Free Meals**, valued at £2.41 per meal, are available to students who are personally, or whose parents are, in receipt of certain benefits.

You do not need to decide which fund to apply for – all applications are automatically assessed for the relevant fund. Please note that funds are limited and eligibility does not guarantee that funding will be available.

Who can apply?

Students must have resided in the UK, EU or EAA for at least 3 years and be enrolled as a student at the AUB (or have a letter from the AUB offering a definite place on a Prep HE course).

The primary priority for 16-19 bursary funds are students who:

- Are living in care, or who spent 13 weeks or more in care since the age of 14;
- Are personally in receipt of income support;
- Are personally in receipt of Employment Support Allowance and Disability Living Allowance

The Residential Bursary is for students who have moved away from their family home to undertake a course at the Arts University Bournemouth.

Students whose household income is below the threshold of £42,620 may apply to the funds.

Free Meals are available to students aged 16-18 on 31 August 2015 who are personally, or whose parents, are in receipt of one or more of the following benefits:

- 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
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

How will my application be assessed?

Your bursary application is assessed against your parental income. If you have lived independently for at least three years or are over 25, your application can be assessed on your own financial situation. You will need to provide evidence of this with your application.

Students from priority groups for the 16-19 bursary fund (listed under "*who can apply?*" above) will be awarded an annual bursary of £1,200, in addition to any other income-related support they may be eligible for.

What information should I provide to support my application?

If you are moving/have moved away from your family home, please provide a copy of your term time tenancy agreement.

If you are living in care, or spent 13 weeks or more in care since the age of 14, please provide confirmation of this from your Local Authority.

Your parents will need to provide evidence (unless you are being assessed independently). Please provide copies (not originals) of the following:

- Previous two months bank statements (from **all** accounts)
- P60 or evidence of annual income, if self employed
- Evidence of any benefits claimed
- Evidence of any other income (e.g. pension, tax credits). If you provide the complete tax credit award notice (all pages), you do not need to provide evidence of your annual income.
- Evidence of childcare costs (if applicable)

If we do not have the correct information we cannot assess your form and will have to return it – this will delay your application for financial help. All information provided must be in English.

How quickly will my application be assessed?

If you apply for bursary funds during the holiday period you will receive an email from us informing you of the outcome within 4 weeks of us receiving your application. If you apply during the academic year you will be informed of our decision within 10 working days of us receiving your completed form and evidence.

How will my award be paid to me?

Bursary payments will be paid directly into your bank account in three instalments, one at the beginning of each term. Your email will set out the exact amounts that you will be paid. Payments from the 16-18 Residential Bursary fund will be paid direct to your landlord in 9 monthly instalments over the course of the academic year.

If you apply before the academic year begins you will receive your first payment approximately 2 weeks after you have enrolled. However, if the academic year has already started you will be paid your first instalment within 2 weeks of receiving your letter. If you are awarded Free Meals this will be provided in the form of refectory credit which will be added to your Student ID card.

What can I do if I feel that my application has been wrongly assessed?

The information presented here is for guidance only – our Student Advisers are more than happy to discuss your individual application with you, and to explain how we reached a decision on your application. If, having received an explanation of how we assessed your application, you feel that your application has not been assessed accurately you should contact Student Services on 01202 363031 or by emailing studentadvice@aub.ac.uk.

Prep HE student funding Application Form

Academic Year 2015- 2016

Note:

Please complete this form as fully as possible; a failure to provide sufficient information and supporting documentation will result in a delay to your application.

Part 1: Student Details

Your AUB student number

Your course

Your title Mr Miss Mrs Ms Other

Your first name

Your surname

Your date of birth

Your home address
Postcode

Your home telephone no Mobile

Your email address

Your term-time address
Postcode

Your term-time telephone no Mobile

How long have you been resident in the UK, EU or EAA?

Whilst you are studying, will you be living: with your parents/guardian?

with your partner/spouse? in shared accommodation? if so how much is your rent? _____

Are you living in care, or have you spent more than 13 weeks in care since the age of 14? yes no

Are you in receipt of income support? yes no

Are you in receipt of Employment Support Allowance and Disability Living Allowance? yes no

Do you have any children who are financially dependant on you? yes no

If 'yes' please give their full name(s) and date(s) of birth:

18. What, if any, is your weekly cost of childcare?

19. Are you in receipt of a 24+ Advance learning Loan? yes no

Reasons for Applying

Please use this part of the form to explain why you believe your situation merits additional support; please give full details of any unexpected or exceptional costs.

Student Bank / Building Society details

If your application is successful, we will pay your award directly into your bank or building society account. Please provide your account details.

Name of Bank/Building Society Branch

Account Number Sort Code

If you are over 25 or can prove you have lived independently for the past 3 years, please complete the following income details. If not please go to Part 2: Parent's Details.

Student Household Income

Documentary evidence must be submitted to support all income entered

YOUR INCOME (Please state in British £)

YOUR INCOME
(PER YEAR)

**YOUR SPOUSE/
PARTNER'S
INCOME**
(PER YEAR)

Earned income as an employee (BEFORE TAX)

£

£

Income from profession or business (BEFORE TAX)

£

£

Tax Credits

£

£

Benefits – please give details

£

£

Any other income – please give details

£

£

TOTAL ANNUAL INCOME

£

£

Part 2: Parents' Details:

Please ask your parent(s) to complete this part of the form and sign the declaration in Part 3.

Note: With the exception of payments to priority groups, Bursary Fund applications are based on household income. If you are married, co-habiting or re-married, please provide details for yourself and your spouse/partner within the household. If you are divorced or separated you do not need to provide details of the absent parent; the student's primary carer should complete this part of the form.

Parent (A)

Title Mr Miss Mrs Ms Other

First name

Surname

Spouse/Partner (B)

Title Mr Miss Mrs Ms Other

First name

Surname

Home address
Postcode

Home telephone no Mobile

Email address

Parents' Household Income

Documentary evidence must be submitted to support all stated income

YOUR INCOME (Please state in British £)

	(A) PARENT (PRIMARY CARER) PER YEAR	(B) SPOUSE/ PARTNER PER YEAR
Earned income as an employee (BEFORE TAX)	£ <input type="text"/>	£ <input type="text"/>
Income from profession or business (BEFORE TAX)	£ <input type="text"/>	£ <input type="text"/>
Tax Credits	£ <input type="text"/>	£ <input type="text"/>
Benefits – please give details	£ <input type="text"/>	£ <input type="text"/>
Any other income – please give details	£ <input type="text"/>	£ <input type="text"/>
TOTAL ANNUAL INCOME	£ <input type="text"/>	£ <input type="text"/>

Part 3: Declarations

Student Declaration:

- I declare that the information that I have given on this form is correct and complete to the best of my knowledge and I am meeting attendance requirements for my course.
- I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the AUB. I further undertake to repay any bursaries obtained by me as a result.
- If my application is approved, I request that you arrange automatic transfer to repay any outstanding debt to the Arts University Bournemouth. *(Delete if not applicable - please note that qualifications cannot be awarded if you have unpaid debts to the Arts University).*

Your name (CAPITALS)

Your signature

Date

Parental Declaration:

- I declare that the information that I have given on this form is correct and complete to the best of my knowledge I have no other means of income at this time

Your name (CAPITALS)

Your signature

Date

The data requested in this form is covered by the notification provided by the AUB under the **Data Protection Act 1998**

For Office Use Only

Date received		Attendance
SITS checked		Category – RB / Hardship / Travel / Childcare / Free Meals

Student Checklist

Please attach photocopies (not originals) of the following documents:

- Your tenancy agreement, if you live away from your family home
If you are moving away from home we will not be able to process your application if you do not provide this.
- If you are living in care, or have spent 13 weeks or more in care since the age of 14, please provide confirmation of this from your Local Authority.
- Evidence of your 24+ Advanced Learning Loan (if applicable)

Please ask your parent(s) to provide copies of the following documents (unless you are over 25 or have lived independently for at least 3 years):

- P60 or evidence of income if self-employed
- Evidence of any benefits and/or tax credits claimed
- Evidence of any other income
- The past two months bank statements (from each account)

Without the correct documentation we will be unable to process your application.

Please note that any award under this scheme could affect your entitlement to benefits.

Advice on managing your money

Student Services is part of the Money Doctors scheme, accredited by the Financial Services Authority. Our Money Doctors can offer you advice on managing your money, dealing with debt or planning a budget.

To make an appointment with a Money Doctor call into Student Services or contact:

Telephone: 01202 363031/363242 **Email:** studentadvice@aub.ac.uk

**Please return this form to Student Services, The Arts University Bournemouth,
Wallisdown, Poole, BH12 5HH.**