



# BURSARY APPLICATION FORM

***The James Herriot Foundation Trust is a lasting legacy that helps fulfil the dreams of people wishing to become the next generation of James Herriot animal care professionals***

The James Herriot Foundation Trust has been established in memory of Alf Wight OBE (James Herriot) to raise funds to help future generations of veterinary nurses with their studies and to support them through their vocational education and development.

The trust aims to provide bursaries to future veterinary nurses that will help where there is a gap in funding and where financial support would make a significant difference; or could be used to fund specific projects that would not be possible without additional help for the individual concerned.

## 1. Student Details :

**Please provide your personal details.**

Student Number :

Student Surname:

Student First Name:

Date of Birth:  /  /

Age on 31<sup>st</sup> August 2016

Have you been a resident in the UK for the last 3 years :

YES  NO:

Address:

Postcode:

Mobile Number:

Email Address:

## 2.Course Details:

**Please provide us with as much information as you can about your course of study**

Is your course: - Full time  Part time

Course Title:

Level of Course  HE  / FE

Course Start Date:  /  /

Duration of course:

1 Year  2 Year  Other

What are your intentions on successful completion of the course (please continue on separate sheets if necessary):-

If your application is successful what do you intend to use the bursary for (please continue on separate sheets if necessary):-


**3. Financial Information**

Information regarding your financial circumstances

Who do you live with?

**Please tick all that apply:-**

Mum <input type="checkbox"/>	Dad <input type="checkbox"/>	Brother/sister <input type="checkbox"/>	Partner/spouse <input type="checkbox"/>
Step-mum <input type="checkbox"/>	Step-dad <input type="checkbox"/>	Grandparent(s) <input type="checkbox"/>	My child/children <input type="checkbox"/>
I live by myself <input type="checkbox"/>	Foster carers <input type="checkbox"/>	I live with somebody else (say who ↓) <input type="checkbox"/>	
I live in supported housing/a hostel etc. <input type="checkbox"/>	<input style="width: 150px;" type="text"/>		

Applications are assessed on household income and **you must provide evidence.** In order to qualify for a bursary household income must be below £30,000.

**You must provide the following evidence to support your application:-**

- A copy of all the pages of the household Tax Credit award notice for 2017-18, part tax credit award notices will not be accepted.
- A copy of the household P60/s for April 2018 or if you are unable to provide a P60 copies of wage slips for February 2018, March 2018 and April 2018.
- If any household members are self-employed we require a copy of their self-employment earnings / tax return for 2017- 2018
- Evidence of all benefits the household is in receipt of including Income Support, PIP, JSA, DLA, ESA. You must provide a recent letter confirming the benefit and the amount you receive.

Will you be working at any time during the academic year 2018/19: YES  NO

If so please state:

Is the job Full time  Part time

Job title:

Name of Employer:

Estimated Earnings:

Do you get a student loan: YES  NO

Are you in receipt of any other grants or funding:

YES  NO

Have you any other source of income:

YES  NO

If yes please specify what it is, and the amount:


**4. Your essential course costs:**

Course Related Costs	Amount (if known)
Tuition fees:	£
Course Books and stationary:	£
Accommodation:	£
Travels costs:	£
Other Course related costs (please specify)	£
<b>Total Costs:</b>	

**5. Student Bank Account Details:-**

Please provide your bank details below, as printed on your bank card or statement. Bursary payments will be paid direct into the student's bank account only. Payment will not be made unless full bank details are provided.

Name of Bank/ Building Society:	<input type="text"/>
Sort Code:	<input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>
Account number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Building Society Roll Number (if applicable):	<input type="text"/>

**6. Course Tutor Reference:**

It is important that you supply a reference which **MUST ACCOMPANY** this form. The reference must be from your Course Manager for the programme of study you are currently enrolled on at Askham Bryan College.

<b>Name of course Manager:</b> <input type="text"/>	<b>Course Manager Signature:</b> <input type="text"/>
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Please attached additional sheets or alternatively your Course Manager can email their reference to:-  
[Bursaries@askham-bryan.ac.uk](mailto:Bursaries@askham-bryan.ac.uk)

**7. Data Protection Act 1998**

I agree to the College processing my personal data to assess my suitability for a bursary. I understand that the College holds personal data in accordance with the College data retention policy which is available at <https://www.askham-bryan.ac.uk/the-college/college-policies> . All data will remain within the UK and European Economic Area ("EEA"). Applicants can withdraw consent at any time (though this may have consequences for applications). Concerns can be reported to the College Data Protection Officer ([judith.clapham@askham-bryan.ac.uk](mailto:judith.clapham@askham-bryan.ac.uk)) and complaints made to the ICO <https://ico.org.uk/concerns/> .

**8. Declaration**

By signing below, you agree to the following declarations:

- The information I have given on this form is correct, true and accurate to the best of my knowledge and I agree to my personal data being used in this way.
- I understand that if I provide false or incomplete information, I may have to repay any money given to the applicant.
- I confirm that I am not on a **Higher Education** course
- I agree to notify the College of **any change in my circumstances** which may affect my eligibility for funding, or of any change to my course, as soon as either of these occurs, I will inform the Student Finance Officer immediately.
- I understand that the College may claim back all or some of the award made to me if I give **misleading** or **inaccurate** information intentionally.
- I understand that financial assistance is dependent upon **satisfactory attendance and behaviour**.
- I understand that if I withdraw from my course early, I may be asked to pay back some or all of the funding I have received to that date.
- I understand that any funding I am allocated is for this current academic year only and that a new application will be required for any subsequent years.
- I understand that if I am in receipt of any benefits I must declare that I am receiving financial support from the college to any other agencies.

Student Signature:

Date:

Parent Signature (If under 19):

Date:

**9. What happens next:**

Please return your application form to Student Services. You can either hand it in to a member of staff in Student Services or:-

**Post it to:**                    **Student Finance Officer**  
**Student Services**  
**Askham Bryan College**  
**York**  
**YO23 3FR**

**OR email it to:**        [bursaries@askham-bryan.ac.uk](mailto:bursaries@askham-bryan.ac.uk)

Once your application is received you will be sent an acknowledgement within 5 working day. If you have provided all the required evidence, your application will be examined and processed according to the college criteria. You will normally be informed of the result of your application within 28 days.

If you need help urgently please make an appointment with the Student Finance Officer based within Student Services.