

Section 1: Personal Details

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|---------------------|------------------------|------------------------|
| Forename: | Surname: | Student Ref No: |
| Course Name: | Personal Tutor: | |
| Bank Name: | Branch Address: | Postcode: |
| Account No: | Sort Code: | |

Section 2: Details of HE Bursary Gift Offer

Please select 1 option only

| | Cost | ✓ |
|--|------|---|
| Equipment Vouchers - to a maximum value of £500 to be issued in 2 instalments of £250 after completion of Semester 1, and after completion of Semester 2* subject to the terms and conditions below | | |
| Cash - £250 to be paid into student bank account after completion of Semester 1 and £250 after completion of Semester 2* subject to the terms and conditions below | | |

Terms and conditions:-

- Available only to Year 1 Level 4 Foundation Degree Full Time new students for the first year of study only.
- Where student fees are to be paid via the Student Loans Company, bursary gifts shall only be issued once Hugh Baird College (“the College”) is satisfied that Student finance is in place and that the first fee instalment from the Student Loans Company has been received by the College. Where students are self-financing, bursary gifts shall only be issued once the College is satisfied that 50% of the student fees have been paid. Such student fees shall be paid no later than October half term of the academic year.

Payment by the College of any bursary gift balances due to a student in Semester 1 / Semester 2 shall be subject to the student having met the following terms and conditions:

- That the student achieves a full credit value for the award studied during the academic year.
- That the student attends the progression / exit review with his / her personal tutor at the end of semester one and two of the academic year.
- That the student meets a minimum of 90% attendance at the end of semester one for the first instalment and a minimum of 90% attendance at the end of semester two for the second instalment in the academic year.
- That the College is satisfied that the student has complied, throughout the academic year, with the College's Code of conduct.
- **Complete a short student feedback survey prior to receiving each bursary gift.**

The student shall understand that only one bursary gift may be issued per student. Should a student in receipt of a bursary gift transfer from one course to another, or leave and re-apply, or have previously received a bursary gift, the student shall not be entitled to apply for a second bursary gift under any circumstances at any time. The student shall understand that any authorised absences must be authorised by their tutor before the end of Semester 1 / 2 for the student to be eligible for the bursary gift. If absences are not authorised by the deadlines, no bursary gift will be issued. Attendance is monitored throughout the year, and the attendance recorded at the time of issue will be final. Where a student does not meet the 90% attendance in Semester 1, but does so in Semester 2, an instalment of £250 will be paid. In no circumstances will both instalments be paid in Semester 2.

Section 3: Confidentiality & Declaration

- I certify that the information and details I have provided are correct, and in full.
- I understand that, as per the terms and conditions set down by Hugh Baird College, financial assistance in the form of a bursary gift shall be dependent upon academic achievement, satisfactory behavioural conduct and a minimum of 90% attendance throughout the academic year, all of which shall be monitored. I understand that failure to comply with these terms and conditions may result in the offer of a bursary gift being withdrawn.
- I understand that any bursary gift funding I am allocated relates to my current course, is for this academic year only.
- I understand equipment purchased via the bursary gift shall not be covered under the College's insurance policy.
- I understand that this form will only be seen by those members of staff administering HE Bursary Gifts and that the College's Finance Department and my Personal Tutor may be provided with details of any financial assistance offered.
- I understand that once I have chosen a bursary gift, my choice is final and this gift cannot be exchanged for another.
- I understand that the deadline to submit the HE Bursary form is the 31st October and that if it is submitted after this date the HE Bursary Gift is not guaranteed and the form may not be accepted.

If you are happy for us to talk about your application for a HE Bursary with somebody else e.g. family member, partner or support worker, please provide their information below: (if no information is provided below, we will not disclose any information regarding the bursary gift to anyone)

Name: _____ Relationship to you: _____

Declaration: I HAVE READ AND UNDERSTOOD THIS DECLARATION

Signed:

Name in print:

Date:

How We Use Your Personal Information

Your information will be securely destroyed after it is no longer require. Your information may be shared as part of data analysis with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data protection legislation. The Hugh Baird University Centre may also, for a variety of purposes including fraud prevention or detection, supply this information to outside organisations such as the Police, local authorities, the Department for Works and Pensions and its agencies, the Home Office, Office for Students (OfS), examination boards and other educational establishments or awarding bodies. All the personal information obtained from you and other sources in connection with your studies at the Hugh Baird University Centre will comply with the GDPR. We will send some of the information we hold about you to Higher Education Statistics Agency (HESA). This forms your HESA record, which contains details of your ethnic group and any disabilities you have. Personal information may also be disclosed to external debt collection or credit reference agencies to assist in the recovery of unpaid tuition fees and other outstanding monies due to the Hugh Baird University Centre. For detailed information about the information we provide to HESA and how this information is handled, please see the privacy notice on the HESA website (<https://www.hesa.ac.uk/about/regulation/data-protection/notices>).

What happens next?

Where a student has chosen the bursary gift option of cash, such cash shall be paid in instalments, with £250 to be paid into the student's bank account after completion of Semester 1 and £250 after completion of Semester 2* (*subject to the student having satisfied the terms and conditions in relation to the HE bursary gifts scheme).

Where a student has chosen the bursary gift option of vouchers, such vouchers shall be paid in instalments, with £250 to be issued to the student after completion of Semester 1 and £250 after completion of Semester 2* (*subject to the student having satisfied the terms and conditions in relation to the HE bursary gifts scheme).

Successful applicants will be contacted to inform them as to when their bursary gift vouchers are ready for collection from the College's University Centre.

IF YOU HAVE ANY QUESTIONS ABOUT H.E. BURSARIES PLEASE ASK YOUR COURSE LEADER

Office use only – 29/11/16

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| Approved <input type="checkbox"/> | Rejected <input type="checkbox"/> | Funds Exhausted <input type="checkbox"/> |
| Signature: | Date: | |
| e of input to Pro-Solution: | Input by: | |