**Guyll-Leng Bursary Application**

**2024/2025**

Application Opening Date 1St April 2024 Closing Date 31st March 2025 subject to funds being available.

**Who can apply?**

* Students must be from the UK and under the age of 25 years at the start of the course.
* Students will be studying Further Education courses at Hartpury College in Agriculture, Animal, Equine and related subjects.
* Students should be from households where total income is in the order of up to £33,000 per annum.
* Students are required to be participating (or interested in participating) in sporting activities.
* Student must **not** have a horse in livery at Hartpury College.

**Disclaimer:**

* **The Guyll-Leng Bursary has a limited amount of funds available.**
* **Once utilised the fund will be closed for the academic year.**

**Please complete all sections in block capitals.**

Have you applied for Financial Support in 2024/2025 Yes No (please tick)

If not, then please download the application form from : [www.hartpury.ac.uk/college/student-life/finance](http://www.hartpury.ac.uk/college/student-life/finance) or email collegebursaries@hartpury.ac.uk for an application.

**SECTION A**

**Students Details**

Title Mr Mrs M Miss Ms Mx ( Other Please tick or state\_\_\_\_\_\_\_\_\_\_\_

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth: \_\_\_\_\_\_**/**\_\_\_\_\_\_**/**\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age at 01.09.2024: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students ID number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the student is married, please give date of marriage: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Name (in full): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date of course: \_\_\_/\_\_\_\_(Month/Year)

End date of course: \_\_\_\_/\_\_\_\_ (month/year)

Year of Study 1st / 2nd / 3rd (Please Circle)

Have you been ordinarily resident in the UK for the last 3 years prior to the start of your course?

Yes No

Residence during term time must be specified by ticking the appropriate box below:

Living in parental home

Living in own home

Living in College Accommodation: Halls of Residence On-site Offsite e.g. Blackfriars

Other lodgings

Please provide details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION B**

**Parents Details**

Parent/ Guardian name(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Tel. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION C**

**Bursary Use**

**Please indicate what type of expenditure you want help with:**

**Proof of costs or receipts may be asked for**

 **Estimated value asked for**

Accommodation …………………………………… £……………………………

Travel …………………………………………………. £……………………………

Books and Equipment…………………………. £……………………………

Trips……………………………………………………. £……………………………

Subsistence………………………………………… £……………………………

Other course related costs…………………… £……………………………

Please provide details……………………………………………………………………………………………………………………………….

**If exact figures are not yet known, then please provide an estimate.**

**If you need any advice, please contact Student Finance on 01452 702697 / 01452941349 (Wed-Friday) or Studentfinance@hartpury.ac.uk**

**Please advise of your sporting interest (without this information we cannot proceed with the application:**

…………………………………………………………………………………………………………………………………………

**Personal Statement outlining why you would be a good candidate to receive the bursary.**

**(No more than 300 words)**

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**SECTION C**

**Household Details - To be completed by the parent(s)/adult(s) with whom you live.**

 **Parent Two/**

 **Parent 1 Parent’s Partner**

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does the student named in Section A live with you at the given address? Yes No

**If you are the applicant (student) and are not living with parents/adults, please contact Student Finance on 01452 702697 / 01452941349 (Wed-Frid) or email studentfinance@hartpury.ac.uk**

YOU DO NOT NEED TO COMPLETE THIS SECTION IF YOU HAVE A TAX CREDIT AWARD NOTICE

(TCAN) WHICH STATES YOUR INCOME FOR THE **YEAR ENDING 5th APRIL 2024**. YOU MUST

ENCLOSE YOUR TCAN (**ALL PAGES**). **PLEASE SEND PHOTOCOPIES. Not Originals.**

**If you receive Universal Credit, we require the last 3 months full statements to be provided.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Parent one£ (pounds only) |  | Parent two/partner£ (pounds only) |
| Earned gross income as an employee from all jobs, including bonuses and overtime(Evidence required – see Note 1) |  |  |  |
| Total income from self-employment(Evidence required – see Note 2) |  |  |
|  Pensions (not disability pensions – see Note 3) (evidence required – see Note 3) |  |  |
| Income from property (evidence required – see Note 4) |  |  |
| Income Support, Jobseeker’s Allowance(See Note 5) |  |  |
| Any other income(Please specify and state source) |  |  |

**Allowances (see note 1 on completion notes)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Parent one£ (pounds only) |  | Parent two/partner£ (pounds only) |
| Write in any personal pension contribution you paid direct. Enter the gross figure before tax relief(See Note 6) |  |  |  |
| For each week during the tax year that either adult received Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay, allow £100 and put the total in this box(See Note 7) |  |  |  |  |

**SECTION D – Student and Parent Declaration**

All applicants – please read, sign and date the declaration.

We understand that the College may verify information supplied by us and that the application will

be returned to us unprocessed if we have not enclosed supporting documentary evidence.

**We undertake to inform the College of any change in our financial circumstances, which**

**may affect the application.**

We declare the information given is complete and accurate to the best of our knowledge and belief.

We understand that if we give you false information, or fail to give complete information, we may

be prosecuted and will be required to repay the award.

**We understand that the offer of financial assistance is conditional upon remaining enrolled at the College, achieving the College attendance and duty requirements.**

**If I leave the College we understand that the Bursary will cease from the date of withdrawal.**

**Adhere to college Residential Regulations and Procedures; please refer to college website.**

**If the student fails to do so, we understand that this may affect our entitlement to outstanding payments and that we may have to repay all, or part of any financial support already given.**

**Please make sure Parent/Student sign below, if not your application form will be returned.**

Student Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If applicant is under 18:

Parent Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE** – Closing date for receiving applications is 31/03/2025, however late applications will be considered on an exceptional basis, funds permitting.

**Supporting evidence and completion notes for financial assistance applications.**

If you submit your application without all the application fully completed and supporting documents detailed below, it will be necessary to return your application to you. This causes a delay in processing and may even jeopardise your chances of being successful.

If you need assistance or any further information to help you complete the form, please contact

the Student Finance on 01452 702697 / 01452 941349 (Wed-Frid) or e-mail studentfinance@hartpury.ac.uk

Thank you.

**Applications that are received in full with the correct supporting documentation will be processed in date order.**

All applications are subject to availability of funds.

**Return of the Application Form**

This form should be returned to:

Guyll-Leng Bursary

Student Finance Department

Hartpury College

Gloucester

GL19 3BE.

Or emailed to: CollegeBursaries@hartpury.ac.uk

**SECTION C**

**Gross Income Details**

**Note 1**

As a general principle, the income taken as the starting point for the assessment of the parental

contribution will be the gross annual household income as computed for income tax purposes. Therefore, income from stepparents, partners, etc. must be included.

The full amount of earned income (including statutory sick pay) after the deduction of pension

contributions and before tax must be entered and should include commission, bonus, overtime,

proceeds of partnerships or profit-sharing schemes, all benefits in kind e.g., car benefits, value of

free quarters or meals, etc.

**Note 2**

Where the income is derived either from salary or wages, a clear photocopy of your P60, supplied by your employer should be submitted for the tax year ending 5th April 2024. Benefits in kind can be confirmed by sending a copy of Form P11D issued by the employer.

(**Please do not send originals, due to the high volume of applicants we cannot guarantee a safe return**)

Where income is from self-employment, the earned income figures entered at Section B must be

the actual profits for the trading year ended during the financial year ended 5th April 2024. Please

send a copy of your certified accounts.

**Note 3**

Confirmation of state pensions received is required and for pensions received from previous

employers. Form P60 must be submitted.

**Note 4**

Income from Property – a copy of your certified accounts 2023/24 or tenancy agreement 2023/24

is required.

**Note 5**

Proof of your entitlement to Income Support or Jobseeker’s Allowance is required.

**Allowances**

**Note**

Evidence of any private pension contribution is required.

**Note 7**

If either adult received Statutory Maternity Pay, Statutory Paternity Pay or Statutory Adoption Pay

at any time in the year from 6th April 2023 to 5th April 2024, you can allow £100 for each week

you received it.

If you were on maternity leave but your employer did not pay Statutory Maternity Pay, you may

have claimed Maternity Allowance instead. Maternity Allowance is not counted as an allowance.