

Special Support Bursary 2011/12

Terms and Conditions

The **ncn** bursary scheme offers up to £750 per year, depending on household income, to students studying in the academic year 2011/2012. To be eligible, students must be paying the full tuition fee of £2,670; be in receipt of a maintenance grant or special support grant; and have a household income of £40,000 or below. Additional support will be available to students who have progressed from a designated school (see designated school table). This extra bursary will provide up to £250 per year depending on your household income. Students in receipt of this extra bursary must undertake a widening participation activity during their year of study. Students must provide evidence of their student finance assessment along with the bursary application.

Household income per year (based on SLC assessment)	ncn Special Support Bursary	Designated School Bursary	Total Bursary Support
Up to £25,000	£750	£250	£1,000
Between £25,000 and £30,000	£500	£150	£650
Between £30,000 and £34,000	£400	£125	£525
Between £34,000 and £40,000	£300	£100	£400

Designated schools

- Ashfield School and Technology College
- Big Wood School
- Djanogly City Academy
- Ellis Guilford School and Sports College
- Fairham Community College
- Farnborough School Technology College
- Fernwood Comprehensive School
- Garibaldi Maths and Computing College
- Hadden Park High School
- Haywood School
- Holgate School
- Joseph Whittaker Foundation School
- Manning School for Girls
- Margaret Glen-Bott School
- National C of E Technology College
- Nottingham University Samworth Academy
- Queen Elizabeth's Endowed School
- Selston Arts and Community College
- Samworth Church Academy
- Sutton Centre Community College
- The Brunts School
- The Bulwell Academy
- The Manor School
- The Nottingham Academy
- The Nottingham Bluecoat School
- The Nottingham Emmanuel School
- Top Valley School and Engineering College
- William Crane School

In order to apply for the bursary, students must also satisfy the following points:

- have been offered a place to study on a full-time higher education (HE) course at **ncn**
- provide evidence of their student finance assessment
- not be in receipt of a bursary or scholarship from any other body
- be a UK/EU student
- must not hold a previous higher education qualification equal to or higher than the level of the course offered for study*

Bursaries will be allocated annually on a first come first served basis. Forms must be received before 28 October 2011 to be considered (or, if a student enrolls late, within ten working days of enrolment). Funding for the bursary is allocated at the start of the academic year. Applications received outside of the above deadlines will not be considered.

Evidence of your student finance assessment must be included with the bursary application. Applications cannot be considered without this.

Acceptance on the scheme for the first year of study will automatically qualify the student for the bursary in their second or subsequent year of study, providing their financial situation has not altered. **A new application form must be completed for each year of study.**

*Exceptions may exist. Please contact the Bursary team on 0115 910 4590 or email helen.lucas@ncn.ac.uk for further information.

To receive bursary payments students must also agree to and satisfy the following criteria:

- have enrolled on a full-time HE course at **ncn**
- maintain satisfactory progress reports from tutors during the course of study (as above, this will be checked each term)
- must have paid course fees and must not hold any debts with the College
- students who qualify for the designated school element must participate in one Widening Participation (WP) event each year that they receive the bursary

The WP event can take any of the following forms:

- students must be prepared to go into further education (FE) classes with the **ncn** higher education development officer/student advisors, to act as an ambassador for higher education
- alternatively students may assist with the HE stand at **ncn** open events
- students may assist with other events as advertised by the Bursary team
- students may visit secondary schools with a member of **ncn** staff to talk about HE with pupils
- students can organise their own WP event (eg. a higher education talk at their previous school), but this must be agreed in advance with the Bursary team

Non-completion/attendance

Students who commit to attending a bursary Widening Participation event and then do not attend at the arranged time/date will be deemed ineligible to apply for alternative events within the bursary instalment period and will not receive a bursary payment for that period. Extenuating circumstances for non-attendance may be taken into account at the discretion of the Dean of Higher Education.

Payment information

Bursary payments will be made in three equal instalments on 8 December 2011, 1 March 2012 and 31 May 2012 – please allow 14 days for payment to reach your account. Payment to students is by BACS transfer. Please ensure that your bank account details have been submitted by 28 October 2011 to prevent delays in payment.

Please note that bursary payments are dependent on the College receiving Widening Participation funding from the Higher Education Funding Council for England.

Applying

To apply for the **Special Support Bursary** please complete the forms, detach and send to:

Helen Lucas
HE/International Office
New College Nottingham
The Adams Building
Stoney Street
Nottingham
NG1 1NG

Applications must be received by 28 October 2011

Please ensure that you have familiarised yourself with all of the conditions of the bursary before applying.

For further information on the **ncn** Bursary Scheme, or if you have any questions please contact the Bursary team on 0115 910 4590 or email helen.lucas@ncn.ac.uk

Confirmation

Confirmation of your eligibility for the bursary will be forwarded to you within 28 days of receipt of application.

Please retain these terms and conditions for your records and only return the completed forms. If sending by post please ensure that you apply the correct postal rate as underpayment may prevent your application reaching us in time.

Any underpaid postage and handling fees will be deducted from the first instalment of any bursary award.

Special Support Bursary Application Form 2011/12

Please complete all sections of this form and read the attached terms and conditions thoroughly.

PERSONAL DETAILS

Title Mr Mrs Miss Ms Other Please tick (✓) one.

Last name

First name(s)

Date of birth (day/month/year)

Contact address

Telephone number

Mobile number

Email address

Student ID number (if known)

COURSE DETAILS

Course title

Year of course First year Second year Please tick (✓) one.

Name of tutor

Is this the first higher education course that you have undertaken? Yes No* Please tick (✓) one.

*If no, provide details

BURSARY CRITERIA

Reasons for eligibility for the bursary, please tick (✓) those that apply to you:

Household income under £40,000

Attended a designated school (please see the list below)

DESIGNATED SCHOOL CRITERIA

Did you attend a designated school? Yes* No

*If yes, please indicate which school by ticking the box below:

- | | |
|---|--|
| <input type="checkbox"/> Ashfield School and Technology College | <input type="checkbox"/> National C of E Technology College |
| <input type="checkbox"/> Big Wood School | <input type="checkbox"/> Nottingham University Samworth Academy |
| <input type="checkbox"/> Djanogly City Academy | <input type="checkbox"/> Queen Elizabeth’s Endowed School |
| <input type="checkbox"/> Ellis Guilford School and Sports College | <input type="checkbox"/> Selston Arts and Community College |
| <input type="checkbox"/> Fairham Community College | <input type="checkbox"/> Samworth Church Academy |
| <input type="checkbox"/> Farnborough School Technology College | <input type="checkbox"/> Sutton Centre Community College |
| <input type="checkbox"/> Fernwood Comprehensive School | <input type="checkbox"/> The Brunts School |
| <input type="checkbox"/> Garibaldi Maths and Computing College | <input type="checkbox"/> The Bulwell Academy |
| <input type="checkbox"/> Hadden Park High School | <input type="checkbox"/> The Manor School |
| <input type="checkbox"/> Haywood School | <input type="checkbox"/> The Nottingham Academy |
| <input type="checkbox"/> Holgate School | <input type="checkbox"/> The Nottingham Bluecoat School |
| <input type="checkbox"/> Joseph Whittaker Foundation School | <input type="checkbox"/> The Nottingham Emmanuel School |
| <input type="checkbox"/> Manning School for Girls | <input type="checkbox"/> Top Valley School and Engineering College |
| <input type="checkbox"/> Margaret Glen-Bott School | <input type="checkbox"/> William Crane School |

By signing below you are confirming that the information given above is accurate and that you agree to the terms and conditions of the Special Support Bursary scheme. It is your responsibility to inform the Bursary team of any changes to the information given above; failure to do so may result in payments being delayed or halted.

Signature Date

In order to receive your bursary, this form needs to be returned to the address below before **28 October 2011**. Forms received after this date will not be processed.

Helen Lucas, HE/International Office, New College Nottingham, The Adams Building, Stoney Street, The Lace Market, Nottingham NG1 1NG

For office use only:

Date application received	<input type="text"/>	Date on system	<input type="text"/>
Application successful	Yes <input type="checkbox"/> No <input type="checkbox"/>	Authorisation	<input type="text"/>
Supporting documents received	Yes <input type="checkbox"/> No <input type="checkbox"/>	Notes	<input type="text"/>

Special Support Bursary 2011/12

BANK ACCOUNT DETAILS

First name(s)

Last name

Student ID number (if known)

Course

Year of course First year Second year Please tick (✓) one.

BANK DETAILS

Bank account number

Sort code - -

Building society roll number (if applicable)

Name of account (eg. Mr J Brown)

Name of bank

Bank address

In order to receive your bursary, this form needs to be returned to the address below before **28 October 2011**.
Forms received after this date will not be processed.

Helen Lucas, HE/International Office, New College Nottingham, The Adams Building,
Stoney Street, The Lace Market, Nottingham NG1 1NG

Special Support Bursary Student Survey

For office use only:

D.O.B.

H.T.

New College Nottingham (**ncn**) carries out regular market research to ensure that its promotional information continues to be relevant and accessible. As part of this process we would be grateful if you could fill in this section of the bursary form. Your responses will be separated from your bursary application on receipt and will not affect the success of your bursary application.

1. Which course are you studying at **ncn**?

2. Year of course (please tick one):

- BA (Hons) Top-up Degree
- Higher National Certificate (HNC)
- Foundation Degree Year One
- Foundation Degree Year Two

Please go to question 9

3. Did you use the **ncn** university-level course guide 2011 when deciding where to study?

- No Please go to question 8
- Yes Printed copy
- PDF on **ncn** website



4. Did you find the front cover of the course guide appealing?

- Yes
- No

5. Was the course guide easy to use?

- Yes
- No

6. Did you find all of the information you needed in the course guide?

- Yes
- No

What was missing?

7. How did it rate alongside other prospectuses you looked at?

Very good Good Average Poor Very poor

Comments:

8. What other sources of information did you use when deciding where to study?

ncn website UCAS event UCAS website
ncn students **ncn** staff **ncn** open day
Connexions/careers advice

Other (please specify):

9. What made you decide to study this course at **ncn**?

ncn's reputation Range of courses Cost
Location Previously studied at **ncn**

Other (please specify):

10. What other colleges or universities, if any, did you consider besides **ncn**?

11. Which forms of social media do you use on a regular basis?

Facebook Twitter Flickr
YouTube LinkedIn

Other (please specify):

12. What are you planning to do upon completion of your HE course at **ncn**?

Further study at **ncn** Further study at another institution
Employment Undecided

Other (please specify):

Many thanks for your help.