

**Category: Higher Education (HE)**

# Continuing Student Grant Form

Academic Year 2023/2024

Date of receipt:

## IMPORTANT

- Read the accompanying guidance notes before completing this form.
- Your application form will not be considered if you do not answer all the appropriate sections.
- Answer all questions by printing clearly in black ink and by ticking the appropriate boxes.

## PART 1: Your personal details

Student ID Number	
Date of Birth	
Your Surname	
Your Forename	
Mobile Number	
Email	

## PART 2: Your current course

Course Title	
Is this a repeat year (Y/N)	

## PART 3: Your previous course at Milton Keynes College

Course Title	
Course completion Date	

*This grant is from a limited fund and will be paid on a first come, first serve basis. Once the fund has been exhausted, it will not be renewed until the following academic year.*

### **Confidentiality**

Any award will be paid directly into the bank details provided. The account must be held by the person applying for the Grant. Accounts in other people's names will not be considered.

Applications are seen only by the Bursary Team. It may be necessary for additional supporting information to be sought from other College staff for the team to make a decision.

### **Data Protection Act 1998**

Milton Keynes College is a data controller in terms of the 1998 legislation. The data requested in this form is covered by the notification provided by the College under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic records keeping.

### **Declaration**

I confirm that I have successfully completed a level 3 programme at Milton Keynes College in the academic year 2022-2023. I understand that I will receive my grant in two payments providing that my attendance is satisfactory, should my attendance drop below this level, I will not receive my payment. I confirm that all information provided on this form is correct to the best of my knowledge and that should any information I have given prove to be incorrect or false, the funds paid to me will be recovered by the College.

Signature:

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## Guidance Notes

### HE - Continuing Student Grant

If you have successfully completed a level 3 programme at Milton Keynes College in the academic year 2022-2023 and enrol on to a Higher Education course with us, you will receive a grant of **£500** paid in two instalments.

For students to qualify for the grant, you must be fully enrolled and attending your course, which we may confirm with your course team leader.

- Once the application is successfully processed then students will need to provide their bank account details for payments to be made.
- The first payment will then be made in December. Students must maintain their attendance during term two for the second payment, which will be made in May.
- Students who withdraw from their course between payments will not be eligible for the second payment.
- If a student withdraws from their course (with no extenuating circumstances) in term two or term three, they will be liable to repay the most recent payment only.
- If an application is submitted and/or processed after the Christmas holidays, only the second payment will be made to the student.
- This grant is from a limited fund and will be paid on first come, first serve basis. Once the fund has been exhausted, it will not be renewed until the following academic year.

**Completed forms can be emailed to [bursary@mkcollege.ac.uk](mailto:bursary@mkcollege.ac.uk) or returned to the Bursary Team.**

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