

**Category: Higher Education (HE)**

# Continuing Student Grant Form

Academic Year 2025/2026

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 |  |
|              |  |

## 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.

### UK GDPR and the Data Protection Act 2018

Milton Keynes College is a Data Controller as defined in the UK GDPR and the Data Protection Act 2018. The data requested in this form is covered by the notification provided by the College under the UK GDPR and Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic records keeping.

### Declaration

☒ Please tick whichever applicable.

I confirm that I have successfully completed a level 3 programme at Milton Keynes College in the academic year 2024-2025. ☐ **OR**

I confirm that I have successfully completed a HNC programme at Milton Keynes College in the academic year 2024-2025 ☐

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: \_\_\_\_\_

Date: \_\_\_\_\_

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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 2024-2025 and enrol on to a Higher Education course with us.  
(Progressed from Level 3 to HNC)

**OR**

If you have successfully completed a Higher Education HNC programme at Milton Keynes College in the academic year 2024-2025 and enrol on to a Higher Education HND course with us (Progressed from HNC to HND)

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.

Students on Apprenticeship programme will not be eligible for the Grant.

- 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.
- If you had received CSG support in previous years, same levels of support cannot be guaranteed year on year.
- 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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