

Student Support Fund Application Form 2018-2019

For all ages, excluding Apprentices & Higher Education Students
 For those with an annual income of less than £26,000 per year
 Please read the Student Financial Support Policy & Procedures 2018/19 before completing this form.

Student Details	
Student Name:	Student ID Number:
Address:	Date of Birth:
	Age at start of course:
Post Code:	Phone:
Email:	
Name of Course & Course Code (if known):	
Are you repeating the same course or the same level?	Yes / No

Eligibility	(Apprentices & HE/University learners not eligible)
<i>Please circle:</i> Learner Type: Vulnerable Bursary; Discretionary16-19; FCM; 19+; Advanced Learning Loan* *(Studying L3/4 & in receipt of Advanced Learning Loan)	
Residency:	Have you been resident in the UK or EU for the last 3 years? Yes / No
Citizenship:	British Citizen EU/EEA Citizen Asylum Seeker Refuge Indefinite Leave
Student EHCP:	Do you have an Educational Health Care Plan? Yes / No
19+ Continuer:	Are you continuing on the 2nd year of a level 3 course: Yes / No

Student Circumstances	
Who do you live with? _____	(Please state if you live with parents, partner etc.)
Number of adults in household <input type="text"/>	Number of dependent children in household <input type="text"/>
Student Circumstances (16-18 Only)	
Are you or have you been in care?	Yes/No
Name of Social Worker:	Phone:
Email:	

Evidence: Please Submit <u>ONE</u> photocopy of the required pieces of evidence below which must be dated within the last 3 months.	
Household Income:	
<ul style="list-style-type: none"> • Aged 16-24, living with parents/guardians, we only assess parent's/guardian's income, unless student is in receipt of benefits in their own right • Aged 25+, living with parents/guardians, we assess the student's income only • If you do not live with parents/guardians, we assess your income (& partner's income if you live together) 	
Evidence: 16 - 19 Bursary , 19+ and Advanced Learning Loan	Tick
Income Based Job Seekers Allowance	
Guaranteed Element of State Pension Credit	
Income Related Employment and Support Allowance (ESA)	
Income Support or Universal Credit (All pages of award showing breakdown)	
Housing Benefit Letter, showing breakdown of household income	
Earned Household Income - last 3 consecutive payslips for each parent, or most recent P60	
Self-Employed Earnings - Official letter from accountant or self-assessment official award letter showing last year's earnings	
Evidence: Free Meal Entitlement Fund	
Income Based Job Seekers Allowance,	
Income Related Employment and Support Allowance (ESA)	
Guaranteed Element of State Pension Credit	
Support under part VI of the Immigration and Asylum Act 1999	
Child Tax Credit award 18/19, showing you are not entitled to Working Tax Credit and had an annual gross income of no more than £16,190 in 2017/18.	
Working Tax Credit Run On (paid for the 4 weeks after you stop qualifying for WTC)	
Universal Credit with net earnings not exceeding the equivalent of £7,400pa.	
Evidence: Vulnerable Bursary	
Young person in care or care leaver - A letter from Social Worker, Key Worker or Local Authority, both dated within the last 3 months and confirming address.	
Young Person Living Independently:	
<ul style="list-style-type: none"> • Income support Award Notice OR • Universal Credit Award notice and additional documentation to confirm their independent status, for example a tenancy agreement in the student's name or a utility bill OR • Employment and Support Allowance and Disability Living Allowance/Personal Independence Payments 	
Please Note: If evidence letters are older than 3 months, they must be accompanied by a bank statement showing payment of each benefit going into the student's bank account within the last 3 months and confirming address.	

If you live between 2 homes, we only need information from the person you live with for the majority of the time

What Assistance are you applying for?	Tick
Tuition Fees - (in exceptional cases only)	
Exam /UCAS/Accreditation Fees	
Books/Equipment/Uniforms/ Materials which are not provided by the College	
Interviews and trips	
Free Meal Entitlement	
Travel (based on individual circumstances and travel distance of over 2 miles)	
DBS (fully funded courses only)	
Childcare	
£10 Weekly Payment	
Hardship Costs - Please state what your financial needs are and how the lack of finance is	

Your Declaration: (Please read carefully)

1. I declare that the information on this form is correct to the best of my knowledge
2. I undertake to advise the College of any changes in my circumstances
3. I understand that giving false or misleading information may result in action taken against me and may jeopardise present and future applications
4. I understand that installments for travel and childcare awards may be withheld if my attendance drops below the minimum requirements
5. I understand that if I am in receipt of any state benefits, it is my responsibility to inform the Department for Work and pension about any learner support funds I receive from the College, as this may affect my eligibility for some state benefits
6. I understand that the College is under a duty to protect the funds it administers and to this end may use the information provided on this form to prevent and detect fraud
7. I understand that I will not be eligible for funds if I have outstanding debts to the College
8. If I withdraw from my course, I may be required to repay my award to the College

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

ONLY COMPLETE THIS SECTION IF YOU NEED CHILDCARE ASSISTANCE:

Please note that if you are under 20 at the start of the course, you must apply through Care to Learn instead; <https://www.gov.uk/care-to-learn>

1. All Childcare providers must be OFSTED registered
2. You must not be in receipt of the childcare element of Working Tax Credits
3. If your child is eligible for free funding, this **must** be used first. You may then apply for additional support if required
4. A birth certificate for each child must accompany your application
5. All payments are made directly to the childcare provider by BACS each half term. These payments are dependent upon you having 85% attendance.

This section must be completed by your childcare provider

Childcare Provider Details: (Nursery, Childminder or After School Club)

Provider Name: _____

Name Contact: _____

Provider's Ofsted Registration Number : _____

Provider Address: _____

Provider Phone Number: _____

Provider Email Address: _____

Details of child/ren you will be providing childcare for

Name	Date of Birth	Age	Days Attending

Child's Name :-					
	Monday	Tuesday	Wednesday	Thursday	Friday
Rate per Day	£	£	£	£	£
Cost of extras e.g. Lunch, pickup etc.	£	£	£	£	£
Total cost per Day	£	£	£	£	£

Child's Name :-					
	Monday	Tuesday	Wednesday	Thursday	Friday
Rate per Day	£	£	£	£	£
Cost of extras e.g. Lunch, pickup etc.	£	£	£	£	£
Total cost per Day	£	£	£	£	£

Total cost per week £_____ Over how many weeks _____

Is the parent claiming 2/3 or 4 year old funding Yes No

If yes, does your weekly total take this into account? Yes No

If No, give the weekly amount, minus the funding £_____

Information for childcare provider:

Financial assistance will start at the beginning of the academic year. Late applications will be processed from the date they are received and will **not** be backdated.

Payments will be paid by Bacs Payments each half term to the Nursery/Childminder or After School Club. These are dependent on the student's attendance/behaviour reports. In some cases, this may delay payment and funding may be withdrawn if attendance falls below 85%.

Awards are based on the information given on this form and you must inform us of any changes.

If funding is withdrawn the student is responsible for any outstanding payments.

I confirm that the information given in this form is a true record of care supplied by us and I will notify the College if there are any changes.

Signature _____ Date _____

Name _____ Position _____

PLEASE NOTE: A letter will be sent to you, detailing the date of your first payment and subsequent payment dates.