

Financial Support application form 2017-18

The information provided will be used to determine your eligibility for any of the College awards. Please complete the boxes that apply to you and provide the supporting evidence requested. Failure to provide the required evidence may lead to a delay in processing your application. Please read the guidance notes overleaf.

Name Surname Tutor (if known)
 Date of Birth Age at 31-8-17
 Address
 Tel No (home) Tel No (mobile) Postcode

Please tick the boxes that apply to you and attach a copy of the evidence required

	Evidence required
<input type="checkbox"/> Are you currently aged 16, 17 or 18 and living in care (includes unaccompanied asylum-seekers)	Letter from local authority
<input type="checkbox"/> Are you currently aged 16, 17 or 18 and a care leaver	Letter from local authority
<input type="checkbox"/> Are you currently aged 16, 17 or 18 and in receipt of Income Support or Universal Credit in your own right	Letter from DWP/Benefits Agency
<input type="checkbox"/> Are you currently aged 16, 17 or 18 in receipt of Employment and Support Allowance or Universal Credit and Disability Living or Personal Independence Payments in your own right?	Letter from DWP/Benefits Agency
<input type="checkbox"/> Is your annual gross household income* below £30,000 including Working tax credits & Child Tax credits? (This will be the income of your parents/guardians if that is who you live with)	Tax Credit Award Notice 2016-17 or 2017-18

Are you or your parent(s)/guardian(s) in receipt of any of the following benefits:

<input type="checkbox"/>	• Income Support	Letter from DWP/Benefits Agency
<input type="checkbox"/>	• Income based JSA	Letter from DWP/Benefits Agency
<input type="checkbox"/>	• Support under part VI of the Immigration & Asylum Act	Border Agency/Home Office document
<input type="checkbox"/>	• Guarantee element of State Pension Credit	Letter from DWP/Benefits Agency
<input type="checkbox"/>	• Child Tax Credit but not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC	Tax Credit Award Notice 2016-17 or 2017-18
<input type="checkbox"/>	• Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit	Tax Credit Award Notice 2016-17 or 2017-18
<input type="checkbox"/>	• Universal Credit (during the initial roll out of the benefit)	Tax Credit Award Notice 2016-17 or 2017-18
<input type="checkbox"/>	Are you living independently (not with a parent/guardian) but you are not in receipt of income support?	Covering letter outlining circumstances

*DLA and Attendance Allowances are disregarded as income for the purposes of eligibility for College awards

Any financial support provided will initially take the form of either a travel pass or meal allowance for use in College. You must indicate which would be most beneficial to you, should your application be successful. Please refer to the notes overleaf that relate to applications for financial support.

Travel pass for the year to use on College EYMS services and minibuses Meal allowance

Student Signature: Email address: Date:

See notes overleaf

Notes for office use only:

Type of award	Vulnerable Bursary <input type="checkbox"/>	Discretionary Award <input type="checkbox"/>	Free Meals <input type="checkbox"/>								
Criteria for eligibility	IC/CL	IS	DLA/ESA	GHI	JSA	ASY	SPC	CTC	UC	Other	
Authorised by (signature)	<input type="text"/>						(print)	<input type="text"/>			
Date:	<input type="text"/>										

Note: Students and families applying for assistance should note the following standards:

By signing the application form you are confirming that any evidence given in support of the application is correct and complete to the best of your knowledge and belief. By signing the declaration you are agreeing to all the conditions and eligibility criteria of the scheme. Giving false or incomplete information which results in an overpayment will mean that the College will stop any future payments, and seek repayment of anything paid so far. The matter may also be referred to the police with the possibility of the student and/or their family facing prosecution.

Completed application forms and supporting evidence are submitted to the main office in the Oak building. The College welcomes applications from students throughout the year. However, in order to ensure that the funds are used most effectively, we would encourage applications to be submitted as soon as possible after enrolment and no later than the end of September. As far as possible, all applications will be processed and students advised of the outcome within two weeks of receipt, although at peak times this may take a little longer.

Applications received after 1 October will only be back-dated to the date of submission (unless there are extenuating circumstances).

If you are successful in your application, full details will be sent about the terms on which the award has been made:

- You will receive an e-mail acknowledging submission of your application within 3 working days.
- If your application is approved, you will receive written confirmation within 10 working days advising you when you should start to expect to receive your award and how it will be made available to you. You will also receive information by email so please ensure we have a valid email address for you.
- If your application is not successful or further evidence is required, you will be contacted in writing within 10 working days of enrolment / your application being submitted

Students are expected to achieve full attendance in order to maintain any assistance awarded – payments may be adjusted to take account of less than full attendance.

Please be aware if you do not complete your full programme, you may be asked to repay some of the award

Awards will only be made in the form specified in the letter of confirmation

Awards are dependent on meeting residency criteria set by the Education Funding Agency and evidence must have been provided to the College before any applications can be awarded successfully

Financial help with travel costs

Support is available to help with the costs of travel passes. Completed applications for financial support must be submitted with the correct supporting evidence at the latest by **31 July 2017** in order to be assessed before the start of term. Successful applicants will then be able to obtain their travel pass at the start of term without payment. Further information about the process for obtaining the travel pass will be provided by email, and this may be over the Summer holidays. Please ensure that we have a valid email address for you.

We can only guarantee to have travel passes available for the start of term if the application is received before the submission date, all the requested evidence is received, and any additional information sent out by email is responded to. If there is any problem with this, please contact us.

Applications made after the submission date will be assessed as soon as possible and if further supporting evidence is required you will be notified in writing beforehand. Once the application has been assessed students will be notified of the outcome. Successful applicants will then be able to obtain their travel pass without payment. If the pass has already been purchased, the costs will be reimbursed.