Financial Support Application Form

This form is for further education students who are seeking financial support whilst studying at College. To apply for funding the student's household income should be less than £30,000 (gross). The *Financial Support Guidance Notes* must be referred to in order to complete this form.

Please hand this form in to Student Support at your campus. Do not send applications by post; the College cannot accept responsibility for any forms not handed in to Student Support. Incomplete applications will not be processed and **the College is unable to backdate funding awards where there has been a delay due to incomplete information.**

If you would like support in completing this form please contact **bursaries@westkentandashford.ac.uk**

STAFF USE ONLY

INITIALS & DATE STAMP

1 Student Details

Student ID Number (as shown on College documents)

S 0

Title

Last Name

First Name

Date of Birth (D D M M Y Y Y Y)

Age as at 31/08/19

2 Student's Home Address Details

Address

Town

County

Postcode

Contact telephone and email in the event of a query

3 Why are you seeking financial support?

Please tick all that apply.

Travel by: bus ☐ train ☐ car/motorbike ☐

Starting station/stop

☐ **Tick here to confirm if you have applied through Kent County Council for the KCC 16+ Travel Saver**
Please provide a copy of the confirmation email

☐ **Tick here if your travel is funded through your Local Authority**

Course Related Costs (please refer to the guidance notes for further information) ☐

Childcare (conditions apply) ☐

*All applications are also assessed for eligibility for funding for **Free Meals.***

4 Local Authority (please tick the one in which you are resident)

London Borough ☐ Kent County Council ☐ Medway ☐ East Sussex ☐

5 Do you have an Educational Health Care Plan?

Yes ☐ No ☐

6 Do any of the following apply to you?

I am in the care of social services ☐ I have previously been in the care of social services ☐ I am a young carer ☐

7a Campus for studies i.e. Ashford or West Kent

7b If you will be studying at more than one campus please note down the location here:

8 Course title and level

If you are in receipt of, or applying for an Advanced Learner Loan please tick here. ☐

You must include a copy of your loan letter in order for your application to be processed.

9 Benefits Information please tick and provide documentation for all that apply to the household

Carers Allowance (CA)	
Child Maintenance	
Child Tax Credit (CTC)	
Pension Credit	
Housing Benefit	
Council Tax Benefit	
Jobseekers Allowance (JSA)	
Employment and Support Allowance (ESA)	
Income Support (IS)	
Working Tax Credit (WTC)	
Universal Credit (UC)	

Sections 10 to 12 state the **evidence** that is required with the application form and is based on your circumstances. You must provide all relevant evidence including documents relating to benefits stated in Box 9.
Evidence relates to the household rather than just the student.

10 Student's living circumstances

Please tick as appropriate:

- Aged 16 or over and living with parent(s) / guardian(s) or with a partner ☐
- Aged 16 or over and living alone or in a house share* ☐
- Aged 16-18 and in care, or a care leaver* Go to **12** ☐
- None of the above ☐

** if you are in receipt of Income Support (IS) or Disability Living Allowance (DLA) / Personal Independent Payment (PIP) AND Employment Support Allowance (ESA) and/or in care or care leaver you can apply for up to £1,200 of funding, if required. Please note that this will be assessed on financial need to attend college.*

11 You must include **evidence of all pages of benefit documents/letters from Box 9** for your household income before an assessment can be made.

AND **Three months of recent bank statements in addition to one of the following:**
P60 for 2018/19 earnings or three most recent payslips or if self-employed your **most recent tax return.**

Note: If you are applying for childcare funding you will need to include a birth certificate or passport for the child (ren), your course timetable, the Ofsted number for the childcare provider and a headed letter from the provider detailing your weekly childcare costs and if applicable, details of the Government funded Go to **13**

12 You will need to provide a letter from your social/support worker confirming that you are in care / a care leaver.

13 Please provide further details of why you are applying for financial support.

14 Declaration

By signing below, you confirm that you:

- require financial support in order to study at College and understand that any funding received must be spent on the reason it has been awarded.
- have read the guidance notes and that all the information supplied on this form is accurate to the best of your knowledge. If the information is found to be incomplete/ false and funding is awarded, funding may be stopped, recovered and may result in a referral to the police.
- understand that you are required to adhere to the college rules and if your attendance falls below 93% your funding may be stopped.
- you are required to inform us if you have applied for any financial support from any other organisation for any funding that the College provides.

Please note funding is not guaranteed or an entitlement. You will be notified of funding, if any, via your College email address.

Student Signature

Guardian Signature (if the student is under 18 years of age)

Date

15 Student's Account Details

This should be the student's account details into which any funding will be paid. Please include a separate note to tell us the reason if this is not the case. *The account must be able to accept payments via BACs.*

Name of account holder (as it appears on the statement)

Sort Code

Account Number

Bank / Building Society Name

The information provided is used by staff within Student Support Services for the purpose of ascertaining the eligibility of financial support and/or free meals in further education. It will be shared internally within the college and externally to the Education and Skills Funding Agency (ESFA). These organisations will collect and share this information with other organisations for the purposes of administration, careers and other guidance, statistical and research purposes. In completing this application form you give your consent to the use of your personal data in this way. All evidence and application form details are held on file for audit purposes for the required period of time. For further information on data protection, contact dataprotection@hadlowgroup.ac.uk