

OFFICE USE ONLY:
Student Name:
Student ID:
Funding Source: GB DF FCM LSF ALL C/C

Date:	Log Number:
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Financial Support Application Form

2017 – 2018

To ensure that finance is not a barrier to enrolment, funding is provided to Buxton and Leek College by the Government so that they are able to support students who would find it difficult to come to college because of the extra costs involved. Buxton and Leek College administers these funds at its discretion and in line with published guidelines, although funding is not guaranteed.

Checklist – Please tick evidence you have included with your application

E	Completed all relevant sections of the application form and included a <u>photocopy</u> of your Full Tax Credit Award Notice 2017/18 (All pages 1 – 6)	
E	Enclosed <u>photocopied</u> evidence of household income and bank statements for all accounts held including ISA/Saving Accounts	
E	Copy of your Timetable (signed by your tutor)	
E	If requiring help with childcare, please include a quotation for <u>one week</u> for the days you are in college	

Please return completed forms and photocopied evidence to:

For Buxton/Derby students: Funding Panel, Student Wellbeing Service, University of Derby Buxton, Devonshire Road, Buxton, Derbyshire SK17 6RY

For Leek students: Sheena O'Rourke, Student Mentor, the HUB, Buxton and Leek College, Stockwell Street, Leek, Staffordshire ST13 6DP

Under no circumstance should an application be handed in elsewhere.

Declaration

Terms of the award

- Attendance will be monitored and must be no lower than 80%. Should your attendance fall below this level future payments may be adjusted on a pro-rata basis and if you withdraw, financial support will be stopped.
- It is your responsibility to notify us of any changes to your timetable or your home address. Any changes in awards will only be made backdated to the beginning of the week in which information was received.
- Buxton and Leek College reserves the right to withdraw support due to misbehaviour, fraud, or if the reputation of the College is brought into disrepute.

Applicant Signature:

Date:

Please note awards from the Financial Support Fund will not affect benefits

Had you heard about the Financial Support Fund before starting your course?

Yes	No
☐	☐

Enrolling on a college course can be expensive; therefore before a student starts a course consideration should be given to costs such as course fees, travel costs, equipment, uniform and childcare. Students will be expected to contribute towards the cost of some of these items even if they are made an award.

There is no entitlement to an award. Each application will be assessed and, if funds are available, the award will be allocated subject to meeting minimum college standards. There are several funds available to help different groups of students and the rules for each are different. Therefore please be aware that you might get a different level of support to other students who are on the same course.

This application form should be used to apply for all types of financial support including help with Childcare. We are unable to accept incomplete applications (which include those with missing supporting evidence) so please contact us if you are unsure about any of the questions or need help.

If you are studying at the Buxton or Derby campus and require assistance with your form, please contact the Student Wellbeing Service Reception, Clarendon House, Buxton, T: 01298 330 414

If studying at Leek campus and require assistance with your form, please contact Sheena O'Rourke, Student Mentor in the HUB. T: 01538 322 114

What to do next - **All** students should:

- Complete all relevant sections, if you are unsure please contact us.
- Supply evidence as required. **Please provide photocopies of all evidence.**
- Please ensure correct you **pay the correct postage amount for the size/weight of your envelope**, insufficient postage may cause delays.



Where you see this symbol you need to provide some evidence with your application.



Where you see this symbol you should ensure you read and understand the information provided.

Eligibility is based on age, residency and household income, although exceptional circumstances will be considered. Where students are applying for support with travel, distance will be used to establish If support is essential.

Assessment can take up to four weeks. **Please be patient.**

Confidentiality

Applications are seen only by the Funding Panel and processing team. It may be necessary for additional supporting information to be sought from other College staff for the Panel to reach a decision

Data Protection Act 1998

The University of Derby is a data controller in terms of the 1998 legislation. The Student Wellbeing Service at Buxton and the HUB at Leek follow University policy in matters of data protection. The data requested in this form is covered by the notification provided by the University under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic record keeping. The data will not be passed to any other third party without your consent, except when the University is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Student Wellbeing Service Manager for Buxton students and the HUB for students at Leek.

All information that you supply will be treated confidentially and will not be disclosed without your permission to anyone, except members of the Funding Panel.

A. Student's Details

A1 First Name			
A2 Surname			
A3 Date of Birth		Age as at 31.08.2017	
A4 Address Postcode			
A5 Contact Number			
Personal Email address		College Email address	

Once enrolled all correspondence, including additional information requests and notification of the outcome of your application, will be sent electronically via your Unimail Email address.

Please answer the statements below any that apply to your personal circumstances.

Yes No

A6 I am a person under 19 whose life is affected by looking after someone with a disability or a long-term illness.		
A7 I am a person under 19 who is looked after by the Local Authority or supported by the Leaving Care Team.  Evidence: A letter from your Local Authority/ Social Worker confirming you are in or leaving care		
A8 I am a person under 19 who is in receipt of Income Support/Universal Credit in my own name.  Evidence: A recent Income Support/Universal Credit letter (dated within last 3 months)		
A9 I am a person under 19 who is in receipt of Employment and Support Allowance/Universal Credit AND Disability Living Allowance/Personal Independence Payment in my own name.  Evidence: A recent ESA/UC letter AND a recent DLA/PIP letter (dated within the last 3 months)		
A10 I am a parent aged under 20.		

If you have answered 'Yes' to statements A8, A9 or A10 you may be eligible for a Guaranteed Bursary worth up to £1200. Please continue and complete sections B, C, D, E, F and J.

B. Residency Details

Please  the statements below that apply to your personal circumstances.

B1 I am a British Citizen or EEA (European Economic Area) National.	Yes	No	B2 I have been resident in the UK or EEA since August 31st 2014	Yes	No
					

 A photocopy of Home Office documentation/Passport is only required if you have not been living in the country for 3 years

B3 I live with	My parent(s) /guardian(s)	
	My partner/spouse	
	Alone (includes shared accommodation)	
	Alone with dependent children	
	My foster parents or under the care of the Local Authority	
	Other Please state.....	

C. Course Details

C1 What course are you studying in 2017/2018?						
C2 What level is it? Is it your 1st year or 2nd year on this course?	Level	1 st Year	2 nd Year	C3 Is it full time?	Yes	No
C4 Which site are you studying at?	Buxton		Leek		Kedleston Road	
C5 Does your course require you to go on placement?	Yes/ No		C6 Are you on a Traineeship	Yes/ No		Number of Weeks
C7 Have you applied for an Advanced Learning Loan?	Yes				No	

D. College Support Required



If your household income is **less** than £25,000.00 net, please tick below all the support that you would like.

D1 Type	Tick  all required
Bus Pass For students who access college transport (not public transport) A temporary bus pass can be issued, please do not set up payment by instalments	
Travel costs Only available to students who are unable to access college transport. Please give reason travel costs required and indicate method of transport and weekly mileage	
Stationery/Equipment/Materials/Books	
Uniform	
Subsistence For 16 – 18 year olds assistance with food is available only if your household income is below £16,190 or if you are eligible for free college meals. (If you have an EHCP you may also be eligible)	
Course Fees If you are not eligible for fee remission you may be able to apply for assistance towards the cost of your tuition fees	
Field Trips	
Childcare Available to students aged over 20 on 31 August 2017	



Free College Meals

If you are under 19 and live in a household in receipt of the following you can also apply for assistance with meals:

- Child Tax Credit with no element of Working Tax Credit, and a household income below £16,190.00 (as assessed by HM Revenue and Customs)
- If a parent or student is in receipt of one of the other qualifying benefits (with the exception of Child Tax Credit) as well as Working Tax Credit then they are eligible for free meals.
- Income Related Employment and Support Allowance
- Guaranteed Element of Pension Credit
- National Asylum Seekers Support
- Income Based Jobseekers Allowance
- Income Support

E. Supporting Statement

For any additional information you would like to provide to support your application.

F. Student's Bank Details

Name of Bank/Building Society

Sort Code (6 Digits)

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Name of Account Holder

Account Number (8 Digits)

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Any award will be paid directly into the account stated above

G. Financial Circumstances

To be eligible for financial support, you need to have a household income of less than £25,000 net (we do not include any disability benefits).

E

If you are aged **16 – 18** you need to supply a **photocopy** of a Full Tax Credit Award Notice 2017/2018, pages 1 to 6 inclusive, for the household you live in plus photocopies of 1 month's bank statement for every account held and a copy of your timetable. If you are living with parent(s)/guardian(s), this will be their information – If you are **18 years of age as of the 31 August 2017**, then it is only your bank statements required.

E

If you wish to apply for free college meals you will have to prove eligibility by providing **photocopied** evidence that you or your parents are in receipt of one of the benefits described in Section D. **All benefits evidence must be no more than 3 months old.**

E

If you are aged **19 and over and in receipt of Tax Credits**, you need to supply a **photocopy** of your Full Tax Credit Award Notice 2017/18, pages 1 to 6 inclusive, for the household you live in plus bank statements and a copy of your timetable. If your household is NOT in receipt of Tax Credits then please supply photocopied proof of income from employment and/or benefits. Benefit letters must be no more than 3 months old.

E

If you do not have either of the above, proof of household income under £25,000 net must be supplied. We need to see a 2016/17 P60 and the last **3 months** bank statements for each working member of the household. If you are self-employed we need to see an Accountants Letter stating projected earnings for 2017/18 or a photocopy of your Self-Assessment Tax Return.

You must provide photocopies of all evidence. Advisers will not be able to make copies for you.

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If you do not require help with Childcare please go to Section J (Funding Information Source).

H. Childcare Requirements



There is no free childcare support available. All students will be expected to contribute towards the cost of their childcare for their timetabled hours.



If you are a parent under 20 at the start of your course, Care to Learn can help you pay for your childcare and related travel costs while you are learning. Please ask us for further information if required. If you are eligible for Care to Learn you do not need to complete the rest of this section.



Your chosen Childcare Provider **must** submit a quote that includes their OFSTED registration number. Any funding awarded will be paid directly to childcare providers by BACS transfer where possible.

Payments will not be made to unauthorised childcare providers.



You will be awarded childcare support based on your timetable, term-time only. Buxton and Leek College are unable to assist with registration fees, deposits or additional activities that incur a cost. Buxton and Leek College will pay 85% towards childcare costs.



Please note that some 2, 3 and 4 year olds are entitled to 15/30 hours of free nursery education—this entitlement must be used before making a claim for assistance with childcare.



If you are eligible for childcare assistance from other sources (e.g. Childcare Element of Tax Credits) you will be expected to access this before applying for support from Buxton and Leek College.



By submitting this application for childcare support, you agree that Buxton and Leek College is able to share information about this application with the childcare provider

Please note: Awards are based on the information given to Buxton and Leek College by the childcare provider.

Please complete details of each child that you need childcare assistance for.

1. Childs Name		Date of Birth	
Name and Address of Childcare Provider			Telephone Number

2. Childs Name		Date of Birth	
Name and Address of Childcare Provider			Telephone Number

3. Childs Name		Date of Birth	
Name and Address of Childcare Provider			Telephone Number

I. Childcare Declaration

Terms of the award

- Attendance will be monitored and must be at or above 80%. Should your attendance fall below this level or if you withdraw, financial support may be stopped.
- It is your responsibility to notify us of any changes to your timetable. Any changes in awards will only be backdated to the beginning of the week in which information was received.
- Buxton and Leek College reserves the right to withdraw support due to misbehaviour, fraud, or if the reputation of the College is brought into disrepute.
- If you choose to discontinue your studies, it is your responsibility to inform both your childcare provider and the Funding team. Failure to do so may result in you incurring a charge from your childcare provider.
- You will be expected to contribute towards the cost of your childcare.
- Your information regarding your childcare application will be shared with your childcare provider.

***Do not pay your Childcare provider until you have received your award email as we cannot guarantee refunds.**

J. Funding Information Source

How did you hear about the Financial Support Fund?

- | | | |
|--|--|---|
| ☐ Summer Pack Flyer | ☐ Student Wellbeing Service | ☐ Friend |
| ☐ Leaflet | ☐ Tutor | ☐ Applied Previously |
| ☐ College Website | ☐ Induction | ☐ Directgov Website |
| ☐ Open Day/Evening | ☐ Poster | ☐ Student Mentor/ Leek Hub |

K. Appeals Procedure



If you disagree with the decision regarding your application, you are advised to appeal in writing, stating clearly why you are appealing, giving reasons and supplying any supporting evidence.

Your letter should be sent to:

Funding Appeals Panel
Student Wellbeing Service
Buxton & Leek College
1 Devonshire Road
Buxton
Derbyshire
SK17 6RY

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Staff Use Only

Date form received INCOMPLETE		Date form received COMPLETE	
Given back to student by:		Received by:	
Household income: £		Priority Group:	Days on Campus:

Travel	£	DT Direct	Panel date:	
Childcare 20+	£	Invoice	Panel Initial:	
Equipment	£	DT Direct	PS	
Field Trips/Courses	£	DT Direct	D	
Non-Standard Award	£		Does the student have an EHCP?	
Subsistence	£		Term 1	£
FCM	£	DT Direct	Term 2	£
Other	£		Other	£
TOTAL	£			

Guaranteed Bursary	£	Discretionary Fund	£	Free College Meals	£
Learner Support Fund	£	Advanced Learner Loan	£	Childcare	£

Notes: