

Application Form for Financial Support 2017/2018

Transport, Free Meals, Equipment, Uniform and other course related costs

If you would like this publication in an alternative format, please call 01935 423921

1. Student Personal Details			
Title Mr / Mrs / Miss / Ms	Full Name	Address	
Email:		Date of Birth:	
Telephone:		Mobile:	
Who do you live with? (please circle as appropriate) One Parent /Guardian Both Parents/Guardians Grandparents With Spouse or Partner Independently			
Applications are always assessed on the household income unless students are over 19 years old.			

2. Residential Status (please circle as appropriate)	
British Citizen EU/EEA Asylum Seeker Refugee/Indefinite leave to remain Other	
Country of Origin:	Date of Entry into UK:

3. Course Details		
Course Title:	Course Start Date:	Course Duration:
What year of your course are you in:	Whilst at school, did you qualify for Free School meals? Y/N	
Are you applying for a county bus ticket? Y/N You will need to apply directly to Somerset County Council – http://www.somerset.gov.uk/roads-parking-and-transport/public-transport/county-ticket	If no how are you travelling to college?	

4. Income details - All Students		
	Tick	Evidence Required:
I am / my spouse / partner / parent(s) / carer(s) are in receipt of Income Support, Job Seekers Allowance, Employment and Support Allowance or Working Tax Credit/Universal Credit		Please provide a letter dated within the last 3 months from the Department of Work and Pensions or a full copy of Tax Credit award letter for 2017/2018.
I am / my spouse/ partner / my parent(s) / carers are employed		Please provide 3 recent months pay slips.
I am in receipt of Home Office assistance		Please provide proof of what help you receive.
I currently have no source of income (to be completed by over 19's only)		Please discuss your current circumstances with our Student & Customer Services Team.

5. Student's Personal Circumstances – Students aged 16-18 only		
Are you as the student:	Tick	Evidence Required
I am in Care/ I am a Care Leaver		Please provide a letter from Social Services, dated within the last 3 months , confirming this.
I am in receipt of Employment Support Allowance (ESA)/Universal Credit and Personal Independence Payments (PIP)/Disability Living Allowance (DLA)		Please provide a letter from the Department of Work and Pensions, dated within the last 3 months , confirming entitlement to ESA/Universal Credit and DLA/PIP.
I am in receipt of Income Support or Universal Credit		Please provide a letter from the Department of Work and Pensions, dated within the last 3 months , confirming entitlement to this.
None of the above apply		

Free Meals – Students aged 16-18 only

Are you or your parents in receipt of:	Tick	Evidence Required
Income Support		Please provide a letter from the Department of Work and Pensions, dated within the last 3 months , confirming entitlement.
Income based Job Seekers Allowance		Please provide a letter from the Department of Work and Pensions, dated within the last 3 months , confirming entitlement.
Income related Employment Support Allowance (ESA)		Please provide a letter from the Department of Work and Pensions, dated within the last 3 months , confirming entitlement.
Support under Part VI of the Immigration and Asylum Act 1999		Please provide a letter from the Department of Work and Pensions, dated within the last 3 months , confirming entitlement to this.
The guarantee element of State Pension Credit		Please provide a letter from the Department of Work and Pensions, dated within the last 3 months , confirming entitlement.
Child Tax Credit (not Working Tax Credit) and have an annual gross income of no more than £16,190		Please provide the full 6 pages of the Tax Credit Award letter confirming entitlement and declared income.

Please note that your application will not be assessed without the above required evidence.

6. Childcare Assistance:	
Students aged under 20 - Apply direct to Care To Learn - https://www.gov.uk/care-to-learn	
Students aged 20 and over:	
OFSTED Registered Childcare Providers Name:	
OFSTED Number:	
All evidence required: <ul style="list-style-type: none"> • Child Birth Certificate • Childcare provider price list • Child Benefit letter • Student Timetable (at start of course) Please note that your application will not be processed without the above required information	

7. Bank Details:	
Where payments are due or students are to be reimbursed, payment will usually be made directly into your bank account). Please complete the following :	
Bank/Building Society Name:	
Branch Address:	
Sort code	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account holder's name	
Account holder's signature	

8. STUDENT AND PARENT(S) OR PARTNERS DECLARATION
<p>Please check that: You have fully completed sections 1 – 5 Section 6 if you are applying for childcare assistance You have provided all evidence requested in sections 4 & 5, applications without evidence will not be assessed. You have provided your bank details in section 7 <u>Then please read the declaration below and ensure that you, your Parent/Guardian/Grandparent if you are under 19, or your partner if applicable, sign and date the form.</u></p>
<p>I / we certify that the information given is, to the best of my / our knowledge and belief, correct. I / we will inform the College of any change in circumstances and I / we understand that money may be claimed back if information provided is known to be false.</p> <p>I, the student, understand that I may be asked to repay some of the monies awarded should I fail to complete my studies and that I may be asked to return books and / or equipment bought through the Bursary Fund.</p> <p>I, the student, also understand that should I not achieve 90% attendance my financial support may be temporarily suspended and could lead to withdrawal of the award.</p>

All awards are conditional on students adhering to the College Student Code of Conduct.

I, the student, understand that if my application for financial assistance is unsuccessful, in full or in part, I will be liable for all outstanding costs related to my course and it is my responsibility to pay these outstanding costs upon request.

Student's Signature		Date	
Parent/Partner/Spouse Signature		Date	

Applications will be processed in the order in which they are received (with the exception of childcare applications)

Please return the completed form at or before enrolment, ensuring all supporting evidence is included. You will be informed of the decision in writing.

.....

FOR OFFICE USE ONLY

Pc No:	Course and Level	Age on 31/08/2017
Evidence Type	Earned Income	Mileage for Travel
Days in College:	Postcode:	
Seen by:	Date:	

Award decision	Accept				Decline	
Bursary Type:	16-19	19+	Guaranteed	Advanced learning loan	Free Meals	Childcare
Total Award:	Scheduled monthly Travel:			One off Payments:		
Assessed by:	Date:			Updated on ProSolution		
Updated by:	Date:					

Student and Customer Services, Yeovil College, Mudford Road, Yeovil, Somerset, BA21 4DR