

Application for

Financial Support 20/21

Date stamp

Student ID

Section 1 : Student Details

First name

Surname

Date of birth

Age on 31st August 2020

Who do you live with: Parents Spouse/Partner On my own Other

How many Dependents live in your household?

Are you or do you live with a single parent?

 Yes No

Did you receive Free School Meals?

 Yes No

Do you have an EHCP?

 Yes No

Section 2 : Your Course

Course Title

Level

 Full Time Part Time

Section 3 : Support Required/Request

Section A

Do you require travel support? Yes No (please go to section B/C/D)

If Yes, Please indicate how you will travel to college (only select ONE option). You are required to purchase Term 1 travel pass.

Train

Home Station

Bus

Bus Company

Fuel

Postcode

Campus Station

Campus

Campus

Go to Section 8 on how to apply for a pass.

If unable to purchase travel pass prior to study please discuss with the Bursary department in the Advice Centre.

Please provide Term 1 travel receipts.

Section B

Do you require support with your mandatory kit, uniform, studio fees and trips (where applicable)?

 Yes No**Please provide receipts with application form.**

Section C

Do you require support with meals at college?

 Yes No

Section D

Do you require support for childcare. If yes please complete a childcare application form.

 Yes No

Section 4: Evidence Required

All evidence provided should be dated within the last 3 months from date of application, we are unable to make an assessment of your claim without household income evidence.

Please provide one of the following to support your application.

- All pages of a working tax award notice
- Screen shot of universal credit statement and breakdown
- P60 or 3 recent wages slips (if not in receipt of a state benefit)

Failure to produce the correct evidence will affect your application.

Section 5: Statement to support application

Please provide any further information you think we should know to support your bursary application?
(i.e single parent etc.)

Section 6: Vulnerable Bursary Criteria (students aged 16-18 on 31st August 2020)

To qualify for vulnerable bursary the student must be inclusive of one of the following categories

Are you in receipt of Universal Credit?

Evidence Required:
Income support
or Universal Credit
statement letter and
tenancy agreement

Are you a care leaver/ currently looked after or an unaccompanied asylum seeker?

Evidence Required:
Letter from the Local Authority
detailing current or previous
status

Are you disabled in receipt of Employment support allowance/UC equivalent AND Disability Living Allowance/Personal Independence Payment?

Evidence Required:
Financial Statement showing UC AND DLA/PIP

Section 7: Childcare

If you are under 20 years of age and require support with childcare costs please apply through the Care to Learn scheme at www.gov.uk/care-to-learn:

Childcare Support for students aged over 20

Please complete a childcare support application form PLUS

- Provide a copy of your child's birth certificate, timetable and proof of benefit.
- Has your childcare provider applied for early years grant (NEG funding) for your child/ren?

Section 8: How to purchase Term 1 travel pass.



Bus Pass

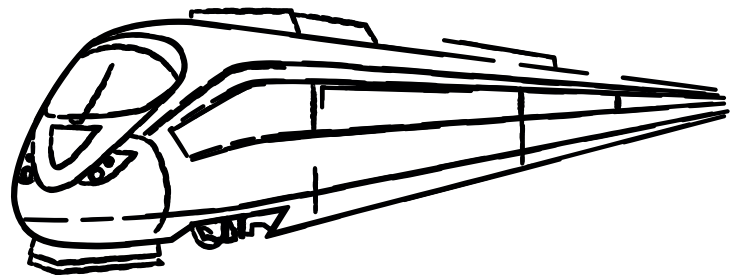
Apply online at:
www.worcestershire.gov.uk/schooltransport

Apply by phone on **01905 765 765** to request an application form.

For students living outside of Worcestershire please discuss your options with a member of the Bursary team in the Advice Centre

NOTE:

If you lose your travel pass at any point in the year, you will need to pay £10 for a replacement pass.



Train Pass

Apply online at:
www.wmr.uk/students

Train photocard number:

Section 9: Student Bank Details

Name On Account

Bank Name (Lloyds, etc)

Sort Code

Account Number

If you fail to provide YOUR bank details your application will not be processed.

EVIDENCE OF APPOINTEE IS REQUIRED IF STUDENT BANK ACCOUNT NOT PROVIDED.

Section 10: Privacy and your data

Heart of Worcestershire College collects and processes personal data relating to its learners to effectively manage your learning and to meet its statutory obligations as a Further Education College; the College is the Data Controller for this information. The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The full Privacy Notice and associated policies can be viewed online at www.howcollege.ac.uk, and these detail what, how and why we collect data, as well as how it is stored, and your rights relating to that data. We can also supply a printed copy and alternative formats upon request; we can also help explain anything you do not understand - please ask a member of staff.

Section 11: Student Declaration

- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have made this claim for bursary payment, fully aware that false statements can lead to withdrawal/refusal of financial support and may lead to open prosecution.
- I understand that if I refuse to provide evidence relevant to my claim the application will not be accepted.
- I understand that monies received under the bursary scheme will be paid on conditions of **ATTENDANCE & BEHAVIOUR** as explained in the bursary fund – information for students.
- Holidays will be unpaid.
- I will attend regularly and complete the course for which my bursary is supporting me.
- When changes to my household financial circumstances occur, I will notify my institution immediately.
- I will notify my institution immediately of any changes to my bank details.
- I understand that monies I received under the bursary scheme have been awarded to provide me with financial support to allow me to continue in education and if I leave education all financial support will stop.
- I understand that I do not have an automatic entitlement to bursary payments, and all payments are based on the information I have provided.
- I understand that the bursary payments I receive are to provide me with means to remain in education and are to be used on travel, equipment, meals and additional costs.
- I understand that I have the right to appeal if I disagree with the outcome of my bursary application. This appeal should be made to my institution and I can follow the complaints procedures explained during the induction/welcome programme.
- I understand that I will have to contribute £10 towards a duplicate travel pass if required.

I confirm that I have read the 'FE Learner Support Fund – Policy Document' which is available on the College website.

Applicant signature

Date

I confirm the above declaration

Parent/Guardian signature (if under 19)

Date

I confirm the above declaration

Entering my name into the signature field confirms my intention to sign as me and that the form contents are correct. I understand I may be contacted to provide further evidence.

Please return the completed form and evidence to:

Redditch & Bromsgrove
studentfinance-redditch@howcollege.ac.uk

Worcester & Malvern
studentfinance-worcester@howcollege.ac.uk

