

Application for

Financial Support

21/22

Student ID

S

Section 1 : Student Details

First name	Surname	Date of birth	Age on 31st August 2021
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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?	Did you receive Free School Meals?	Do you have an EHCP?
<input type="text"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you a young person aged 16-24 with caring responsibilities? Yes No

Are you an Asylum Seeker? Yes No

Section 2 : Your Course

Course Title	Level	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
<input type="text"/>	<input type="text"/>	

Section 3: Evidence Required

PLEASE TICK TO INDICATE WHAT TYPE OF EVIDENCE YOU HAVE PROVIDED.

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 and eligibility to FCM.

- All pages of Tax Credit Award Notice
- Screen shot of universal credit statement and full breakdown showing income and deductions
- P60 or 3 recent wages slips (if not in receipt of a state benefit)
- Vulnerable Bursary Criteria (students aged 16-18 on 31st August 2021)
- Letter from local authority detailing current or previous status

Failure to produce the correct evidence will affect your application.

Statement to support application

Section 4: 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.

Train

Home Station

Bus

Bus Company

Fuel

Postcode

You are required to purchase your own pass for term 1 and provide the receipt for reimbursement

If you are unable to purchase travel pass prior to start of term please contact the bursary term in the Advice Centre

Go to Section 5 on how to apply for a train pass or Worcestershire Resident bus pass.

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

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

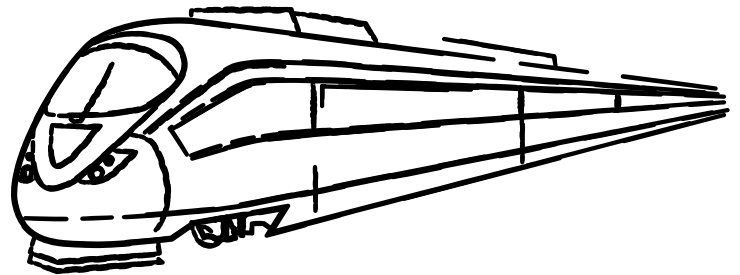
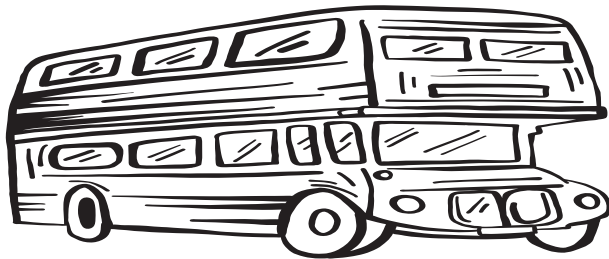
Do you require support with meals at college? Yes No

Section D

Do you require support for childcare. If yes please complete a childcare application form. Yes No

Section 5: How to purchase Term 1 travel pass.

Before applying for your 1st terms pass you must either register with Worcestershire County Council OR pick up a photo card from your local station and enter the number in the boxes below:



Bus Pass

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

Refer to page 4 for guidance.

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

Registration number

If you can not provide this information travel can not be refunded or passes ordered.

NOTE:

IF YOU LOSE YOUR TRAVEL PASS AT ANY POINT IN THE YEAR, YOU WILL NEED TO PAY £20 FOR A REPLACEMENT PASS.



Train Pass

Apply online at:
www.wmr.uk/students

Photocard number:

Section 6: Student Bank Details

Name On Account	Bank Name (Lloyds, etc)	Sort Code	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"/> <input type="text"/> <input type="text"/> <input type="text"/>

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 7: 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 8: 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 £20 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.

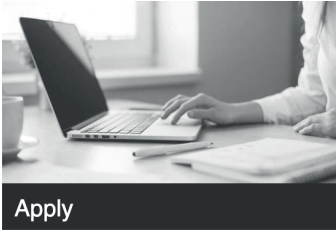
Please return the completed form and evidence to:

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

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

Worcestershire County Council Bus Pass Application Guidance

School and college travel assistance



Apply School (Under 16) College/Sixth Form (Post 16)

Is this application for school or college/sixth form travel? *

1 Student's Details COMPLETE THIS SECTION THEN CLICK ON **Next**

2 Transport Details COMPLETE THIS SECTION INCLUDING THIS QUESTION:

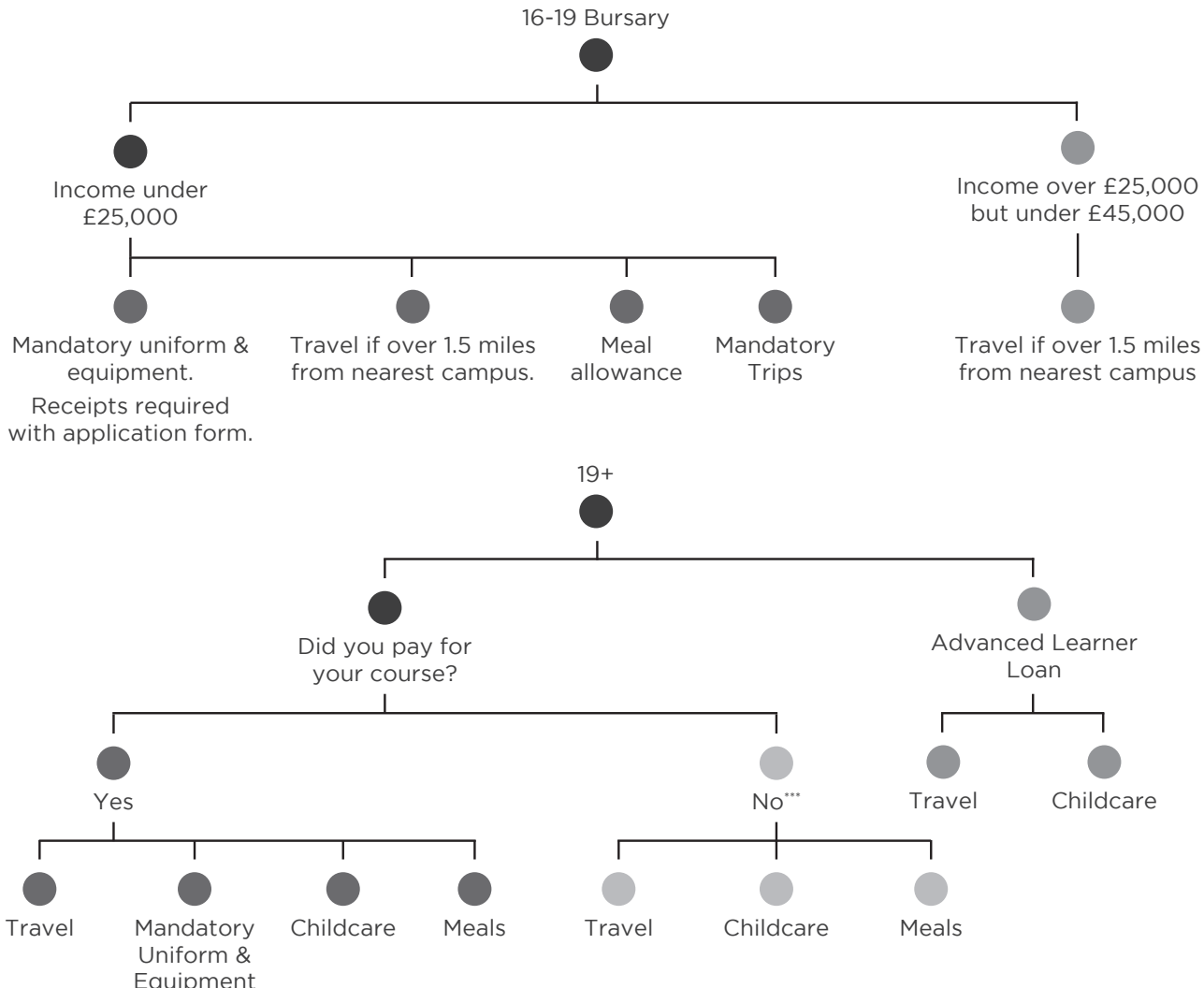
Are you applying specifically for a Severn Card? * Yes No **Next**

COMPLETE THESE SECTIONS

3 Parent/Carer Details **4 Contact Details** I confirm I agree to the terms and conditions. *

ADD THE REFERENCE NUMBER QUOTED AT THE END OF YOUR APPLICATION TO YOUR BURSARY FORM.

Financial Support Guidance Information



*** Mandatory uniform and equipment will be supplied by the department