

## Application for

## Financial Support 22/23

Student ID

## Section 1 : Student Details

| First name           | Surname              | Date of birth        | Age on 31st August 2022 |
|----------------------|----------------------|----------------------|-------------------------|
| <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?<br><input type="text"/> | Are you or do you live with a single parent?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Did you receive Free School Meals?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Do you have an EHCP?<br><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<br><input type="text"/> | Level<br><input type="text"/> | <input type="checkbox"/> Full Time<br><input type="checkbox"/> Part Time |
|--------------------------------------|-------------------------------|--|

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. **Failure to produce the correct evidence will affect your application.**

## 1: 16 - 19

- All pages of a Tax Credit Award Notice
- 3 recent Universal Credit Statements which include a full breakdown showing income and deductions
- 3 recent wage slips or P60

## 2: Vulnerable Bursary

- Letter from local authority confirming current or previous status
- 3 recent Universal Credit Statements as above if personally financially supporting themselves
- Letter confirming DLA or PIP in own right as well as ESA or UC

## 3: 19+ ( Independent income)

- All pages of a Tax Credit Award Notice
- 3 recent Universal Credit Statements which include a full breakdown showing income and deductions
- 3 recent wage slips or P60

## Statement to support application

## Section 4: Support Required/Request

### Section A

If you require travel support please tick one of the following:

Train

Home Station

Bus

Bus Company

Travel Contribution

Postcode

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

**If you are unable to purchase a travel pass prior to the start of term please contact the bursary team 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 essential kit, uniform, studio fees and trips (where applicable)?  Yes  No

**Please provide receipts for kit and uniform with application form.**

### Section C

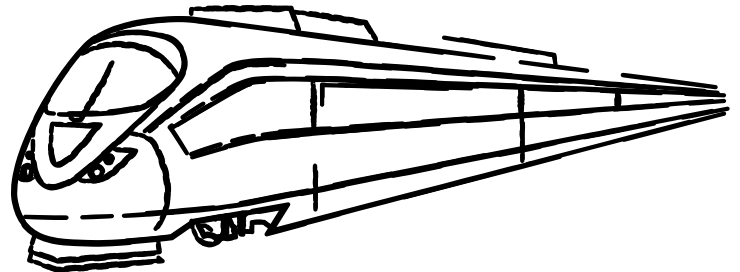
Do you require support with meals at college?  Yes  No

### Section D

Do you require support for childcare. If yes please complete a childcare application form and submit together with this form unless you are under 20 and applying for Care to Learn.  Yes  No

## Section 5: How to purchase Term 1 travel pass.

**To apply 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 this is essential information to process your application:**



### Bus Pass

Register online at:

**[www.worcestershire.gov.uk/schooltransport](http://www.worcestershire.gov.uk/schooltransport)**

Refer to page 4 for guidance.

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

Reference Number



### Train Pass

Apply online at:

**[www.wmr.uk/students](http://www.wmr.uk/students)**

Photocard number:

### NOTE:

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

## Section 6: Student Bank Details

Name On Account

Bank Name (Lloyds, etc)

Sort Code

Account Number

**If you fail to provide the students bank details reimbursements cannot be paid.**

**EVIDENCE OF AN 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](http://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 that I will adhere to the **Attendance and Behaviour** policy as explained in the Student Declaration and on completion of my course.
- 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 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 abide by the the terms & conditions and that the information I have provided is correct. I understand that I made be contacted to provide further evidence.

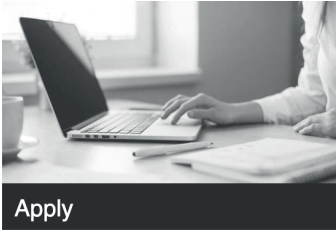
**Please return the completed form and evidence to:**

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

Apply >

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

School  
(Under 16)

College/Sixth Form  
(Post 16)

### 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

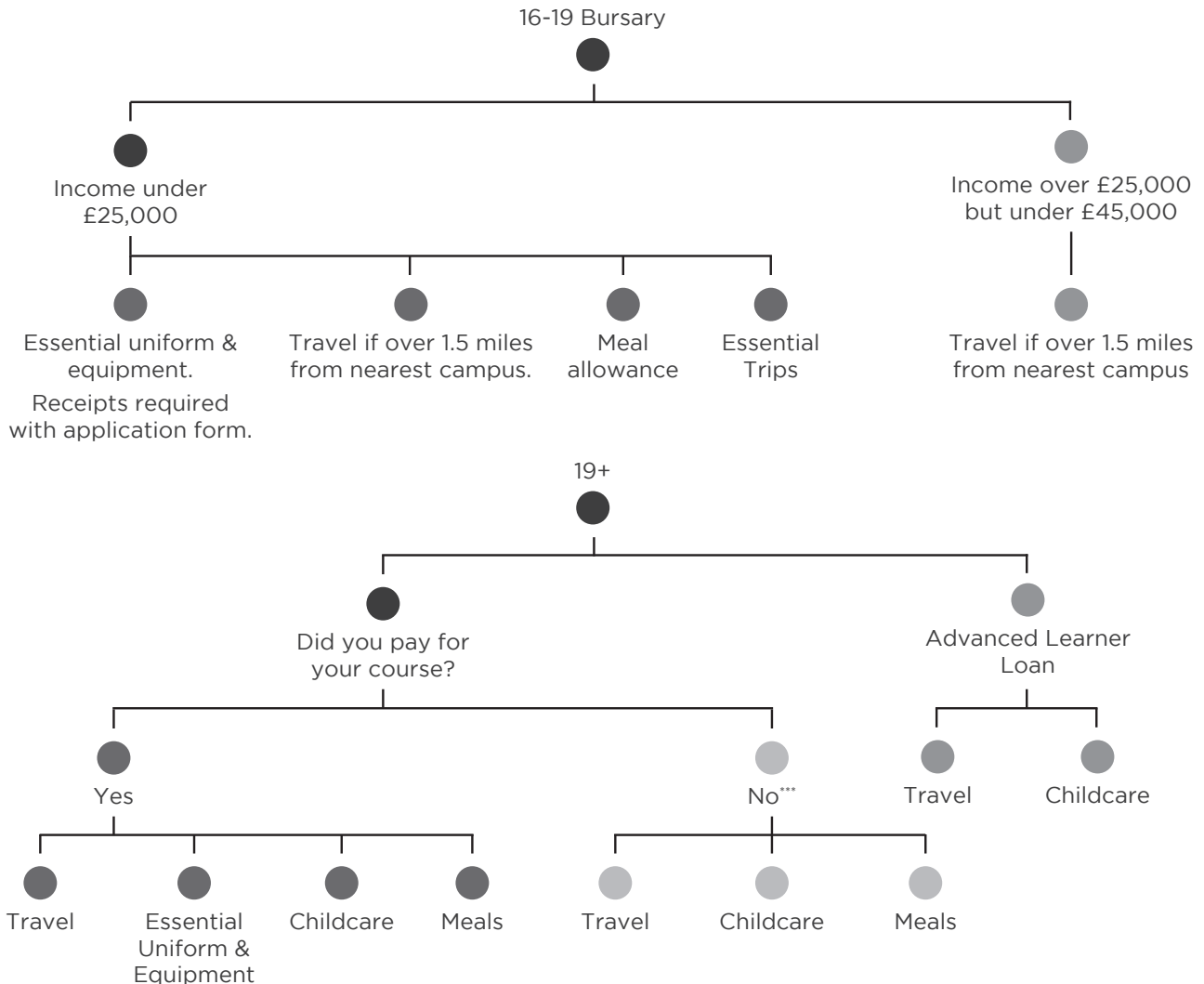
### 3 Parent/Carer Details

### 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



\*\*\* Essential uniform and equipment will be supplied by the department