

Queen Elizabeth Sixth Form College

Application for Financial Assistance 2018/19

for students aged under 19 on 1st September 2018

The limited funds which the College receives to support students will be distributed according to need. If you believe you may be eligible for assistance, please complete this form and return it to the Finance Office with evidence of your household income (see guidance notes). **Please complete all sections.**

Student Details

Full Name: _____
 Full Home Address: _____
 Postcode: _____ Date of Birth: _____
 Home Phone No: _____ Mobile No: _____
 Student Ref No: _____ Tutor Group: _____

Which of these items or services would you like to apply for? Please tick the relevant box. If you're applying for financial help towards the cost of a College trip or exam re-sits, **you must provide details and cost.**

Free Meals	Student Bursary	Home to College Transport	Educational Trips & Visits	Examination Re-sit Fees
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 150px; height: 40px;" type="text"/>	<input style="width: 150px; height: 40px;" type="text"/>

Household Income Details – please provide proof of your household income for the period 6th April 2017 to 5th April 2018 (TC602 Tax Credit Award Notice dated after 1st April 2018).

a	Are you or your parent(s)/guardian(s) in receipt of Social Security or other means tested benefits? If yes, please give details and provide proof of benefit.	Yes	No
b	Are you or your parent(s)/guardian(s) in receipt of any other means of financial support, e.g. maintenance/CSA payments? If yes, please attach details.	Yes	No
c	Are you in local authority care, a care leaver or living with foster parents? If you answered yes, you must enclose a letter from the local authority to confirm your care status with your application.	Yes	No
d	Are you in receipt of both Universal Credit AND Personal Independence Payment? If yes, please attach details.	Yes	No
e	Have you been resident in the UK for the last 3 years?	Yes	No
f	Are you an asylum seeker?	Yes	No
If yes, country of origin?		Date of entry to the UK?	
g	Do you travel to/from College on a College operated bus service?	Yes	No

Please answer ALL questions

STUDENT Bank Account Details – To receive payments you must have a bank account in your own name only that will accept BACS payments. If you do not have a bank account, you will need to open one first and then fill in this form when you have the information we need. Make sure your account can accept BACS direct credits. You can check this with your bank or building society. Sorry, but we cannot pay into Post Office Card Accounts.

Full name of account holder:
This should be the name as it appears on your cash or debit card, or statement _____

Name of bank/building society: _____

Branch: _____

Sort Code: _____

Account No: _____

Your account number may not be the same as the cash or debit card number; you can find it on a bank or building society statement. Most account numbers are 8 digits long. If you are unsure, your bank or building society can advise you.

Building Society Roll No: _____

If you have given details of a building society account, enter the roll or reference number (if applicable). Enter this exactly as it appears on your statement and include any hyphens (-) or slashes (/) that are shown as part of the number.

You must enclose an account statement, letter or form from your own bank or building society that shows your name, sort code, account number, roll number (if applicable) and home address.

Declaration:

By signing below, you confirm that:

- The information you have given on this form is, to the best of your knowledge, correct and true.
- You will inform the Finance Staff, in writing, of any change to your personal, family or financial circumstances.
- QE can process your personal data contained in this form and on your Learning Agreement in order to assess your eligibility for College financial assistance. If you have given personal information relating to anyone else on this form you have obtained their permission to disclose it.

You understand that:

- You may be committing a criminal offence if you omit to disclose any information that may affect your application.
- If you leave your course early, the College may ask you to return any money, equipment or travel pass that has been given to you.
- Once an award has been made, any financial assistance is subject to satisfactory attendance, behaviour and performance, and if the conditions are not met, funding may be withdrawn or reduced and you may be liable to repay any payments made.

Signed: _____ Signed: _____ Date: _____
Student Parent/Guardian (if under 19)

Queen Elizabeth Sixth Form College is committed to protecting the personal information that we maintain as an educational institution. In line with the EU General Data Protection Regulation (GDPR) we want you to know how we collect, store, process and share your information. You can find more details on this within our Privacy Notices on our website at <https://www.qeliz.ac.uk/policy-and-legal-revised>.

What information do I need to supply with this form?

Incomplete applications will not be accepted and will be returned to you for completion. This includes applications with missing evidence, or missing signatures.

Documents/evidence acceptable for income assessment includes the following:

- Tax Credit Award Notice (TC602) showing income details for year 6 April 2017 to 5 April 2018 (dated after 1st April 2018),
- Universal Credit Award Notice, and, if applicable
- Proof of benefit (*see note below) – Benefit book, letter from DWP/Pension authorities/Job Centre

Proof of income/benefit (*Income Support, income-based Jobseekers Allowance, income-related Employment Support Allowance etc) must be dated within the last three months. **Send good quality photocopies, not originals as WE CANNOT RETURN ORIGINAL DOCUMENTS.**

Proof of care status: Written confirmation of the student's current or previous looked after status from the local authority which looks after them or provides their leaving services.

If you are applying for assistance with travel costs, you must provide proof that your local authority is not providing assistance (**North Yorkshire only**).

You must enclose an account statement, letter or form from your bank or building society that shows your name, sort code, account number, roll number (if applicable) and home address (not your parents bank account details). Payment will always be made to the student, not parent(s)/guardian(s).

Where a student or their parent(s)/guardian(s) is unwilling to provide household income evidence or bank account details, no assessment can take place; therefore support will not be available.

Funding is for one year only. Students must reapply for funding at the start of each consecutive academic year where a programme is for more than one year in duration.

College financial assistance is conditional upon satisfactory attendance for all subjects. College financial assistance is also conditional upon satisfactory behaviour, which covers effort, return of homework/ coursework on time and any disciplinary action. Payments will be reduced or withheld due to low attendance.

Appeals

Applicants refused support or whose support is withdrawn have the right to appeal. This appeal should be made to Meirion Baker, Assistant Principal within 10 working days of the College's decision. The reason for appeal must be given and any supporting documentation or information must be provided. This will be dealt with in accordance with the College appeals procedure.

If we receive your application, with all necessary evidence, before 28th September you will be entitled to receive payment from the start of your course. Applications received after 28th September will be eligible for payment from the date you submit your LSF application with all necessary evidence. **We are unable to back-date payments due to late application.**

The application form, together with income & bank account details, should be addressed to Elizabeth Wallace and returned to the Finance Office, Room 132, as soon as possible.

Students will be informed in writing (within 10 working days) of the outcome of their application. At busy periods assessment may take a little longer.

Guidance Notes - Support available

Student Bursary Fund

A bursary of up to £1,200 a year is available for students in the following vulnerable groups: those in care, care leavers, students in receipt of income support or disabled students in receipt of both Universal Credit AND Personal Independence Payment (previously known as income support & employment support allowance and disability living allowance).

A general maintenance grant of up to £550 per year may be available for students where household income is less than £16,000 per annum. A grant of up to £270 per year may be available for students where household income is above £16,001 but less than £25,000 per annum.

Free Meals

Free meals are targeted at disadvantaged students. For the purposes of eligibility for free meals, "disadvantage" is defined by the students being in receipt of, or having parents who are in receipt of, one or more of the following benefits:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment & Support Allowance (ESA)
- support under part VI of the Immigration & Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (provided you're not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue & Customs
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

Transport Assistance

The College may be able to provide some help towards the cost of travel for students who live more than two miles (straight line) from College and where the household income is less than £35,000 per year.

Where household income is less than £16,190, students may receive assistance of up to £550 per year or, if you live in an area serviced by one of our College buses, a free bus pass to use on one of the College buses. Assistance is available up to £270 per year where the household income is more than £16,190 but less than £25,000 per annum, and up to £210 per year where the household income is more than £25,000 but less than £35,000 per annum, provided you meet all the criteria required.

If you live in North Yorkshire you must apply to your Local Authority for financial assistance with travel costs, and if you are eligible, a bus pass may be available at a reduced rate. You can apply on-line at the North Yorkshire County Council website or telephone 01609 534527 to request an application form. If NYCC refuse your application for support, you can apply to the College for assistance. You will need to provide proof of NYCC's refusal.

Information regarding public transport can be found at www.travelinenortheast.info.

Computer Loans

If you do not have a computer at home, the College may be able to lend you one for the duration of your course. Preference is given to students who are receiving financial assistance from the College.

College Students' Association

Each year, the Students' Association sets aside some funds to allocate to College activities and to students suffering particular financial hardship. In cases of hardship, the awarding committee would expect students to apply to other sources of assistance before applying to the Students' Association.

Childcare

If you're under 20 and have one or more children, Care to Learn can help with the cost of your childcare and related travel costs while you're learning. You could receive up to £160 per child per week. For more information call the Learner Support helpline on 0800 121 8989 or visit www.gov.uk/care-to-learn.