

# Student Support Fund

## Application Form 2009-2010

Private and Confidential - Financial Assessment Form

Application Number:

Please ensure you read the guidance notes before you complete this form. If you require any assistance in completing this application please contact the Student Support Finance Team on the number at the bottom of the page.

### 1. Personal Details (Please complete in BLOCK CAPITALS and answer ALL questions)

First Names (in full):	
Surname / Family Name:	
Title: Mr / Miss / Mrs / Other:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth:	Age on 31st August 2009:
Home Address:	
<input type="text"/>	
<input type="text"/>	Post Code:
Home Tel:	Mobile Tel:
Have you received financial help from the Student Support Fund in the past? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What is your nationality?	
Which country do you normally live in?	
If you have lived overseas please give the date you entered the UK:	
Do you have any immigration restrictions on the length of your stay in the UK?	

### 2. Course Details

Full Name of Course:	
Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>
When does your course start?	When does your course end?
Which site are you studying at? (Please Tick)	
Lansdowne <input type="checkbox"/>	Fulcrum Centre <input type="checkbox"/>
Constitution Hill <input type="checkbox"/>	Redlands <input type="checkbox"/>
North Road <input type="checkbox"/>	Knighton Heath <input type="checkbox"/>
Lansdowne Media Centre (LMC) <input type="checkbox"/>	
Are you... (Please Tick)	
An Apprentice/Advanced Apprentice/Young Apprentice? <input type="checkbox"/>	
A New Deal Participant? <input type="checkbox"/>	
In receipt of any other government funding to help you access College? (Not including ALG) <input type="checkbox"/>	
On a fully-costed course? (i.e. a course that does not offer a concession price) <input type="checkbox"/>	
IF THE ANSWER TO ANY OF THESE IS YES, THEN UNFORTUNATELY YOU ARE NOT ELIGIBLE FOR FINANCIAL ASSISTANCE THROUGH THE STUDENT SUPPORT FUND.	

### 3. Family Details (Please state who you live with and their relationship with you)

Name	Relationship to you	Occupation (If over 16)	Age (if under 19)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 4. Income Details

<i>Type of Income</i>	<i>Acceptable Evidence</i>	<i>Total Amount</i>	<i>Frequency of Payment (i.e. weekly, monthly)</i>	<i>Office use only</i>
<b>Your Income</b> Earned income/ Self employed earnings.	P60 (Dated April 2009)/ Self Assessment Form	£		£
<b>Partners Income</b> Earned income/ Self employed earnings.	P60 (Dated April 2009)/ Self Assessment Form	£		£
<b>Income Support</b>	Most recent confirmation letter received and last 2 months bank statements	£		£
<b>Jobseekers' Allowance</b>	Most recent confirmation letter received and last 2 months bank statements	£		£
<b>Housing Benefit</b>	Most recent confirmation letter received and last 2 months bank statements	£		£
<b>Council Tax Benefit</b>	Most recent confirmation letter received and last 2 months bank statements	£		£
<b>Working Tax Credit</b>	2009/2010 Working Tax Credit Award Notification	£		£
<b>Pension Tax Credit</b>	Most recent confirmation letter received and last 2 months bank statements	£		£
<b>Disability Living Allowance</b>	Most recent confirmation letter received and last 2 months bank statements	£		£
<b>Any other income</b> Please specify	Last 2 months bank statements	£		£
<b>Employment &amp; Support Allowance</b>	Most recent confirmation letter received and last 2 months bank statements	£		£

## 5. Course Related Costs

INFORMATION REGARDING COURSE COSTS WILL BE AVAILABLE FROM YOUR ACADEMY. IF YOU ARE UNSURE PLEASE SEEK ADVICE FROM YOUR TUTOR/FACULTY ADMINISTRATION OFFICE. IT IS ESSENTIAL THAT YOU COMPLETE THIS SECTION AND INCLUDE AS MANY DETAILS AS POSSIBLE.

Category of support	Details	Costs	Have you already paid this?*
Equipment (please list)		£ £ £ £ £	Yes No If yes, when?
Exam Fees (Re-takes) (Please list)		£ £ £ £ £	Yes No If yes, when?
Registration Fees		£ £ £ £ £	Yes No If yes, when?
Educational Visits		£ £ £ £ £	Yes No If yes, when?
Other (Please Specify)		£ £ £ £ £	Yes No If yes, when?

\*IF THE AMOUNT HAS BEEN PAID A RECEIPT MUST BE INCLUDED.

The following categories are not covered by the Student Support Fund. If applicable these fees are payable by you.

- Tuition Fees
- Books
- Studentship Book Scheme
- College Registration Fee (Inc the Admin Fee)
- Beauty Key Fob
- UCAS Fee
- Basic Stationery

**6. Additional Information** Please provide us with any further information that may assist us in the assessment of your application.

**7. Data Protection Act 1998 and Declaration**

The information you provide on this application form will be used for the purposes of supporting your education through the provision of funding via the Bournemouth and Poole College's Student Support Fund. It will be disclosed internally within the college and externally to the Learning and Skills Council. The Council will collect and share this information with other organisations for the purposes of administration, careers and other guidance, statistical and research purposes. In signing this application form you give your consent to the use of your personal data in this way.

I certify that all the information given above is correct and I understand that the College has the right to reclaim any funding if I am found to have provided incorrect information or do not complete my course

**Please Print and Complete the Rest of the Form by Hand**

Signature of Student:

Date:

**8. Checklist** Once you have completed all sections please complete this checklist before returning this form.

Have you completed all sections of this form? Yes  No

Have you included **all** documentary evidence of income? Yes  No

**Return the Completed Form in a Sealed Envelope to:**

Student Support Fund  
Bournemouth and Poole College  
North Road  
Poole  
Dorset  
BH14 0LS

**For Office Use Only**

Site of study:

Date received:

Band:

Enrolment confirmed:

Evidence with SSF application:

Copy of evidence attached:

Assessed by:

Date: