

# Student Finance

## Support Application Form

### 2014/2015

If you need any help in filling out this form, or need the form in a different format, please pop into The Link at North Road, Poole or Lansdowne, Bournemouth where a member of the team will be able to help.

#### What financial support is on offer?

- Age 16-18 Bursary (Monthly Payments and help with the costs of Travel/Course Costs)
- College Meal Support (1 meal a day for students who meet the National Free College Meals Criteria)
- Over 19 Discretionary Learner Support Fund (One off payments for help with Materials/Equipment/Educational Visits/Travel). Assistance with the cost of Childcare while studying
- 24+ Loans Bursary Fund (Help and support with Travel and Childcare for those students who get the 24+ Loan)
- Over 19 Aspire Grant (One off payment, direct to The College, for help with Tuition Fees Only)

#### Important Information!

1. Make sure that you send photocopied evidence with your application form.
2. Be aware that we **cannot** take responsibility for any evidence that is sent to us by post and would strongly encourage forms to be brought in person to The Link at North Road, Poole or Lansdowne, Bournemouth.
3. It is really important that you complete all parts of the form. If your form is **not fully completed** it will mean that we cannot process it.
4. All awards will depend on funding that The College receives from the Government. **No assumption should be made that you will get funding** and The College reserves the right to stop and remove funding at any time.

#### Part 1 – Student Details

Student First Name:

Student Surname:

Student Date of Birth:

Student age at 31<sup>st</sup> August 2014:

Student Address:

Postcode:

Student Landline Number:

Student Mobile Number:

Are you a student who is currently in or Leaving Care?

Yes/No

Are you a student who is returning to The College?

Yes/No

Have you lived in the UK or European Union for 3 years before you started your course?

Yes/No

## Part 2 – Financial Support Section

### 16-18 Years Old – Bursary/College Meal Support

In order to apply for the 16-18 Bursary and College Meal Support you need to meet **one** of the following criteria:

Bursary/ College Meal Support Criteria	Type of Bursary	Photocopied evidence required with this application
<b>Student is:</b>		
Currently in or Leaving Care	<b>Vulnerable</b>	Letter/Email confirming status from Social Worker or Welfare Team at The College.
Receiving Income Support, in their own right	<b>Vulnerable</b>	Letter confirming Income Support, dated within 6 months
Registered disabled and getting Employment and Support Allowance and Disability Living Allowance, in their own right – Both Required	<b>Vulnerable</b>	Letter confirming both Employment and Support Allowance and Disability Living Allowance, dated within 6 months
<b>Total household income is less than £16190 and is in receipt of:</b>		
Income Support	<b>Discretionary</b>	Letter confirming Income Support, dated within 6 months
Job Seekers Allowance (Income Based)	<b>Discretionary</b>	Letter confirming Income Based Job Seeker Allowance, dated within 6 months
Employment and Support Allowance (Income Based)	<b>Discretionary</b>	Letter confirming Income based Employment and Support Allowance, dated within 6 months
State Pension Credit (Guaranteed Element)	<b>Discretionary</b>	Letter confirming the Guaranteed Element of the State Pension Credit, dated within 6 months
<b>Working Tax Credit – Bursary Only. Not covered by the College Meal Support Criteria (Income less than £16190)</b>	<b>Discretionary</b>	All pages of the Working Tax Credit document for tax year 14/15

### Over 19 years Discretionary Learner Support Fund (dLSF)/24+ Advanced Learning Loan Bursary Fund

In order to apply for the Over 19 dLSF you need to meet **one** of the following criteria:

Over 19 dLSF Criteria	Photocopied evidence required with this application
<b>Student is:</b>	
Income Support	Letter confirming Income Support, dated within 6 months
Employment and Support Allowance (Income Based)	Letter confirming Income based Employment and Support Allowance, dated within 6 months
State Pension Credit (Guaranteed Element)	Letter confirming the Guaranteed Element of the State Pension Credit, dated within 6 months
Gross Earned Income (Less than £28 000)	Evidence of P60 or Working Tax Credit for tax year 14/15 If unable to produce P60, under exceptional circumstances 3 months consecutive wage slips will be accepted

### Over 19 years Aspire Grant – Tuition Fee Support

This Grant is discretionary and will be decided on the basis of a written statement to support your application form. Applications can be made for both the 19+dLSF and the Aspire Grant.

In order to apply for the Over 19 Aspire Grant you need to meet **both** of the following criteria:

Aspire Grant Criteria	Evidence required with this application
<b>Student is:</b>	
Not entitled to receive any other Government reduction for Tuition Fees	No evidence required. We will check this once we look at your completed form
Able to demonstrate a severe hardship	A letter outlining circumstances that support this criteria

### Part 3 – Discretionary Bursary Only

If you are applying for the 16-18 year old Bursary please confirm if you wish to have help **with either** Fees and Equipment **or** a Travel Pass

Travel Pass

Fees and Equipment

(Please fully complete Part 4)

(Please fully complete Part 5/Part 6)

Please note that if you are applying for the Vulnerable Bursary you will be eligible for support with both Travel and Fees/Equipment.

### Part 4 – College Meal Support

If you are applying for College Meal Support and have special dietary requirements please confirm here and appropriate arrangements will be made, where possible:

Dietary Requirement:

### Part 5 – Travel Support

If you wish to apply for a travel pass as part of your award please tick which travel pass you require.

\*Please note that if you are applying for the 19+ dLSF/24+ Loans Bursary you have to live over 3 miles from your site of study.

Pass Information			Costs		
Travel Provider	Pass Needed (Please Tick)	Pass Type	16-18 Bursary Cost	*Over 19 (dLSF)	*24+ Loan Bursary
Wilts and Dorset		Key Card	Fully Funded	Fully Funded	Fully Funded
		Key Card	Fully Funded	Fully Funded	Fully Funded
Yellow Bus		Glo Card	Fully Funded	Fully Funded	Fully Funded
South West Trains		Travel Card for those students who travel from <b>Wool, Wareham, Dorchester or Weymouth only</b>	Fully Funded		
			Travelling From:		
			Travelling To:		

### Part 6 – Hair / Beauty Students Only – Help with Equipment and Uniform

If you are going to be studying one of the above full time courses we may be able to help you with these costs. In order to make an assessment and place an order on your behalf, please complete your sizes below.

Beauty	Tunic Size (6-32)	Trouser Size (6-32)	Trouser Length (29 inch, 31 inch or 35 inch)	Kit Please tick if required
Please complete				
Hair	Tunic Size (6-30)	T-Shirt (8-22)	Kit Please tick if required	
Please complete				

### Part 7 – Catering Students Only – Help with Equipment and Uniform

If you are studying on one of the above courses we may be able to help you with these costs. In order to make an assessment and place an order on your behalf we will need your completed Russums order form. This order form should have been sent to you, if you have not got it please phone 01202 205825. Please enclose this completed order form and send back with this application form.

## Part 8 – Bank Details – Vulnerable Bursary and College Meal Support Only

We require a copy of the student's bank statement with the application. The purpose of this is to ensure that any payments go direct to students.

Sort Code

Account Number

## Part 9 – Declaration and Signatures

I understand that if I am in receipt of a Student Finance Awards that:

- It is my responsibility to ensure that I attend and successfully complete my course in full.
- If I am getting a monthly payment I will get 100% of it, if I have met a 90% attendance level for the previous four weeks. I will get 50% of any payment if my attendance is between 50% and 89% and if my attendance is less than 50% I will not receive any payment for that month.
- Payments and awards could be stopped or suspended if you are subject to any part of The College's disciplinary process or teaching staff feel that your behaviour and completion of work falls below the standards that they expect and have set.
- I have fully completed this form with fully accurate information and supplied evidence that is accurate and correct.
- I have fully read and fully understood The College's Student Finance Policy (FE)
- If I am applying for a Discretionary Bursary and I have ticked support for both Travel and Fees/Equipment, The College will assess my application for one only depending on your circumstances.

I agree that all the information given on this application form 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. 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 Finance Schemes as outline in The College's approved Student Finance Policy (FE). It will be shared internally within the college and externally to the Education Funding Agency (EFA) and Skills Funding Agency (SFA). These organisations 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.

**Signature of Student:**

**Date:**

**If Student is Under 18**

**Signature of Parent/Carer:**

**Date:**

## Have you done all you needed to do?

Before you hand in this form please make sure you have done the following:

- Completed all parts of the form.
- Attach relevant evidence; see Page 2, including a copy of your bank statement if applicable.

## What will happen next?

- We will write to you within 3 working days of receiving your application form.
- The letter will either confirm what support has been made or tell you that we are unable to support your application.
- If your application is incomplete, we will write to you confirming that the form is being held at The Link, North Road, Poole and stating what you need to do in order to complete the process.

**Office Use Only:**

**Date Application Received:**

**Course:**

**ID Code:**

**Pass Issued:**

**Date Notification Letter Sent:**

**Site of Study:**

**Pass Number:**