

STUDENT FINANCE SUPPORT APPLICATION FORM 2017-18



STUDENT DETAILS

First Name: _____ Surname: _____

Address: _____

Town: _____ Postcode: _____

Home Telephone Number: _____ Mobile: _____

Age at 31st August 2017: _____ Date of Birth: _____

If you are 19 years old or over as of 31st August 2017, please go to Q2.

Q1. Please tick one of the following if they apply to you. If not, **please go to Q2.**

Currently in or Leaving Care

Receiving Income Support, or Universal Credit in place of Income Support, in your own right

Receiving **both** Employment Support Allowance/Universal Credit **and** Disability Living Allowance/Personal Independence Payments

Social Care Worker Name (If known) _____

Social Care Worker Area (If known) _____

Please fill in your bank details and ensure you attach a recent copy of your bank statement to the application.

Sort Code

Account Number

Q2. Do you live with your parents?

Yes

No

If **Yes**, go to Q4. If **No**, go to Q3.

Q3. Do you live with a partner? (This does include anyone with whom you co-habit)

Yes

No

You must provide evidence of your partner's income along with this application.

Q4. Have you lived in the UK or European Union for 3 years before you started your course?

Yes

No

Office Use Only

Date Application Received:

Site of Study:

Student ID:

Banding: 16-18Vuln

16-18Disc

19+dLSF

ALL

Date Notification Letter Sent:

Course:

Enrolled: Yes No

College Meals: FCM BM

Travel Pass Issued: W&D AB

W&D ABC

YLW

SWT

**To apply for financial support, you must send in a photocopy
of evidence required with this application.**

16-18 Vulnerable Bursary and College Meals Scheme Criteria and Evidence Required	
Currently in or Leaving Care	Letter/email confirming status from Social Worker or Welfare Team at The College
Receiving Income Support, or Universal Credit (in place of Income Support, in the student's own right	Letter confirming that the student is receiving Income Support, or Universal Credit in place of Income Support, dated within 6 months
Receiving both Employment Support Allowance/ Universal Credit and Disability Living Allowance/ Personal Independence Payments, in the student's own right	Letter confirming that the student is receiving both Employment Support Allowance/Universal Credit, and Disability Living Allowance/Personal Independence Payments, dated within 6 months

16-18 Discretionary Bursary and College Meals Scheme Criteria and Evidence Required	
Income Support, or Universal Credit in place of Income Support	Letter confirming Income Support, or Universal Credit in place of Income Support, dated within 6 months
Job Seekers Allowance (Income Based)	Letter confirming Income Based Job Seekers Allowance, dated within 6 months
Employment Support Allowance (Income Based), or Universal Credit in place of Employment and Support Allowance	Letter confirming Employment Support Allowance, or Universal Credit in place of 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
Working/Child Tax Credit (Income less than £20,000)	All pages of the Working/Child Tax Credit document for tax year 2017/18

Over 19 Discretionary Learner Support Fund / Advanced Learning Loan Bursary Fund Criteria and Evidence Required	
Student/Parent is in receipt of:	
Income Support, or Universal Credit in place of Income Support	Letter confirming Income Support, or Universal Credit in place of Income Support, dated within 6 months
Employment Support Allowance (Income Based), or Universal Credit in place of Employment and Support	Letter confirming Employment Support Allowance, or Universal Credit in place of Employment and Support
State Pension Credit (Guaranteed Element)	Letter confirming the Guaranteed Element of the State Pension Credit, dated within 6 months
Gross Earned Household income (Less than £28,000)	Evidence of P60 or Working Tax Credits for tax year 2017/18. Under exceptional circumstances 3 months consecutive wage slips will be accepted.

FINANCIAL SUPPORT SELECTION

16-18 Discretionary and Vulnerable Bursaries

If you are successful in your application for the 16-18 Bursary your course fees will be paid for.

Please tick which bursary you are applying for:

16-18 Discretionary Bursary

16-18 Vulnerable Bursary

If you require travel support, please complete the section over the page.

If you require uniform / equipment for hairdressing, beauty or catering courses, please fill in the section over the page.

If you require childcare please apply to Care 2 Learn on www.gov.uk/care-to-learn

19+dLSF Fund

If you are successful in your application for the 19+dLSF Fund your course fees will be paid for.

If you already have a Level 3 qualification we are unable to support you with the 19+dLSF Fund / Aspire Grant. You will need to apply for the Advanced Learning Loan on www.gov.uk/advanced-learner

Aspire Grant for Tuition Fees

You can apply for this if you are not entitled to receive any other Government reduction for tuition fees.

Equipment and Uniform

If you require uniform / equipment for hairdressing, beauty or catering courses, please fill in the section over the page.

Travel Pass

Please complete the travel section over the page.

Childcare 20 years +

Please complete the Student Finance Childcare Application Form and enclose with this application.

Students aged 19 should apply to Care 2 Learn on www.gov.uk/care-to-learn

Advanced Learning Loan Bursary Fund

If you are 19-23 years old enrolling on a Level 3 Further Education course and have previously gained a Level 3 qualification, or you are aged 24 + enrolling on a Level 3 course, and have applied for the Advanced Learning Loan, you can apply for help with the following:

Equipment and Uniform

If you require uniform / equipment for hairdressing, beauty or catering courses, please fill in the section over the page.

Travel Pass

Please complete the travel section over the page.

Childcare 20 years +

Please complete the Student Finance Childcare Application Form and enclose with this application.

Please provide a copy of your loan confirmation letter to add to this Student Finance Application.

TRAVEL SUPPORT

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

If you wish to apply for a South West Trains pass please note we can only support travel from the stations listed. Please write which station you would like to travel from and the name of the station you require travel to.

Please note that if you are applying for the 19+dLSF / Advanced Learning Loan Bursary you must live over 3 miles from your site of study in order to be eligible for a travel pass. This is measured using the walking route on Google Maps, from the address you provide on this application form.

Travel Provider	Please Tick ONE Option	Terms of Use
Wilts and Dorset / More Bus	<input type="checkbox"/>	Daytime, evenings, weekends and half terms. Not Christmas or Easter Holidays
Yellow Bus	<input type="checkbox"/>	No restrictions
South West Trains	<input type="checkbox"/>	Daytime, evenings and weekends. Term time only.
	Available Stations: Wool, Wareham, Moreton, Dorchester, Weymouth, Brockenhurst, Sway, New Milton, Hinton Admiral. Travelling From: _____ Travelling To: _____	

CATERING STUDENTS ONLY—Help with Equipment and Uniform

If you are studying on one of our catering 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 received it please phone 01202 205825. Please enclose this completed order form and send back with this application form.

HAIRDRESSING / BEAUTY STUDENTS ONLY —Help with Equipment and Uniform

If you are studying one of our hairdressing or beauty 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.

We cannot issue refunds for uniform and equipment already purchased.

All Beauty Courses (including Theatrical and Media Make Up Level 3)	Tunic Size 6-26	Trousers Size 6-26	Trousers Length 29-33-35	Trousers Style Flared / Skinny	Please Tick if you require equipment
Please complete					

All Hairdressing Courses (including Hair and Media Make Up Level 2)	Tunic Size 6-30	Male Shirt 14.5" Neck to 19.5" Neck	Please Tick if you require equipment
Please complete			

We will order your uniform and equipment direct from the suppliers used. The order will be made once you have completed your enrolment, and will be sent direct to the address on the application form.

DECLARATION AND SIGNATURES

I understand that if I am in receipt of a Student Finance Award 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 80% attendance level for the previous four weeks. I will get 50% of any payment if my attendance is between 50% and 79% 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), which can be found at www.thecollege.uk/studentfinance or at The Link, North Road and Lansdowne

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 and Skills Funding Agency (ESFA). 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 the student is under the age of 18, we require the signature of a Parent/Guardian/Carer:

Signature of Parent/Guardian/Carer: _____ Date: _____

APPLICATION CHECKLIST

Have you:

Completed all parts of the form?

Attached relevant photocopied evidence? See page 2.

Attached a copy of your bank statement if you are applying for the 16-18 Vulnerable Bursary?

Signed the declaration, as well as a parent/guardian/carers if you are under the age of 18?

Completed a Childcare Application form, if you are aged 20 or over and require childcare?

Applications should be posted to: Student Finance Team, Bournemouth and Poole College, North Road, Poole, BH14 0LS.

What happens next?

Once we have received your form we will assess your application and email you our decision within 10 working days.

The email will either confirm what support has been made available or tell you that we are unable to support your application.

If your application is incomplete, we will email you confirming that the form is being held on file at The Link, North Road, stating what you need to do in order to complete the process.

FREQUENTLY ASKED QUESTIONS

I had a bursary from The College last year, do I have to apply again this year?

Yes, even if you were in receipt of a bursary last year you must apply again for 2017-18 as it is based on your current circumstances.

How do I apply for the Advanced Learning Loan?

You apply online on the Government website www.gov.uk/advanced-learner-loan.

Can I get a reimbursement of my travel fares whilst I am waiting for my travel pass?

No, you will need to self-fund your travel into College during the period you are waiting for your travel pass.

Can I spread the cost of my tuition fees?

If you are liable for the cost of tuition you can apply for a payment plan. This is subject to course type and duration, and can be arranged by the Enrolment team.

Can I get help with living expenses?

The College cannot help with living expenses. Contact your local Job Centre to see if you qualify for any Government benefits.

Is there car parking at The College if I choose to use my car?

There is no student parking at the Lansdowne site and limited parking in the student car park at North Road. You will need to visit reception at North Road for an application for a permit. Space cannot be guaranteed and it is strictly on a first come first served basis.

Can apprenticeship students apply for a bursary?

No, students undertaking an apprenticeship programme are not eligible for government funding.

GET IN TOUCH

If you have any questions or queries on the application process, or have not heard from us within 14 working days of us receiving your application, please contact us using the following details:

PHONE 01202 205660

E-MAIL studentfinance@bpc.ac.uk

TEXT money to 07950081388