

Financial Assistance 2018/19

We will acknowledge receipt of this application by postcard. If you do not receive the postcard within 10 days, please contact **01724 294179**.

What is it?

- The College receives limited funds from the Government, that enable us to help those students who are in financial hardship.
- There are many costs that the College can help students with, including: Course Equipment, Travel, Stationery, Childcare, Tuition Fees and other Bursary Awards, providing funding is still available.
- In order to receive financial help, you must make an application and provide the required evidence.
- Please be aware that you are not guaranteed a refund if you decide to purchase anything in advance.

How to complete the form

- Use blue or black ink and write in **CAPITALS**
- Answer **ALL** questions
- Provide documents that are required for assessments and audit purposes, as stated
- Original or Photocopied documents that are provided, cannot be returned
- Return this form and supporting documents to the Student Revenue Team at the above address

To ensure that you receive the full entitlement submit your application by **24/8/2018**. If your application is submitted after this date, your award may only be backdated to the start of the week in which your **COMPLETE** application is received.

Any Questions? Call the Student Revenue Team on **01724 294179** or email **student.revenue@northlindsey.ac.uk**

SECTION 1 - STUDENT DETAILS

OFFICIAL USE ONLY

Assessment Decision

T1	T0
T2	GB
FEFM	Nursery

Reason:

<2 Miles	2-3 Miles
>3 Miles	Bus Pass

Assessed by:

Date:

Checked by:

Date:

(1 in 5 checked)

Spot Checked by:

Date:

Forename

Surname

Student Number

Your age in years on
31/08/18

Date of Birth

Course Title

Full-time

Part-time

Your full current address

Post Code

Home telephone no.

Mobile telephone no.

Email address

When you were at school did you receive free school meals?

Yes

No

Have you been a resident in the UK/EU for the last 3 years or more?

Yes

No

Are you aged between 19 - 25 and subject to a Learning Difficulty Assessment (LDA) or Education, Health & Care Plan (EHCP)

Yes

No

I am returning in September and received financial assistance in 2017/18 and my circumstances have not changed (go straight to **SECTION 4**)

I am a new student
(continue to **SECTION 2**)

SECTION 2 - HOUSEHOLD INCOME



PLEASE BE AWARE:
NOT PROVIDING THE
CORRECT EVIDENCE
WILL DELAY YOUR
APPLICATION



***Means tested
benefits include:**
Jobseekers Allowance,
Income Support,
Pension Credit,
Employment Support
Allowance, Universal
Credits, Personal
Independence
Payment



If none of these
statements apply
to you or there
is additional
information you
would like the
financial assistance
team to take into
account, please
include a supporting
letter.

Please tick **ONE** of the following statements (A or B or C) and provide the evidence as stated.

A I am 16-18 years of age and live with parent(s)/guardian(s)

Are both parent(s)/guardian(s) living in the household?	Yes	No
If no, does your parent/guardian have a partner living in the household?	Yes	No

Employment Status

Adult 1:	Employed	Unemployed	Claiming Benefits
Adult 2:	Employed	Unemployed	Claiming Benefits

You must provide the following evidence for BOTH parents/guardians (if applicable):

- Tax Credit Award Notice (most recent) or P60/WK 52 payslip and
- Means tested benefits letter (if applicable)*

B I live independently or with a partner (All ages)

Do you have a partner living in the household?	Yes	No
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Employment Status

Student:	Employed	Unemployed	Claiming Benefits
Partner:	Employed	Unemployed	Claiming Benefits

You must provide the following evidence for BOTH the student and their partner (if applicable):

- Tax Credit Award Notice (most recent) or P60/WK 52 payslip and
- Means tested benefits letter (if applicable)*

C I am 19 years of age or over and living with parent(s)/guardian(s)

Employment Status

Student:	Employed	Unemployed	Claiming Benefits
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You must provide the following evidence:

- 2 months most recent bank statements for ALL accounts held by the student and
- Means tested benefits letter or P60/WK 52 payslip (if applicable)*



PLEASE PROVIDE PHOTOCOPIES AS DOCUMENTS CAN NOT BE RETURNED

SECTION 3 - BURSARY

If you answer **YES** to any of the statements below you may be eligible for a weekly Guaranteed Bursary. You must provide the relevant evidence to apply.

Is the student (if under 19) a Care Leaver or still in Local Authority Care? <i>If YES, you must provide a letter from your local authority confirming this</i>	Yes	No
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Does the student (if under 19) receive Income Support? <i>If YES, you must provide a recent Income Support letter</i>	Yes	No
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Does the student receive Disability Living Allowance AND Employment Support Allowance? <i>If YES, you must provide recent DLA and ESA letters</i>	Yes	No
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If you have answered **YES** to any of these questions please submit a copy of the evidence requested

SECTION 4 - TRAVEL COSTS

North Lincolnshire

Apply online at
www.northlincs.gov.uk/school-
libraries-learning
or call 01724 297218

Lincolnshire

Apply online at
www.lincolnshire.gov.uk/
parents/schools/school-
transport
or call 01522 782020

Goole/Doncaster

Please contact customer
services on 01724 294030 to
request an application form

Nottinghamshire

Apply online at
www.nottinghamshire.gov.uk/
learning/schools/schooltravel/
post-16-travel-assistance/
or call 0300 500 80 80

Please read and/or answer ONE of the following statements.

- A Students between 16-18 years of age** that are eligible for a local authority bus pass may be automatically considered for help towards their travel pass if they are determined to be in hardship.

You must apply for a bus pass by the end of July at the latest to ensure it is ready for the start of term.

If you have any problems obtaining a travel pass or you live in an area which does not have a college bus available please contact customer services on 01724 294179 before the start of term to discuss how we can help you with your travel arrangements.

- B Students over 19 years of age** that live more than 3 miles from college, please state how you intend to travel:

Bus Train Car/motorbike Other (please state)

SECTION 5 - CHILDCARE COSTS FOR STUDENTS OVER 19

Contact Student Revenue for
more information

Is your Childcare provider
on our preferred list? **If not** a
capped rate is applied and
certain retainers will not be
paid. Please check before
registering your child.

Preferred Childcare Provider List:

Nurseries:

Kingsway Childrens Centre
North Lindsey College
Scunthorpe DN17 1AJ
(01724) 294064

Little Goslings
160 Warrick Road
Scunthorpe DN16 1HH
(01724) 280974

The Secret Gardens
307 Wharf Road
Scunthorpe DN17 4JW
(01724) 711223

Wise Owls
62 Old Brumby Street
Scunthorpe, DN16 2AW
(01724) 330009

Do Re Mi Nursery
Chapman Ave
Scunthorpe DN17 1PL
(01724) 863040

Childminder:

Karen Tidmarsh
kmt@hotmail.com



You **MUST** provide a
copy of your nursery/
childminder contract.
If we do not have
this, we cannot make
payments.

If you are over 19 and require help with childcare costs, complete this section. If you are 19 or under, help with childcare can be provided through 'Care-to-Learn' See www.gov.uk/care-to-learn

Do you require childcare during your study? Yes No

Name of Provider:

Registration No.

NLC Approved Provider? Yes No

Child 1 Full Name: Date of Birth: Age:

Child 2 Full Name: Date of Birth: Age:

Child 3 Full Name: Date of Birth: Age:

Requested No. of Full Half Hours (if less No. of
Days per Week: Days than half a day): Weeks

Cost of Provision (please state daily/hourly rate): £

- You must place your child's name on the waiting list at the College's nursery if a place is not currently available. Students are expected to transfer to the College's nursery if and when a place becomes available.
- North Lindsey College will agree to pay **up to** a maximum of £36 per day for the academic year (i.e. £36/day x 35 weeks) - no retainer/bank holidays - subject to the student attending college.
- You must agree notice period to the nearest half term or 4 weeks (whichever is greater) if child is to be removed.
- North Lindsey College will not pay for unauthorised absences (If you do not attend college and use a carer you must pay for that day).
- North Lindsey College will pay for sickness, absence or authorised absences ONLY if the correct Authorised Absence/Sickness procedure has been followed.
- Invoices must be submitted to the student revenue desk on a monthly basis
- If you choose not to use a preferred childcare provider then you will have to pay any cost above £36 per day and any retainer / bank holidays costs set by the provider.
- If the child is eligible for Early Years Funding, this will be deducted from the amount of the childcare funding awarded to the student
- By submitting this application for childcare support, you agree that North Lindsey College is able to share information about this application to the provider

SECTION 6 - BANK DETAILS



Please provide the bank details of the account you would like any award to be paid into if you are determined to be eligible.

Bank Name (e.g HSBC)

Bank Address

Account Number (8 digits)

Sort Code (6 digits) — —

Account holder (e.g. Mr A Smith)

Please inform us of any changes to bank details. The College will not take responsibility for incorrect bank details.

If you require payment to be paid into your Parent/Guardian's bank account, please sign the declaration below.

I give permission for payment to be paid into the named account

Signature of learner:

Please note: Where possible, awards will be paid directly in to your bank account on scheduled payment dates. Further details or specific awards will be available in Customer Services.

SECTION 7 - Declaration

You MUST sign this declaration

The information I have given on this form is complete and accurate to the best of my knowledge.

I understand it is my responsibility to tell the Department for Work and Pensions about any financial support that I receive from North Lindsey College as this may affect my eligibility to some benefits.

I understand that if I give North Lindsey College mis-information, or do not give complete information, I may be refused assistance now and in the future, or I may be prosecuted and my

financial assistance withdrawn.

I understand that some of the information provided in this form and details of any allocations I am awarded may be shared with other organisations that handle public funds in order to prevent/detect fraud.

I understand that if I place an order for equipment or receive funds towards equipment from the college, and I am refused, my application is cancelled or I do not start my course/withdraw from my course, I will be liable for the costs or if I have received the

allocation, I will be required to repay North Lindsey College. All equipment awarded should be returned to College at the end of your studies.

I understand that my award is subject to my attendance, good behaviour and this can be withdrawn at any point if deemed necessary.

The deadline date for applications is the 22nd March 2019, providing funding is still available. Applications received after this date may not be accepted.

Note: It is your responsibility to inform us of any changes to your circumstances which might affect this application.

Data protection Act 1998

The information that you give us on this form will be used for the purpose of processing your Financial Assistance Application. North Lindsey College is under a duty, for the purpose of

processing your application, to protect the public funds they handle and may use the information you have provided on this form to prevent and detect fraud. It may also share information, for

the same purposes, with other organisations that handle public funds.

I agree to inform North Lindsey College of any changes to my financial situation and/or programme of study as soon as possible. I understand that if I do not inform you of any changes, the information I provided in my application will no longer be correct, and therefore could be classed as fraud.

Please sign to agree you have read & understood the above:

Signed

Print name

Date

Parental / Guardian Declaration (for students under 19)

Signed

Print name

Date