

**DN** COLLEGES GROUP

### Send your application to:

Financial Support Team, North Lindsey College, Kingsway, Scunthorpe, N. Lincs, DN17 1AJ

# If you have any questions, contact the team on:

Tel: 01724 294179

email: financial.support@northlindsey.ac.uk

**Official Use**Date Received:

Yes

No

# Financial Assistance 2019/20

We will acknowledge receipt of this application within 10 days, please contact the telephone number above if you have any questions.

#### What is Financial Assistance?

- It is recommended that before submitting an application for Financial Support, both the student and where applicable, the parent(s)/ guardian(s) read either the 16-18 Bursary Fund, Free Meals in Further Education Procedure or the 19+ Bursary Fund which can be found at http://northlindsey.ac.uk/parent-carer-information/funding-finance/
- 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 complete 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.

#### **Bursary Conditions/Requirements**

For you to receive your award it is important that you understand what is expected of you and that failure to meet any of the following criteria may result in payments being stopped:

- Weekly and monthly payments are attendance based and to receive the weekly/monthly amount as stated on the student's approval email, students are expected to meet the minimum attendance criteria for the previous week/month. Where students do not meet the expected attendance criteria, the payment will be stopped for the week/month in question. Students will be notified via e-mail to their College e-mail account when a payment is stopped. Where a student feels that their register data is incorrect, we advise that they discuss this with their Tutor.
- Students must be punctual.
- Coursework should be submitted according to agreed deadlines and to the best of the students ability.

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

 Students must maintain acceptable standards of behaviour - if a student's behaviour is considered to be unacceptable, this may result in payments/support being stopped and where a student is suspended from College, all support will be stopped until further notice.

It is expected that College students adhere to the above standards and recognise that failure to do so will result in payments/support being stopped/withdrawn.

Please **submit your application by 23/8/2019**. If you submit your application after this date, your financial assistance may not be in place for the start of your course.

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SECTION 1 – STU	DENT DE	TAILS		
Forename				
Surname				
Student Number				
Age on 31/08/19		Date of Birth		
Course Title				
	Full-time	Part-time		
		nto a level 3/4 programme that is not your bugh a 19+ Advanced Learning Loan?  d Learner Loan i.e. your award letter from Stud	Yes dent Finance	No e England.
Your full current address				
Post Code				
Home telephone no.				
Mobile telephone no.				
Email address				
Have you been a resident in the UK/EU for the last 3 years or more?  Yes  No				No

## **SECTION 2 – 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.

Successful applicants will receive their weekly/monthly payments directly into their bank account, these payments cannot be made to parents/guardians (except in exceptional circumstances where a student is unable to administer their own account i.e. where Power of Attorney is in place - evidence of this must be provided)

Bank Name (e.g HSBC)

Account Number (8 digits)

Sort Code (6 digits) — — —

Account holder (e.g. Mr A Smith)

Please be informed that the College is unable to make payments to Credit Union or Post Office accounts

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

### **SECTION 3 – TRAVEL COSTS**

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 the Financial Support Team on the telephone number shown at the top of the front page.

**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 4 - BURSARY

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

Nο

Is **the student** (if under 19) a Care Leaver or still in Local Authority Care? Yes

If YES, you must provide a letter from your local authority dated in the last

3 months confirming this

Social Workers Contact Details: Name

Email Telephone no.

Does **the student** (if under 19) receive Income Support/Universal Credit? Yes No

If YES, you must provide a recent Income Support letter/Universal Credit statement dated within the last 3 months

Does **the student** receive Disability Living Allowance/Personal Independance Payment Yes No **AND** Employment Support Allowance? *If YES, you must provide recent DLA and ESA letters* 

If you have answered VES to any of these questions please submit a conv of the evidence request

If you have answered YES to any of these questions please submit a copy of the evidence requested and proceed to Section 6

# SECTION 5 – HOUSEHOLD INCOME

### Please tick the option that best fits your household circumstances/living arrangements

- a) 16-18 living with parent(s)/guardian(s) Income from parent(s)/guardian(s)
- 19+ working or on benefits living independently/with a partner/parentsIncome from Student & Partner (if applicable)

Please see table below for evidence requirement.

Income Benefit	Evidence Required	Tick
If in employment/ self-employed and not in receipt of Universal Credit	Dependant on how you are paid either: - 4 weekly payslips, 3 fortnightly payslips or 2 monthly payslips - Where self-employed, please provide the End of Year Tax Return for 2018/19 & copies of the last 3 most recent monthly accounts - Tax Credit Award Notice for 2018/19 (all pages) or Tax Credit Review (all pages) if applicable	
If in employment/ self-employed and in receipt of Universal Credit, JSA (Jobseekers Allowance) or ESA (Employment Support Allowance	Dependant on how you are paid either - 4 weekly payslips, 3 fortnightly payslips or 2 monthly payslips - Where self-employed, please provide the End of Year Tax Return for 2018/19 & copies of the last 3 most recent monthly accounts  AND -3 most recent online monthly statements for Universal Credit OR -Your award letter for JSA/ESA dated within last 3 months	
Where household is not in employment & is in receipt of a benefit(s)	Award Letter for: -Income Support/Universal Credit -ESA/JSA -Incapacity Benefit -Carers Allowance -Child Support Agency (Maintenance) Payments -State Pensions/Private Pensions/Pension Credit -War Pensions/Military Pensions	

c) 19+ not in receipt of a benefit or not in employment & living with parent(s)/guardian(s)

Income Benefit	Evidence Required	Tick
No income & supported by parents	3 months bank statements, if student does not have bank account please provide supporting statement	

### **d)** None of the above

Income Benefit	Evidence Required	Tick
Please discuss your situation when you submit your application	Provide a supporting letter. Please note that additional evidence/information may be requested from you	



PLEASE BE AWARE: NOT PROVIDING THE CORRECT EVIDENCE OR INCOME/BENEFIT DETAILS FOR ALL OCCUPANTS WITHIN THE HOUSEHOLD WILL PREVENT YOUR APPLICATION FROM BEEN PROCESSED

# SECTION 6 - CHILDCARE

Will you be requiring support with childcare costs? Yes No

If you are under the age of 20 on the start date of your course and require childcare support, you will need to apply for this through Care2Learn within 28 days of your course start date to ensure that this support is in place from the start of your course - please visit http://www.gov.uk/care-to-learn/overview to start your Care2Learn application.

Please be mindful that applications to Care2Learn must be submitted within 28 days of your course start date in order for the support to be in place from the course start date.

**If you are aged 20 or above on the start date of your course**, you can apply for childcare support through the Bursary Fund.

You must complete the 20+ Childcare Support Registration Form. You can collect a copy from the Financial Support Team. Alternatively please contact us - see top of Page 1.

### SECTION 7 – **Declaration**

### **Data protection Act 2018**

In accordance with the Data Protection Act 2018, you are advised that the information submitted 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. We are required to share information, for the same purposes, with the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the

Department of Education (DfE). The information will be stored electronically; your consent to record and process these details is required. If you are unwilling to provide your consent to the recording and processing of this information, the College may be unable to offer you Financial Assistance.

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

### You MUST sign this declaration

I agree to inform DN Colleges Group 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:	Parental / Guardian Declaration (for students under 19)
Signed	Signed
Print name	Print name
Date	Date

#### Official use only:

Processed by:

Date: