

# Financial Assistance 2019/20

We will acknowledge receipt of this application within 10 working days, please contact the team via one of the above methods.

## 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.
- 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adhere to the above standards and recognise that failure to do so will result in payments/support being stopped/withdrawn.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.**

## SECTION 1 – STUDENT DETAILS

Forename

Surname

Student Number

Age on 31/08/19

Date of Birth

Course Title

Full-time

Part-time

If you are aged 19+ and you are enrolled onto a level 3/4 programme that is not your first level 3, are you being funded fully through a 19+ Advanced Learning Loan? Yes No

If yes, please provide evidence of your Advanced Learner Loan i.e. your award letter from Student Finance England.

If **no**, you are **not** eligible to apply for financial assistance.

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

Are you aged between 19 - 24 (age on 31/08/19) and subject to a Education, Health & Care Plan (EHCP) Yes No



## SECTION 5 – HOUSEHOLD INCOME

Please tick the option that best fits your household living arrangements/employment status and provide evidence detailed in the table below

Tick	Household Living Arrangement	Employment Status			Evidence Requirement
	16-18 living with Parent(s)/Guardian(s) - Income from both Parent(s) /Guardian (s) if applicable	<b>Adult 1</b> Employed	Unemployed	Claiming benefits	<b>A, B or C</b>
		<b>Adult 2</b> Employed	Unemployed	Claiming benefits	
	19+ no income living with Parent(s)/Guardian(s) - Income from both Parent(s) /Guardian (s) if applicable	<b>Adult 1</b> Employed	Unemployed	Claiming benefits	<b>A, B or C</b>
		<b>Adult 2</b> Employed	Unemployed	Claiming benefits	
	19+ and living independently/with partner – Income from student and partner if applicable	<b>Student</b> Employed	Unemployed	Claiming benefits	<b>A, B or C</b>
		<b>Partner</b> Employed	Unemployed	Claiming benefits	
	19+ and living with Parent(s)/Guardian(s) with own income/benefit - income from student	<b>Student</b> Unemployed	Claiming benefits		<b>A, B or C</b>
	None of the above (i.e. asylum seekers)				<b>D</b>

Table of Evidence Requirement

Income/Benefit	Evidence Required	Tick
<b>A If in employment/ self-employed and not in receipt of Universal Credit</b>	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 2019/20 (all pages) or Tax Credit Review (all pages) if applicable	
<b>B If in employment/ self-employed and in receipt of Universal Credit, JSA (Jobseekers Allowance) or ESA (Employment Support Allowance)</b>	-3 most recent online monthly statements for Universal Credit OR -Your award letter for JSA/ESA dated within last 3 months and 4 weekly payslips, 3 fortnightly payslips or 2 monthly wage slips dependant on how you are paid (if applicable)	
<b>C Where household is not in employment &amp; is in receipt of a benefit(s)</b>	Award Letter within last 3 months for: -Income Support/Universal Credit (3 most recent online monthly statements) -ESA/JSA -Incapacity Benefit -Carers Allowance -Child Support Agency (Maintenance) Payments -State Pensions/Private Pensions/Pension Credit -War Pensions/Military Pensions Tax Credit Award Notice for 2019/20 (all pages) or Tax Credit Review (all pages) if applicable	
<b>D None of the above</b>	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 BEING PROCESSED



**PLEASE PROVIDE PHOTOCOPIES AS DOCUMENTS CAN NOT BE RETURNED**

## 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: