

Financial Assistance 2022/23

We will acknowledge receipt of this application within 10 working days and the acknowledgement will be sent to your college email account. If you have any queries regarding the application process, please contact the team via one of the methods shown on the back page.

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 support students where they meet the required eligibility criteria.
- 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.

Applications can be submitted up to 30/06/2023 - applications will not be accepted after this date and early application is advised. If you submit your application after 26/08/2022, your financial assistance may not be in place for the start of your course.

SECTION 1 – STUDENT DETAILS

Forename

Surname

Student Number

Age on 31/08/22

Date of Birth

Course Title

Which campus do you study at?

North Lindsey College

Doncaster (includes

Stainforth & Aston Springs)

Humber Energy Skills Training

Academy

Club Doncaster

Full-time

Part-time

Are you being funded by an Advanced Learner Loan?

Yes

No

If yes, please provide a copy of your award letter from Student Finance England confirming this.

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 31/08/22 and subject to a Education, Health & Care Plan (EHCP)

Yes

No

SECTION 2 – BANK DETAILS

Successful applicants will receive their weekly/monthly payments directly into their bank account, these payments cannot be made to any other person on the students behalf except in exceptional circumstances i.e. where Power of Attorney is in place and evidence of this must be provided. If you do not have a bank account you must open one.

Bank Name (e.g HSBC)

Account Number (8 digits)

Sort Code (6 digits)

Account holder (e.g. Mr A Smith)

Signature of student

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 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. You can find more information and the application by going on to the following website: <https://northlindsey.ac.uk/student-support/transport/>. Please note completing this application will not secure you a bus pass.

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.

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 – VULNERABLE BURSARY

If the STUDENT answers YES to any of the questions below then they will be eligible for a weekly Bursary payment where they meet the required conditions that are attached to payments.

Is **the student** (if under 19) a Care Leaver or still in Local Authority Care? Yes No
If YES, you must provide a letter from your local authority dated in the last 3 months confirming this. If also in receipt of Universal Credit or Income Support, please provide evidence as below.

Social Workers Contact Details: Name Telephone no.

Does **the student** (if under 19) receive Income Support/Universal Credit? Yes No
If YES, you must provide an Income Support Award letter dated within the last 3 months/ your most recent online Universal Credit statement from your UC account

Does **the student** receive Employment Support Allowance and one of either Disability Living Allowance or Personal Independence Payment. If YES, you must provide recent DLA/PIP and ESA letters dated within the last 3 months

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

SECTION 5 – HOUSEHOLD INCOME

From the options below, please tick the option that best fits your living arrangements & also tick whether you/ those in the household are employed, unemployed or claiming benefits.

Tick	Household Living Arrangements	Employment/Benefit Status		
	16-18 living with Parent(s)/Guardian(s) - Income from both Parent(s) /Guardian (s) where applicable	Parent/Guardian 1		Claiming benefits
		Employed	Unemployed	
		Parent/Guardian 2		Claiming benefits
		Employed	Unemployed	
	19+ no income living with Parent(s)/Guardian(s) - Income from both Parent(s) /Guardian (s) where applicable	Parent/Guardian 1		Claiming benefits
		Employed	Unemployed	
		Parent/Guardian 2		Claiming benefits
		Employed	Unemployed	
	19+ and living independently/with partner – Income from student and partner where applicable	Student and Partner		Claiming benefits
		Employed	Unemployed	
		Student and Partner		Claiming benefits
		Employed	Unemployed	
	19+ and living with Parent(s)/Guardian(s) with own income/benefit - income from student	Student		Claiming benefits
		Employed		
	None of the above (i.e. asylum seekers)			

MANDATORY

Evidence Check List	Evidence Required
Council Tax Bill	Council Tax Bill Letter 22/23

WHERE APPLICABLE

Please answer yes or no to **all** statements. If you tick yes to any of the following you **must** submit evidence.

Evidence Check List	Evidence Required	Yes	No
Earned Income	If paid weekly, your last 4 payslips If paid fortnightly, your last 3 payslips If paid monthly, your last 2 payslips If self- employed, your End of Year Tax Return for 21/22		
Working/Child Tax Credits	Tax Credit Award Notice for 2022/23 or Tax Credit Review (all pages)		
Universal Credit	3 most recent online statements showing the full breakdown of your Universal Credit payment. You can do this by logging on https://www.gov.uk/sign-in-universal-credit . We require all information including calculations and deductions (we cannot accept an overview of just the payments) Select payments, select the month and click the print icon in the top right. This will open the statement in a PDF which you can screenshot or print.		
Employment Support Allowance	Award letter dated within the last 3 months (all pages)		
Jobseekers Allowance	Award letter dated within the last 3 months (all pages)		
Income Support	Award letter dated within the last 3 months (all pages)		
Bereavement Benefit	Award letter dated within the last 3 months (all pages)		
Carers Allowance	Award letter dated within the last 3 months (all pages)		
State Pension(s)/Pension Credit/Private Pension(s)/ War Pensions(s)	Award letter dated within the last 3 months (all pages)		
None of the above	Please discuss your situation when you submit your application		

Please note that additional evidence/information such as bank statements may be requested from you to support your application

SECTION 6 – **CHILDCARE** (Student to complete)

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 last page.

SECTION 7 – **CHILDCARE TERMS & CONDITIONS**

Please read the following carefully and agree before completing the Financial Assistance form

- I understand that if my application for support is unsuccessful or my support is withdrawn due to non-attendance, I am liable for anyoutstanding costs.
- Where I am eligible to receive Government Funded Childcare Hours, I understand that these hours must be used for my timetabled guided learning hours and that North Lindsey College will only support my childcare costs where these hours exceed my Government Funded Hours.
- I understand that it is my responsibility to inform the Financial Support Team of any changes to my financial circumstances or of any changes to my timetabled guided learning hours.
- I understand that if I am approved for childcare support, I must meet the minimum attendance requirement for my childcare support to remain in place – First payment will be made automatically, if your attendance drops below 90% there will be no payment and an appeal will be required.
- North Lindsey College will pay for sickness/absences but ONLY where the correct sickness/absence procedure has been followed.
- North Lindsey College will agree to pay up to a maximum of £50 per day for the academic year (i.e. £50/day x 35 weeks) subject to the student attending college.
- Agree notice period to the nearest half a term or 4 weeks (whichever is greater) if child is to be removed.
- If the student defaults on payments you must inform North Lindsey College immediately and we will assist in retrieving the debt.
- Student may be asked to withdraw the child from your nursery. Please do not allow the student to build up debt.
- If I leave/withdraw from College I will provide both my childcare provider & the Financial Support Team with written notice (please check your childcare contract for the notice period required), failure to provide this will result in you being liable for any outstanding childcare costs.
- I understand that the childcare contract I am taking out is a binding agreement between myself and my childcare provider & that North Lindsey College is a third party in this agreement and where I adhere to the terms and conditions attached to childcare support, my childcare costs will be supported. Should I not adhere to the terms and conditions attached to childcare support and as a result my childcare support is withdrawn, I understand that I will be liable for any outstanding costs.

SECTION 8 – **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. DN Colleges Group 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:

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