|  |
| --- |
| **For office use only:** |
| **Date Received**: |  |
| **Signature:** |  |
| **%** |  |  |  |



# 19+ Further Education Discretionary Support Fund

Discretionary Support funds are for individual students - not a course. All students requiring financial assistance should complete an application form and return it NO LATER THAN THE CLOSING DATE: 30th September

**ALL SECTIONS MUST BE FULLY COMPLETED BY THE STUDENT**. If you are unable to complete any section you may seek advice from the **Student Finance** **Officer**.

All applications will be assessed for discrepancies. If the form is not complete and does not carry correct supporting documentation it will be deemed void and no notification will be given. Please return the form to Jo Bowman, Student Finance Officer 01476 400281 or email jbowman@grantham.ac.uk

All payments are made at the discretion of the Vice Principal – HR & Student Services

**Your Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Student ID: |  |
| Address |  |
|  |  |
|  |  | Post Code: |  |
| Home Telephone Number |  | Mobile telephone number |  |
| Date of Birth |  | Age at 31st Aug:  |  |
| Marital Status (i.e. married/single/co-habiting) |  |
| Name & age of dependants (if any) |  |
| Have you been resident in the UK/EEA for last 3 years? (not in education) | YES No | Are you an asylum seeker? | YES NO |

**Your Course Details – as on enrolment form**

|  |  |
| --- | --- |
| Course Title |  |
| Course Code |  | Course Level |  |
| Course Start Date |  | Course End Date |  |

Your financial support may be withdrawn if your Course Tutors have concerns that your attendance and progress are not satisfactory.

**Household Income** **Details**

Household income includes the income of **all** family members living at the address of the student. Discretion will be used if there are a large number of residents/dependants at one address.

**For any sections ticked below evidence of income MUST be included with your application:**

|  |  |
| --- | --- |
| **Do you or partner work?** | **Evidence Required: Most recent P60 or wage slips x 3 or most recent Self-Assessment Tax Calculation** |
| YES:  | Adult 1 – Gross yearly income | Adult 2 – Gross yearly income |
| £ | £ |
| NO: |  |

|  |  |  |
| --- | --- | --- |
| **Other income. Please tick all the sections that apply to you or your partner (parents/guardian- if still dependant)** | **Evidence Required** | **For office use only** |
|  Income support  | **Letter or bank statement confirming benefit, no more than 3 months old and includes 3 months payments** |  |
|  Universal Credits  | **Full breakdown of award, no more than 3 months old and includes 3 months payments** |  |
|  Employment & Support \* Allowance(ESA/EESA) | **Letter or bank statement confirming benefit, no more than 3 months old and includes 3 months payments** |  |
|  Working Tax Credit &/or Child Tax Credit | **Most recent Tax Credit Award Notice** **(All pages of award notice TC602)** |  |
|  State Pension/Pension Credits  | **Most recent Award Notice** **(All pages of award notice) or bank statement no more than 3 months old including 3 months payments** |  |
|  Job Seekers Allowance (JSA) | **Letter or bank statement confirming benefit, no more than 3 months old and includes 3 months payments** |  |
|  Private/Work Pension  | **Letter or bank statement confirming pension, no more than 3 months old and includes 3 months payments** |  |
|  Housing Benefit | **Award notice from County Council confirming weekly/monthly award – no more than 6 months old** |  |
|  Council Tax Benefit | **Award notice from County Council confirming weekly/monthly award – no more than 6 months old** |  |
|  Child Benefit | **Letter or bank statement confirming benefit, no more than 3 months old and includes 3 months payments** |  |
|  Other | **Letter or bank statement confirming benefit, no more than 3 months old and includes 3 months payments** |  |
|  |  |  |
|  |  |  |
|  |  |  |

## CHILDCARE

|  |
| --- |
| Please tick if you are applying for 20+ Childcare Financial Assistance**(please complete the separate Childcare Assessment Form)** |

**You must take the childcare application form to your Nursery or Childminder to complete. No childcare will be assessed or award made until the childcare application form and a copy of child/ren’s birth certificate/s have been received.**

The childcare amount awarded to you at the start of the term will be based on the information you provide with your application. **It may not be possible to increase this allocation during the academic year**.

All invoices for childcare should show a weekly amount plus the days and sessions of the child’s/children’s attendance and be presented to the college at the end of each month. Childcare will only be paid for **timetabled** sessions. A **maximum of £8000 per application** applies.

We **do not** guarantee to pay retainer fees or fees for holiday periods. However, if possible and at the end of the year, we will do our best to reimburse you for these.

No invoice will be paid in advance. If you experience difficulties with your Childminder/Nursery, letters to childcare providers can be provided.

**TRAVEL** – A maximum of £10.00 per day applies. **If you live within a 3 mile radius of the College no payments will be made.**

|  |  |  |
| --- | --- | --- |
| Method of travel, e.g. bus, train, car |  | For office use only: |
| Number of teaching weeks for your course: |  | Number of days attended each week |  |  |
| Cost of Bus or Train fare. Daily return rate (attach bus/train ticket) |  |  |
| If travelling by car, total mileage per return journey: |  |  |

**COMMENTS:** Please note here any comments which may support your application.

|  |
| --- |
|  |

**Your Bank Details**

|  |  |
| --- | --- |
| Full name of account holder |  |
| Name of bank/building society |  |
| Sort code |  |
| Account number |  |

### Criteria used for all applications: General equipment, Childcare and Travel

|  |  |
| --- | --- |
| **Household income**  | **Applicant could receive:** |
| Up to £80,000 | Support towards kit/travel/meals/hardship |
| £80,001 + | No financial assistance |

All applications will be assessed for discrepancies and you may be called in for interview. **If the form is not complete it will be deemed void and no notification will be given. If you are unsure about any sections, please make an appointment with Jo Bowman, Student Finance Officer, prior to the closing date.**

IF YOU RECEIVE FINANCIAL ASSISTANCE AND LEAVE THE COLLEGE BEFORE THE COMPLETION OF YOUR COURSE YOU MAY BE REQUIRED TO REPAY ALL OR PART OF THE GRANT. IF YOUR PROGRESS OR ATTENDANCE PROVES TO BE UNSATISFACTORY MONEY MAY BE WITHHELD.

**Data Protection**

The college is fully compliant with GDPR and the Data Protection Act 2018. The data requested in this form is covered by the notification provided by the College under the Data Protection Act. Personal and financial data will be used by the Student Finance Department for the purpose of determining whether or not you should receive assistance from bursary funds. Some of the information gathered in this form is required by the Education and Skills Funding Agency (ESFA), external auditors are obliged to certify that bursary funds have been allocated in accordance with ESFA Guidelines. As part of this process, auditors may be required to view a small sample of Application Forms. The data will not be passed to any other third party without your consent, except where the College is legally required to do so.

## Agreement

|  |
| --- |
| * I confirm that all the information supplied is correct and agree that the College may seek further evidence as necessary to substantiate my statements, and may require me to attend an interview in relation to this application.
* I understand that if false or incomplete information is submitted, or I do not tell College about any part of my income that is relevant the matter may be referred to the Department of Education or the Police. I could face disciplinary action and/or prosecution. The College will seek to recover any payments I am not eligible for.
* I confirm that I have read and understand the Data Protection Statement set out above.
* I also confirm that I have read, understood and agree to the attendance criteria and how it may impact on any bursary funding I may receive. I understand I may have to repay or return any support received if I withdraw early from my course.

**Learner Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_ |

***For College use only:***

|  |  |  |  |
| --- | --- | --- | --- |
| Missing information | Date | Action | Result |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |