

Student Name:

Student Number:



Financial Support Application Form 2016 - 2017

Enrolling on a college course can be expensive, therefore before a student starts a course consideration should be given to costs such as course fees, travel costs, equipment, uniform and childcare. Students will be expected to cover the cost of travel until the Bursary is awarded and may also be expected to contribute towards the cost of some of these items even if they are awarded with a Bursary.

To ensure that finance is not a barrier to enrolment, funding is provided to Northampton College by the Government so that they are able to support students who would find it difficult to come to college because of the extra costs involved. Northampton College administers these funds at its discretion and in line with published guidelines, although funding is not guaranteed.

THERE IS NO ENTITLEMENT TO A BURSARY. Each application will be assessed and if funds are available, a bursary will be allocated subject to meeting minimum college standards. There are several funds available to help different groups of students and the rules for each are different. Therefore please be aware that you might get a different level of support to other students who are on the same course.

This application form should be used to apply for all types of financial support. We are unable to accept incomplete applications (which includes those with missing supporting evidence) so please seek advice from the Bursary Team if you are unsure about any of the questions or need help.

If you are aged over 19 and you are applying for an Advanced Learning Loan for your Level 3 course, your loan needs to be approved before you are eligible for support.

What to do next - ALL students should:

- Complete all relevant sections, if you are unsure please ask the Bursary Team
- Supply evidence as required and **colour passport sized** photographs if you are applying for assistance with a bus pass and /or are eligible for free Further Education meals



Where you see this symbol you need to provide some evidence with your application. The evidence that is required will be shown at the bottom of the section you are completing.



Where you see this symbol you should ensure you read and understand the information provided.

Eligibility is based on age, residency, household income and previous level of qualification although exceptional circumstances will be considered. Where students are applying for support with travel, distance will be used to establish if support is essential. You must live more than 3 miles from your site of study. This is calculated by looking at the safest walking distance on Google maps.

You must evidence that you have a specific financial difficulty and are unable to cover the cost of your studies. If you are in receipt of welfare benefits it is your responsibility to declare to HMRC any payments made to you.

Your household income needs to be less than **£26,000 per year** to be eligible for assistance. If there are 3 or more dependent children under the age of 18 in full time education in the household, a higher annual income may be considered.

Appointments will be on a first come first served basis so **please be patient**.

Due to the volume of applications we are UNABLE to discuss applications or answer questions regarding financial support over the phone.




If you wish to speak to a member of the Bursary Team please visit a Student Services Centre or email financial.support@northamptoncollege.ac.uk

Application to be completed by the student.

Personal Details

Student ID No. (eg ABC12345678) found on your offer letter	
First Name	
Last Name	
Date of Birth	
Your Mobile No.	

Please answer the questions below.

	Yes	No
** Are you under 19 and whose life is affected by looking after someone with a <u>disability</u> or a <u>long-term</u> illness?		
** Are you looked after by the Local Authority or supported by the Leaving Care Team?  A letter from your Local Authority confirming you are in or leaving care (Section 20/22/31 letter)		
** Are you under 19 and in receipt of Income Support/Universal Credit in your own name?  A recent Income Support/Universal Credit letter (dated within last 3 months)		
** Are you under 19 and in receipt of Employment and Support Allowance /Universal Credit <u>AND</u> Disability Living Allowance/Personal Independence Payment in your OWN NAME?  A recent ESA/UC letter <u>AND</u> a recent DLA/PIP letter (dated within the last 3 months)		
Are you a parent aged under 20?		
Are you over 19 and have applied for an Advanced Learner Loan to pay for your tuition fees?		
Do you have an Education & Health Care Plan (EHCP)?		

** If you have answered 'Yes' to these questions you may be eligible for a **GUARANTEED BURSARY** worth up to £1200 (less if you start your course after September).

How many children aged under 18 and in full time education live in your household (including you)?	
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External Support

Do you have a Social or Support Worker?


☐ Yes

☐ No

If you have a Social or Support Worker, please sign below to give permission for Northampton College to share information with them or a representative from you Local Authority Social Care Team, regarding your progress and attendance.

Student Signature.....

Residency Details

Please  the statements below that apply to your personal circumstances.

Are you a British Citizen or EEA* National? (*European Economic Area)	Yes	No <small>Evidence required-see below</small>	Have you been resident in the UK or EEA since August 31st 2013?	Yes	No <small>Evidence required-see below</small>
Have you lived in the Borough of Northampton since 31st August 2011?				Yes	No

E

A photocopy of Home Office documentation/Passport required

Who do you live with?	My parent(s) /guardian(s)	
	My partner/spouse	
	Alone (includes shared accommodation)	
	Alone with dependent children	
	My foster parents or under the care of the Local Authority	
	Other Please state.....	

Qualifications / Learning

What course will you be studying from September 2016? Please include the level.					
Is this your 1st or 2nd year on <u>this</u> course? (Please circle)	1st Year	2nd Year	Is it full time?	Yes	No
Which site are you studying at? (Please circle)	Booth Lane		Lower Mounts	Daventry	

THIS SECTION IS FOR STUDENTS AGED 19 AND OVER ONLY.

Have you been mandated by Jobcentreplus to attend this course?	Yes	No
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What is the highest level of qualification that you have already achieved? (Please circle)	None Below Level 1 Level 1	Level 2 Level 3 Level 4 or above
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College Support Required

Please tick below all the support that you would like to apply for.

Bus Pass Available to all students who live more than 3 miles from their site of study COLOUR PASSPORT SIZED PHOTO REQUIRED	
Bicycle Purchase Available instead of a bus pass to all students who live more than 3 miles from their site of study Bicycle, helmet and lights will be purchased for your use	
Equipment/Materials/Books/Uniform (delete as appropriate) Please bring any order forms you have been given to your appointment	
Trips Individual trips will be considered if the cost is £100 or more	
Meals Available to students over 16 who are from a household which is in receipt of certain benefits (listed below) Available to students aged 19-24 who have an Education Health Care Plan (EHCP) or a Learning Disability Assessment (LDA) COLOUR PASSPORT SIZED PHOTO REQUIRED/PHOTOCOPY OF EHCP OR LDA	
Course Fees If you are not eligible for fee remission or an advanced Learner Loan you can apply for assistance with the cost of your tuition and exam fees	
Additional Learning Support Needs (For students in receipt of Advanced Learner Loans only)	
Childcare Available to students aged over 20 on September 1st 2016	

**** Please do not buy anything in advance as it may not be possible to refund you the money you have spent****

If you are **over 16** and live in a household in receipt of the following you can apply for assistance with meals:

- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- National Asylum Seekers Support
- Guarantee Element of Pension Credit
- Child Tax Credit with **no element of Working Tax Credit**, and a household income below £16,190 (as assessed by HM Revenue and Customs)

Reason for Application

This section must be completed by you to explain **why you want to do the course** and **how financial support will help you** to come to college. Awards cannot be made based on household income alone. **PLEASE DO NOT LEAVE THIS SECTION BLANK.**

Financial Circumstances

Please provide the appropriate income evidence for your age group listed below. If you are **ONLY** applying for support with Additional Learning Support Needs, household income is not required.

Students aged **16-18** need to supply a **PHOTOCOPY** of

- **the latest Tax Credit Award Notice pages 1 to 6 inclusive, for the household you live in**

If you do not have the correct evidence please contact Student Services. Do not bring other documents as evidence of income to your appointment as we will be unable to see you.

Students who have been identified as eligible for a **Guaranteed Bursary** in Section A need to supply one of the following:

- a letter from your Local Authority confirming that you are in or leaving care (Section 20 letter) or
- a recent Income Support letter (dated within the last 3 months) or
- a recent ESA/Universal Credit letter AND DLA/PIP letter (dated within the last 3 months)

Students aged **19 and over** need to supply a **PHOTOCOPY** of

- **the latest Tax Credit Award Notice pages 1 to 6 inclusive, for the household you live in**

If your household is **NOT** in receipt of Tax Credits then please supply one of the following:

- A letter for one of the benefits listed below which must **be less than 3 months old**
 - Income Support
 - Income Based Jobseekers Allowance
 - Income related Employment and Support Allowance
 - Guaranteed Element of Pension Credit
 - National Asylum Seekers Support
- If you do not have **either** of the above please supply the following:
- 2015/2016 P60 **and** the last 3 months bank statements for each working member of the household.

If you are self employed we need to see an Accountants Letter stating projected earnings for 2015/2016 or a photocopy of your Self Assessment Tax Return for 2014/2015.




Household income for the purpose of this application is defined as gross taxable income for the household including taxable benefits. It does not include means tested benefits or Disability Living Allowance/Personal Independence Payments.

Other sources of Funding

You may be eligible for funding from additional sources and this will be taken into consideration before you are awarded a Bursary.

Sir Thomas White Educational Grant	This is available to students aged 16-25 on 31 st August 2016 who are enrolled on a Further Education course. Students must be resident in the Borough of Northampton for 5 years prior to the start of the academic year and have explored all other areas of help available. Students can apply for an award to help with the cost of coming to college. The maximum award is £750.
Care to Learn	If you are a parent under 20 at the start of your course, Care to Learn can help you pay for your childcare and related travel costs while you are learning up to a maximum £160 a week.

Checklist

Have you:	
Completed all relevant sections of the application form	
Provided PHOTOCOPIES of evidence of household income (not required with an Advanced Learner Loan applying only for ALS Needs or for Looked After or Leaving Care students)	
Provided any uniform/equipment orders form supplied by your area of study	
Colour passport sized photos (if you have applied for meals and/or bus pass)	

Please bring your completed forms to Student Services at Booth Lane or Daventry to your appointment

Declaration

TERMS OF THE AWARD

- Attendance will be monitored by the mentoring team and **MUST** be above 90%. Should your attendance fall below this level or if you withdraw, financial support may be stopped and you may be asked to pay back any financial support received.
- It is your responsibility to notify us of any changes to your timetable. Any changes in awards will only be made backdated to the beginning of the week in which information was received.
- Northampton College reserves the right to withdraw support due to misbehaviour, fraud, or if the reputation of the College is brought into disrepute.
- Any items purchased through Northampton College remain the property of Northampton College and you may be asked to return them at the end of your course.

I confirm that I understand and agree to the eligibility criteria of the scheme and the terms and conditions stated above.

I also confirm that the information provided in this application and evidence given are accurate and complete to the best of my knowledge and belief.

Please be aware that giving false or incomplete information which results in an overpayment will mean that Northampton College will stop any future payments and seek repayment of anything paid to you up to this point. The matter may also be referred to the police with the possibility of the student and/or family facing prosecution.

I am aware that if I choose to discontinue my studies before the end of the course, I will be required to repay any support given.

Student Signature: _____ Date: _____

How We Use Your Personal Information

By signing this form, you are agreeing that Northampton College is entitled to use the information provided for purposes connected with the College as an educational institution, including publicity and marketing. The information collected will be stored on Northampton Colleges Therapy's computerised student record system.

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Agency") and, when needed, the Department for Education, including the Education Funding Agency to meet legal responsibilities under the Apprenticeships, Skills, Children and Learning Act 2009, and for the Agency's Learning Records Service (LRS) to create and maintain a Unique Learner Number (ULN), and to create your Personal Learning Record. The information you provide may be shared with other partner organisations for purposes relating to education or training.

The information you supply will be used by the Chief Executive of Skills Funding ("the Agency") and, when needed, the Education Funding Agency for England, to issue you with a Unique Learner Number (ULN), and to create your Personal Learning Record. Further information about use of and access to your personal data, and details of partner organisations are available at:

www.learningrecordsservice.org.uk/privacynotice, <http://skillsfundingagency.bis.gov.uk/privacy.htm>,
<http://www.learningrecordsservice.org.uk/documentlibrary/documents/Code+of+Practice+for+Sharing+of+Personal+Information.htm>

Assessment Process

For students receiving **Guaranteed Bursaries**, support requested will be paid to a 3rd party where possible and deducted from your total award. You will receive up to 100% of the cost of items required. You may also be eligible to receive any remaining funds in monthly payments subject to you satisfying college conditions.

For students receiving **Discretionary Bursaries**, support requested will be paid to a 3rd party where possible.

All students applying for a bus pass and/or meal vouchers must supply 2 colour passport sized photographs. Northampton College is unable to assist with this.

Students applying for a bus pass must live more than 3 miles away from their site of study. This is calculated using the safe walking distance from home to site of study on Google Maps. Travel costs for students who are unable to use public transport are calculated at a mileage rate of 20p per mile (maximum award equivalent to the cost of a bus pass).

The following calculations are applied to Bursary applications. The award percentages indicated are maximum levels of support not an automatic entitlement.

MAXIMUM LEVELS OF SUPPORT AVAILABLE 16 - 18 DISCRETIONARY BURSARY SCHEME

Age	Level of Income	Equipment	Travel	Trips	Childcare
16 - 18	Income under £26,000	100%	100%	100% for trips costing over £100 (max. award £100)	Care to Learn
16 - 18	Income over £26,000	0%	Subsidised travel scheme only if you live more than 3 miles from your site of study	0%	Care to Learn

Further Education free meals available to students who meet published criteria. Please visit www.GOV.uk for further details.

MAXIMUM LEVELS OF SUPPORT AVAILABLE 19+ DISCRETIONARY BURSARY SCHEME/ALL BURSARY

Age / FT or PT	Level of Income	Equipment	Travel	Trips	Course Fees	Childcare
19+	Income under £26,000	100%	100%	100% for trips costing over £100 (max. award £100)	100% if not entitled to fee remission	100%
19+	Income over £26,000	0%	0%	0%	0%	0%
19+ in receipt of ALL	Income under £26,000	100%	100%	100% for trips costing over £100 (max. award £100)	N/A	100%

If you are in receipt of an Advanced Learner Loan and only require assistance with the cost of Additional Learning Support, household income is not required. The maximum award for ALS needs is £1500, although exceptional needs will be considered.

There is a maximum award of **£5000 per student** for all bursary applications.

N. Appeals Procedure

If you disagree with the decision regarding your application, you are advised to appeal, in writing stating clearly why you are appealing, giving reasons and supplying any supporting evidence.

Appeal forms are available from Student Services at your site of study.

Your case will be referred to an independent panel consisting of a member of the awarding body who was not involved in the original decision and a college manager, independent of the team responsible for your programme of study. A decision will be made and supplied within 10 working days of receipt of the appeal.

PLEASE NOTE: It is possible that the appeal panel could reduce the amount of award already offered.

The decision of the Appeals Panel is **FINAL** and cannot be contested further.

Staff Use Only

Date form received INCOMPLETE	Date form received COMPLETE
Given back to student by:	Received by:

HOUSEHOLD INCOME EVIDENCE seen—check address is the same on evidence as database STAFF INITIALS.....

☐

Income Support Letter dated

☐

Income Based JSA letter dated

☐

Income Based ESA letter dated

☐

Guarantee element of Pension Credit letter dated.....

☐

National Asylum Seekers Support letter dated.....

☐

Self Assessment Tax Return dated.....Annual Income £.....

☐

2015/2016 P60 - Annual income £..... Bank Stats seen Add income? Y N

☐

Wages Slips - Annual Income £..... Banks Stats seen Y N Add income? Y N

☐

Latest TCAN Annual Income (2nd page under Income) £.....

In receipt of CTC Y N

In receipt of WTC Y N

WTC at Max level Y N

Eligible for Free School Meals Y N

Childcare Element awarded Y N (if Yes please photocopy TCAN)

Distance from College on Goole Mapsmiles

☐ Petrol T1

☐ Petrol T2

☐ Petrol T3

Notes: