

2015/16

Application for Student Financial Support

For students with a household income of less than £18,500

For help with course related costs, e.g. books, equipment, travel, childcare

16-18yrs

19+yrs

24+ Loan

FOR OFFICE USE ONLY

Date received	Student Code	Course Title
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Please read the following notes regarding your application for Student Financial Support. You need to complete the sections that are relevant to the support that you require. For your application to be considered, you will need to provide the relevant evidence to support your application. If evidence is missing this will delay the processing of your application. All applications for financial support are treated as confidential.

Please complete and return this application with the required supporting information (refer to Section 8, Check List) to the Support Services Team at the relevant campus. We cannot accept your form without proof of income.

- **Sections 1 - 3 MANDATORY** - Please ensure that you complete all questions asked in these sections and provide any evidence required; failure to do this may result in your application being delayed.
- **Sections 4 - 6 OPTIONAL** - Only complete these sections if you require help with travel from home to college and/or childcare. Please ensure that you have provided all the information required.
- **Section 7 MANDATORY -Student Declaration.**
- **Section 8 - Information check list: please use this to double check your application is complete.**

Section 1 - Your Personal Details - MANDATORY

Surname	First name
Date of Birth	Contact Number
Current Address	
Postcode	
Email Address	
Have you been living in the UK between the 1 st September 2012 and 31 st August 2015? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you been in the care of your local authority? (Looked After Child or Care Leaver)? YES <input type="checkbox"/> NO <input type="checkbox"/>	
If YES, which authority? _____	

Section 2 - Your Income Details - MANDATORY

To allow us to assess your application, you must provide us with your income information and proof of this for the current year. Please complete the information below for yourself and your partner if you have one.

If you receive Working/Child Tax Credits, this will provide us with all of the information that is required to assess your claim. Please provide all pages of your Award Notice for the current year.

Other types of evidence accepted are:

Income	Evidence Required
Income Support	15/16 Awards Letter & recent bank statement no more than 1 month old
Employment Support Allowance	15/16 Awards Letter & recent bank statement no more than 1 month old
Job Seekers Allowance	15/16 Awards Letter & recent bank statement no more than 1 month old
Pension Credits	Credit Award Notice (All pages)
Wages	Recent Wage Slips (3 monthly or 12 weekly)
Other (please specify)	

Section 3 - Financial Support Required - MANDATORY

Please tick below the support you require:

Hairdressing Kit	<input type="checkbox"/>	Beauty Kit	<input type="checkbox"/>	Catering Kit	<input type="checkbox"/>
Childcare	<input type="checkbox"/>	Protective Clothing	<input type="checkbox"/>	Uniforms	<input type="checkbox"/>
Travel - Complete section 4	<input type="checkbox"/>	Essential Books	<input type="checkbox"/>	Other (please specify below)	
If you were entitled to 'free school meals' at your secondary school, you may be entitled to free school meals at college. Please tick the box and Support Services will verify your eligibility.					<input type="checkbox"/>

ITEMS PURCHASED FROM DISCRETIONARY FUNDS REMAIN THE PROPERTY OF THE COLLEGE.

Section 4 - Travel Costs - OPTIONAL

Only complete this section if you require help with travel costs.

The College may be able to assist with a contribution towards travel costs on the days that you attend college for those that live more than 1 mile away from the College.

Please answer the questions below:

How will you travel to College? (E.g. car, train, bus)*

How many days are you at College? Which days (if known)?

If travelling by public transport, cost of daily and weekly fare
(Bank details mandatory)

* If you are unable to use public transport, you will need to provide details of the reason for this in a separate letter. Please attach this to the form.

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Miles from College	Cost per mile	Total allowance

Section 5 - Childcare Costs - OPTIONAL

If you are aged 16-19 yrs., you may be entitled to claim 'Care to Learn' towards the costs of childcare. Please contact 0800 121 8989 or <https://www.gov.uk/care-to-learn/how-to-claim> for further information. Please do not complete this section if you are aged 16-19 yrs.

Students aged 20+, please complete the details below if you are applying for childcare support:

To allow us to assess your application, you will need to provide evidence for each child:

- ✓ Birth certificate / passport / adoption papers
- ✓ KCC Registered Childcare Providers Certificate with Ofsted Number
- ✓ A copy of your timetable

Please give details below of your children your require childcare for:

Name of Child	Date of Birth	Providers Details	Receive Nursery Vouchers
1			
2			
3			
4			

Childcare costs and timetable of support required:

Child	Mon		Tues		Wed		Thurs		Fri	
	Hours per day	Cost per day	Hours per day	Cost per day	Hours per day	Cost per day	Hours per day	Cost per day	Hours per day	Cost per day
1										
2										
3										
4										
Total										

Please remember to submit the evidence mentioned above with your application; applications will not be assessed without it. If more space is required, please add a separate sheet.

Section 6 - STUDENT Payment Details - OPTIONAL

Where possible, the College will pay costs directly to the supplier.

In exceptional circumstances the College may agree to make a payment to your bank account; to enable us to do this we will need the following details:

Please bring in either a recent bank statement or your bank debit card for the Support Services Team to see and sign off (*).

Name of Bank Name of account holder

Sort code Account number

Roll number (if applicable)

(*) Member of staff signature

Section 7 - Student Declaration - MANDATORY

By signing below, you confirm that:

- The information you have given in this application form is correct and true to the best of your knowledge. You agree to inform Support Services in writing of any changes to your personal, family or financial circumstances.

You understand that:

- You are committing a criminal offence if you omit to disclose any information that may affect your application.
- If you leave your course early, the College may ask you to return any funds or equipment that have been given to you.
- Until your application is finalised, you are liable for all costs.
- Any assistance granted is subject to you maintaining good behaviour, punctuality and at least 90% attendance at College. Any support you receive may be temporarily stopped, including childcare, if this is not maintained.

Student Signature:..... Date:.....

For students aged 16-18, East Kent College requires parental/guardian signature:

Parent/Guardian

Name:..... Signature:.....

Section 8 - Check List

In order for your claim to be assessed, the following information is required:

Have you (please tick):

Completed the application form in full?

Included proof of income? If in receipt of a benefit, we need current evidence to support this - a letter no more than one month old. If working, we need evidence of wage(s) for the last 3 months as either 3 monthly or 12 weekly wage slips from your employer.

If in receipt of Working Tax/ Child Tax Credit, have you attached a copy of the 2014/15 Final Tax Credit Award Notice (TCAN) - all pages?

If in receipt of Pension Credit, have you attached a copy of the 2015/16 Pension Credit Award Notice?

Included bank account details (if required)?

If childcare support is applied for, have you included Birth certificate/s / passport/s / adoption papers?

What happens next:

- You need to return your application in person to the Support Services Team at the relevant campus, along with all relevant supporting evidence. Failure to provide supporting evidence will delay your application being processed.
- Your application will then be assessed if you have provided all of the evidence required.
- If your application is successful, you will receive your offer of support in writing. This letter will explain what support you will be receiving, and when and how to access this support.
- If there is any further information required in order to assess your application, a Support Services Assistant will contact you.