

# STUDENT FINANCIAL SUPPORT APPLICATION FORM 2019-20



The College may be able to offer financial support with course related costs, to students who are experiencing hardship. Each application will be assessed individually. Financial support is dependent on funding the College receives from the Government. Please apply early, as funds are limited, and financial support may not be offered in all circumstances.

Student Name			
DOB		Age at 31 <sup>st</sup> August 2019	

## HOUSEHOLD CIRCUMSTANCES:

Please detail all individuals who live in your household and their relationship to you. Please also provide us with any information you feel would support your application e.g. if you are a young carer or parent.

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Please tick relevant box below:

<p><b>Discretionary Bursary Funds</b> – There is no set amount awarded and financial support will be provided dependent on need and the availability of funding. Financial support will be paid in-kind where possible.</p>	
<p><input type="checkbox"/> I (the student) am aged 16-18 years (inc. 19+ with an EHCP or a 19+ Continuer*) and my household income is £23,000 or under; or my Parent/Guardian is in receipt of a means tested benefit</p> <p><small>*A 19+ Continuer is a student who started a 16-18 course and turned 19+ in their final year of the same course</small></p>	<p><input type="checkbox"/> I (the student) am aged 19+ and my household income is £25,000 or under; or I/my Parent/Guardian is in receipt of a means tested benefit</p>
<p><b>Vulnerable Bursary Fund</b> – If you meet one of the criteria below, you may be eligible for a bursary amount of up to £1,200 (pro rata for courses lasting less than 30 weeks). If you meet the eligibility criteria but your financial needs are already met, you may not receive the maximum award.</p>	
<p>I (the student) am:</p> <p><input type="checkbox"/> in care                      <input type="checkbox"/> a care leaver</p> <p>Please provide written confirmation of your current or previous looked after status from the relevant local authority.</p>	
<p><input type="checkbox"/> receiving Disability Living Allowance (DLA) or Personal Independence Payments (PIP) in my own right as well as Employment and Support Allowance or Universal Credit in my own right</p>	<p><input type="checkbox"/> receiving Income Support, or Universal Credit because I am financially supporting myself or financially supporting myself and someone who is dependent on me and living with me, such as a child or partner</p>
<p>Please provide a copy of your benefit award notice (e.g. DWP letter or Universal Credit statements) and additional documentation to confirm your independent status e.g. tenancy agreement, child benefit letter.</p>	

## EVIDENCE TO SUPPORT YOUR APPLICATION:

Using the guidance notes overleaf, please enclose the evidence required for us to assess your household income. We need to see evidence of FULL household income (see guidance notes – ‘what counts as a household?’). We will use your household income to help establish the amount of financial support that can be awarded.

**Any person whom the evidence is addressed to, must read the below and sign**

I consent to the information I have provided being used by the College to assess the eligibility of the applicant to receive financial support while studying. Further privacy information can be found at [www.exe-coll.ac.uk/dataprotection](http://www.exe-coll.ac.uk/dataprotection)

Print Name..... Signature ..... Date.....

Print Name..... Signature ..... Date.....

## Guidance notes – Please read

### What evidence do I need to provide to show my household income?

- All pages of a tax credit award notice showing finalised income for 2018/19
- P60/Last 3 months or 12 weeks of pay slips
- Most recent tax return (if self employed)
- Welfare benefits letter dated within the last 3 months
- Universal credit statement (most recent and previous two statements)
- Pension statement
- Details of income from all other sources e.g. shares, investments, savings, rental income

Please note: if you are applying for the Vulnerable Bursary Fund, this is not awarded based on household income, please provide evidence as stated overleaf.

### What counts as a ‘household’?

Students will normally be assessed on the income of those they live with. Therefore, households will be assessed as follows:

- Students who live with both parents/guardians, will be assessed on the income of both adults combined
- Students who live with a lone parent/guardian, will be assessed on the income of that adult
- Students who live with a parent/guardian and a step parent/guardian will be assessed on the income of both adults
- Students who live with somebody else, where that person claims child benefit in respect of the student, will be assessed on the income of that adult(s)
- Where a student lives by themselves, they may or may not be considered independent:
  - ❖ if a student’s living costs are being paid by a parent, then the student is considered dependent on that parent and will be assessed as outlined above
  - ❖ if a student meets their living costs in full through work and/or benefits, then as long as nobody is claiming child benefit in respect of the student, the student will be assessed as independent and no other income will be considered
- Where a student lives with somebody other than the situations outlined above, will be considered on a case-by-case basis

### How is household income assessed and what might I be eligible for (16-18 forms only)?

The below provides guidance on what a student might be eligible for following the assessment of household income. Please apply early, as funds are limited, and financial support may not be offered in all circumstances.

#### **Band A – receives Lunch Entitlement and 100% funded travel pass (or contribution) and DBS/CSCS card, if needed**

- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your take home pay must be less than £7,400 a year (after tax and not including any benefits you get)

#### **Band B – receives 100% funded travel pass (or contribution) and DBS/CSCS card, if needed**

Has an annual gross income of below £16,000

#### **Band C – receives 50% funded travel pass (or contribution)**

Has an annual gross income of below £23,000

# I AM AGED **16-18** AND WOULD LIKE TO APPLY FOR FINANCIAL SUPPORT WITH:

(including aged 19+ with an EHCP or a 19+ Continuer\*)

\*A 19+ Continuer is a student who started a 16-18 course and turned 19+ in their final year of the same course

**We prioritise applications that are eligible for lunch entitlement, support with travelling to college and courses that require DBS certificates or CSCS cards.**

## 1. Lunch Entitlement (also known as Free Meals)

Lunch entitlement is awarded to students eligible for Band A financial support. Please see guidance notes overleaf for more information.

Please tick if you have previously received Free School Meals in Year 11, awarded before 1<sup>st</sup> April 2018

I am eligible and wish to apply for Lunch Entitlement

An amount of £2.50 electronic credit will be loaded onto your student ID card for each full day you attend your course

## 2. Travel to attend college

Please indicate how you intend to travel to college;

I live more than 3 miles from the College and I am using the Exeter College Travel Scheme

**PLEASE NOTE:** It is important to wait until this application has been approved before applying for the Exeter College Travel Scheme. This is to ensure that your financial support award has been added to the online travel system.

To apply for the Exeter College Travel Scheme please visit [www.exe-coll.ac.uk/Travel](http://www.exe-coll.ac.uk/Travel) or follow the instructions sent in your email.

I live under 3 miles from the College and would like to apply for financial support with travel\*

\*We would always recommend choosing sustainable methods of travel such as cycling or walking. However, we do understand this may not always be possible.

Please provide full travel details: (inc. cost per day on public transport or weekly/termly tickets if at college 3+ days per week)

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## 3. DBS Certificates/CSCS Cards

I am studying a Health and Social Care, Childcare or Construction course and am required to have a DBS certificate or CSCS card to complete my course

## 4. CHILDCARE

If you require assistance with childcare, please apply for Care to Learn at [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

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**PLEASE READ AND SIGN – we cannot process your application without these sections completed**

### Declaration

I have included relevant and accurate evidence with this application form. Providing false or incomplete information could result in an award being withdrawn, recovery of funds already paid or fraudulent activity being reported if this is suspected. I understand that receipt of financial support is subject to my adherence to the College Agreement and Student Code of Conduct. Failure to meet the conditions of attendance, behaviour and punctuality could result in my award being withdrawn. The College reserves the right to withdraw funding at any point.

Signature (by the Student) ..... Date.....

### Data Protection: Privacy Notice

I understand that the information and evidence I have provided will be used by the College for the purposes of processing my application for financial support, which will enable me to fulfil the terms of my learner agreement. I understand that the College will share with partner organisations my personal information sufficient only for the purposes of processing electronic payments and providing related services on behalf of the College. I understand that the College is obliged to share my personal data with certain agencies or organisations subject to their own Privacy Notices. Further privacy information can be found at [www.exe-coll.ac.uk/dataprotection](http://www.exe-coll.ac.uk/dataprotection)

Signature (by the Student) ..... Date.....

Please return this form and relevant evidence to:

Student Welfare Team, Greystone House, Exeter College, Hele Road, Exeter EX4 4JS. Tel: 01392 400526

**Notification of an award will be via the email address provided on your College application form. At the start of the academic year, this will change to your College email address. Next of Kin will also receive a copy of award emails.**