

**The Student Support Fund is means tested with a household limit of
£23,500. Applications can be made after 1 June 2018 for academic year
2018-19**



Barton Peveril
Sixth Form College

APPLICATION FOR STUDENT FINANCIAL SUPPORT

For students aged 16-18 on 31 August 2018 Academic Year 2018 - 2019
For help with: costs of transport, food, equipment or other course related costs.

The form should be completed by the **STUDENT**. Wherever the form refers to "you", it is aimed at the student, not the parent. Please use **BLACK INK** and **BLOCK CAPITALS** and answer all of the questions required – enter N/A or No, as appropriate. Make sure you sign the application and enclose the additional evidence required wherever you see the symbol

SECTION 1 – STUDENT PERSONAL DETAILS

Title	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="checkbox"/>	
First Name	<input style="width: 100%;" type="text"/>											
Surname	<input style="width: 100%;" type="text"/>											
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Your age (in years) on 31 August 2018	<input style="width: 100%;" type="text"/>											
Home address and postcode	<input style="width: 100%; height: 80px;" type="text"/>											
Email address	<input style="width: 100%;" type="text"/>											
Telephone	<input style="width: 100%;" type="text"/>				Home	<input style="width: 100%;" type="text"/>				Mobile	<input style="width: 100%;" type="text"/>	

SECTION 2 – STUDENT'S PAYMENT DETAILS

- If we need to pay support directly to you we will do so by paying the money into your bank or building society account.
- **THE ACCOUNT MUST BE IN YOUR NAME AS THE STUDENT.** Under the terms of our grant we are not allowed to pay into your parent's/guardian's account or another person's account.
- Complete all the boxes below, including the Roll Number if you have a building society account.
- Make sure your account can accept BACS Direct Credits. You can check this with your bank/building society.
- We **CANNOT** pay into Post Office Card Accounts.

Bank Name (e.g. Lloyds)	<input style="width: 70%;" type="text"/>
Branch Location (e.g. Eastleigh High Street)	<input style="width: 100%;" type="text"/>
Name of Account Holder (e.g. Mr J Smith)	<input style="width: 100%;" type="text"/>
Sort Code	<input style="width: 100%;" type="text"/>
Account Number	<input style="width: 100%;" type="text"/>
Roll Number (building society accounts only)	<input style="width: 100%;" type="text"/>

SECTION 3 – PRIORITY GROUPS

The College provides additional financial support for certain groups. Please tick any of the statements which apply to you and provide the additional information and evidence requested (you may tick more than one box).

[Please remember these statements relate to the **STUDENT**, not the parent].

- I live independently of my parents/guardians
- I am a teenage parent and my child lives with me
- I am in care /classed as a 'Looked After Child' by the Local Authority ⚠️¹
- I have been in care and am now classed as a 'Care Leaver' ⚠️¹
- I am in receipt of Income Support / Universal Credit ⚠️²
- I am disabled and in receipt of Employment Support Allowance / Universal Credit and Disability Living Allowance / Personal Independence Payment ⚠️²
- I have significant caring responsibilities at home (e.g. looking after a parent or sibling with long term illness or disability)
- I am a child of a serviceman or woman killed on active service. ⚠️²

Please provide any further background information, which will help us understand your personal circumstances: (e.g. if living independently – detail your living arrangements; if teenage parent – give age of child and childcare arrangements)

Please enclose the following additional evidence to support your claim, where this is applicable:

- ⚠️¹ Letter from Local Authority confirming your status as 'Looked After' or 'Care Leaver'
 - ⚠️² Entitlement / Award letter for income support or ESA/DLA/PIP or Universal Credit – dated within the last 3 months
- Your letter needs to confirm that you are permitted to attend College.

By identifying yourself on the list above, we can make sure that you get the best support available. We normally arrange to meet you and discuss your needs face to face.

IF YOU ARE LIVING WITH A PARENT/GUARDIAN:

➔ SECTION 4 NEXT.

IF YOU ARE LIVING INDEPENDENTLY:

➔ SECTION 5 NEXT.

SECTION 4 – HOUSEHOLD DETAILS & OTHER QUALIFYING CRITERIA

SECTION 4A Details of parent(s)/guardian(s), whose household you live in:

Family Name	First Name	Date of Birth			Relationship to student
		D D	M M	Y Y	
		D D	M M	Y Y	

SECTION 4B Number and ages of brothers or sisters (under the age of 18) who live in the same household as you:

SECTION 4C Details of household & other qualifying criteria:

The College provides financial support to those from a low income household & students with additional educational needs. If you wish to apply for support in this category, then please tick the statement which applies to your parent(s)/guardian(s) and provide the evidence requested.

- In receipt of Income Support ⚠️ Award letter – dated within last 3 months
- In receipt of income-based Jobseeker's allowance ⚠️ Award letter – dated within last 3 months
- In receipt of income-related Employment & Support Allowance ⚠️ Award letter – dated within last 3 months
- In receipt of support under part vi of the Immigration & Asylum Act 1999 ⚠️ Award letter – dated within last 3 months
- In receipt of 'Guarantee' element of the State Pension credit ⚠️ Award letter – dated within last 3 months
- In receipt of Universal Credit ⚠️ Award letter – dated within last 3 months
- In receipt of Working Tax Credit run on ⚠️ Award letter – dated within last 3 months
- Annual household income is no more than £16,190 & in receipt of Child Tax Credit, but not entitled to Working Tax Credit ⚠️ Child Tax Credit Notice for 2018-19 (all pages)
- Annual household income is below £23,500 ⚠️ Child Tax Credit Notice for 2018-19 (all pages)

SECTION 5 – FINANCIAL ASSISTANCE AVAILABLE

If you are eligible for student financial support, then the College will contribute towards your travel costs. Please tick the appropriate statement below and provide the information requested

SECTION 5A Details of your travel arrangements

Travelling on Bluestar bus Bus Number

Travelling on Xelabus service bus Bus number

Travelling by Other means Details:

SECTION 5B EQUIPMENT – all successful applicants will automatically receive an allocation towards resources to their college account.

SECTION 5C FREE SCHOOL MEALS – If your assessed income is less than £16,190 and your parent/guardian is in receipt of one of the following benefits you will be allocated Further Education Free Meals, a daily amount will be credited to your student account automatically.

- Universal Credit
- Income Support
- Income-based Job Seekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee 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 four weeks after you stop qualifying for Working Tax Credit

SECTION 6 – SUPPORTING INFORMATION

Please provide a supporting letter if there are any exceptional circumstances you feel we need to consider

SECTION 7 – DECLARATION

- I certify that the above statement and financial details are correct and show my/parents' income from all sources.
- I agree to notify the College of any changes in my circumstances which may affect my eligibility for funding, as soon as these occur; and I understand that failure to do this may mean that the College may request repayment of my award.
- I understand that the College will claim back all or some of the award made to me if I have given misleading or inaccurate information intentionally. I recognise that false statements can leave me open to prosecution.
- I understand that financial assistance is dependent upon enrolling on a course of study and maintaining satisfactory levels of progress and a minimum of 95% attendance, and future awards may be withheld or reduced if I withdraw from my course early, I may be asked to pay back some or all of my award.
- I understand that any funding I am allocated is for this current academic year and that a new application will be required for subsequent years.
- I consent to the release of confidential information as defined on page 4.
- I am not an accompanied Asylum Seeker.

Signature (of student):		Date:	
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CHECKLIST:	
I have completed all relevant sections of this form	
I have provide all documentary evidence required – as per items marked	

SECTION 8 – CONFIDENTIALITY

Applications are only seen by Student Financial Support administrators. From time to time it may be necessary for additional supporting information to be sought from other College staff in order for a decision to be made. Your Support Progress Advisor and the Finance Department may be provided with details of any award made and other staff may also be informed provided this is directly relevant to fund administration or pastoral support. Your parent or guardian will also be informed of the award, unless you have indicated on this form that you are living independently.

Data Protection Act 2018

Barton Peveril Sixth Form College is a data controller in terms of the 2018 legislation. Student Financial Support staff follow College Policy in matters of Data Protection. The data requested on this form and any other supporting information is covered under the notification provided by the College under the Data Protection Act. Personal Data will be used solely for the purposes relating to your application for financial support.

The data you provide will not be passed on to any other third party without your prior consent, except where the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Data Protection Officer.

If you need any further information or help with making an application, please contact us:

Email: studentfinance@barton.ac.uk

Visit: Student Services (next to Reception)

Please return your completed form, and supporting evidence to:

Student Services, Barton Peveril Sixth Form College, Chestnut Avenue, Eastleigh, SO50 5ZA.

OFFICE USE ONLY:

Income Streams used to calculate household income	
Category	Amount
Salary or wages parent/guardian 1	
Salary or wages parent/guardian 2	
Self-employed earnings	
Department of Work & Pensions benefit	
Department of Work & Pensions benefit	
Department of Work & Pensions benefit	
Total	

Awards Made	
Bursary	
Transport	
Equipment	
Free School Meals	
Other	

Application rejected	
Reason for rejection	
Date letter sent	