

Seevic College 19+ Discretionary Learner Support Application 2017 - 2018



Who do I need to speak to?

If you are worried about money and would like to find out what help and support is available - please speak to a Student Advisor in Student Services. If you have any queries regarding your Bursary application - please speak to the Finance Team.

For guidance on how to complete the form please see the guidance notes - incomplete forms and those without the required evidence will be returned - this could delay payment.

Please note: this bursary fund application form is for this academic year only. The bursary must be applied for each year and new supporting evidence needs to be submitted.

Section 1: Student Details

Please note that it is important you tell us if you change address and/or telephone number.

Forename:	<input type="text"/>	Surname:	<input type="text"/>
Address:	<input type="text"/>	Date of birth:	<input type="text"/>
Postcode:	<input type="text"/>	Age on 31/08/17:	<input type="text"/>
Home phone:	<input type="text"/>	Email:	<input type="text"/>
		Mobile:	<input type="text"/>

Section 2: Course Details

Course Title:

Month course starts?

How long does your course last? weeks or years

The course is? Full-time Part-time

Section 3: Other Required Details

Have you lived in the UK or EEA for the whole of the past three years?
Yes No (If No please give details)

Do you have any immigration restrictions on the length of time you can stay in the UK?
Yes No

Have you received Bursary/Learner Support funds in the last two years?
Yes No

Finance Use Only: Student ID Personal Tutor Days in College

Benefit evidence received Bank evidence received

Section 4: Household Income

Evidence of household income MUST be from the list below and be attached - Incomplete forms and evidence will delay your assessment and payment. Household income refers to all those who live with you.

BENEFIT - MUST be attached if applicable for student and those in your household:

Income-Related Employment and Support Allowance

Please tick ✓

You will need to provide a recent benefit letter dated within **one month** of application, including your name, address and type of benefit and reference.

Income Based Job Seekers Allowance

You will need to supply a recent benefit letter dated within **one month** of application, including your name, address and type of benefit and reference.
PLEASE PROVIDE COPIES OF ALL PAGES OF THE NOTICE.

Income Support

You will need to supply a recent benefit letter dated within **one month** of application, including your name, address and type of benefit and reference.
PLEASE PROVIDE COPIES OF ALL PAGES OF THE NOTICE.

Guaranteed Pension Credit

You will need to supply a recent benefit letter dated within **one month** of application, including your name, address and type of benefit and reference.
PLEASE PROVIDE COPIES OF ALL PAGES OF THE NOTICE.

Tax Credits/ Universal Credits

With a maximum annual income of £20,000 - estimated income not accepted. You will need to provide a 2017/2018 Tax Credit notice letter confirming income from 2016/2017. PLEASE PROVIDE COPIES OF ALL PAGES OF THE NOTICE.

Child Tax Credits

You must have an annual gross income of no more than £16,190 as assessed by HMRC. PLEASE PROVIDE COPIES OF ALL PAGES OF THE 2017/18 NOTICE.

Section 5: Other Income (Evidence must be attached)

Do you receive, or do you expect to receive any other income or financial support this academic year?

Yes No

You must tell us if your financial circumstances change

Section 6: Claim Details

We will notify you in October whether your application has been successful.

Please note if attendance falls below 90% bursary payments will be reduced.

Awards will be paid via BACS payments directly into the **students bank account***, please give details as follows;

Student Bank Account Name
i.e. John Smith

Bank/Building Society

Account Number

Sort Code

Roll Number

- if it is a Building Society

EVIDENCE OF BANK A/C DETAILS REQUIRED I.E. BANK STATEMENT OR PASSBOOK

*Students aged 16 or over can open a basic bank account. The basic bank account will allow BACS payments and allow the students to withdraw money. For more information please visit www.bba.org.uk/customers/personal-banking

Section 7: Student Declaration

- ◆ I declare that the information given here is correct to the best of my knowledge
- ◆ I understand that the College may take steps to verify the information given
- ◆ I understand that wilfully giving false information may lead to action being taken against me
- ◆ I agree to inform Finance in writing of any change to my personal, family or financial circumstances
- ◆ I understand that once a written offer is received, any financial assistance is subject to satisfactory attendance, behaviour and performance, and if conditions are not adhered to, funding may be withdrawn and I may be liable to repay any payments received.

Students Signature:

Date:

Data Protection:

The information provided on this form will be used by Seevic College for the purposes of supporting my learning support, welfare, or safety and will not be passed on to any third party not directly involved in these support activities without my permission. The data will be stored securely and only used for the purpose originally intended.

Finance use only:

		Annual
Transport (estimated monthly cost)	£ <input type="text"/>	£ <input type="text"/>
Course equipment/Exam Fees	£ <input type="text"/>	£ <input type="text"/>
		Total £ <input type="text"/>