

Application For Student Funding 2018/2019

This application form is for students aged 16-18 (under 19 years old on 31st August 2018); students aged 19 and on the second year of a 2 year course; students aged 19 and over who have an Education Health and Care Plan

Please refer to the enclosed notes leaflet for further information before completing this application form. The completed form, together with all supporting evidence, should be returned to Student Services, Colchester Institute, Sheepen Road, Colchester, Essex CO3 3LL. For all enquiries, please call (01206) 712078 / (01206) 712296 or email student.finance@colchester.ac.uk

Student Details

Student ID Number (if known)

Title: (please circle) Mr/Mrs/Miss/Ms

Surname

Forename

Address

.....

..... Post Code

Telephone Home.. Mobile

Email (we will contact you by email if you provide an email address)

.....

Date of Birth Age on 31/08/18

If you are happy to nominate a person with whom we can discuss your financial application, please provide details below:

Name.....Relationship.....

Contact Number.....

Course Details

Course Title Course Code (if known)

Course level (Level 1/Level 2/Level 3).....

Is the course full time or part time?

Campus: Braintree/Clacton/Colchester/other-please state.....

Did you study at Colchester Institute in 2017/18? Yes / No

If 'yes', did you receive financial help from the college support fund last year? Yes / No

Data Protection

The information on this form will be used by Student Services to assess your application for a financial award. Information will be viewed and processed by the Student Services team for the purposes of applying for support funding and will be retained in line with Colchester Institute's retention of records policy in compliance with current data protection law. Information about financial awards awarded to you, for example: kit and uniform costs, bus pass etc. will be shared with Colchester Institute staff involved in teaching you for the purposes of monitoring your behaviour and attendance in relation to the conditions of the awards. We may also be required to share information provided by you, with third parties (e.g. police, benefits agency, social care, auditors) where there is a legitimate business purpose in line with current data protection law. Please refer to our privacy notice on our website www.colchester.ac.uk for more information.

I need help with...

Please use this section to tell us which course costs you need help with:

- Books Compulsory trips*
Equipment DBS Check
AAT Membership Fees Stationery / Printer Credits
Travel UCAS fee (level 3 students)

If you have ticked the travel box, how you will be travelling to College? Bus / Car / Motorbike / Moped

If travelling by bus, can you travel on a First Bus? Yes / No

If no, please advise name of bus operator & route number that you will be using

.....

Meals (only available if household income under £8000pa)

Other course costs (please specify).....

.....

.....

* Trips—please notes that overseas compulsory trips will be considered on individual basis

Continued financial support is available throughout the academic year, while funds last. Please contact us if any other course costs arise during the year.

Bank Details

The College may pay some awards directly into your bank account (payment by BACS). Please provide us with your bank details so that we can make payments directly into your bank account, if necessary. Your bank details will be held electronically for the purpose of making BACS payments.

Please ensure that your bank account accepts payments by BACS. Payments cannot be made into parents' bank accounts.

Name of Account Holder

Name of Bank.....

Sort Code Account Number.....

Roll No (Building Society only)

Supporting Evidence

Please read carefully and provide the relevant evidence. Evidence should be dated no more than 3 months old unless otherwise stated. It is your responsibility to provide copies of the relevant evidence (see Notes).

I live with my family and the household claims one of the following benefits: (Evidenced attached)

- | | |
|--|--------------------------|
| Income Support..... | <input type="checkbox"/> |
| Jobseeker's Allowance (income based)*..... | <input type="checkbox"/> |
| Employment and Support Allowance (income related)*..... | <input type="checkbox"/> |
| Working Tax Credit (evidence: 2018/19 Award Notice showing income £16,190** or below)..... | <input type="checkbox"/> |
| Child Tax Credit (evidence: 2018/19 Award Notice showing income £16,190** or below)..... | <input type="checkbox"/> |
| Pension Credit..... | <input type="checkbox"/> |
| Universal Credit and am in employment / not in employment (please delete)..... | <input type="checkbox"/> |

*If JSA or ESA is contribution based, please provide evidence of any other family income

**subject to Parliamentary change

Please tick if you (the Student) claim any of the benefits below: (Evidence attached - see notes)

- | | |
|--|--------------------------|
| Income Support or Universal Credit..... | <input type="checkbox"/> |
| Employment & Support Allowance (or UC) AND Disability Living Allowance..... | <input type="checkbox"/> |
| Employment & Support Allowance (or UC) AND Personal Independence Payments..... | <input type="checkbox"/> |
| I am in care/I am a care leaver (evidence: letter from the local authority or Leaving Care services confirming current or previous looked after status)..... | <input type="checkbox"/> |

Applications from households with an income exceeding £16,190 are not normally considered. However, if you feel that you have extenuating circumstances, please submit an application and provide a covering letter to explain your situation. Supporting evidence should also be provided.

Declaration

I am a UK citizen / EU citizen (or spouse, civil partner or child of UK/EU citizen) and have been living in UK / EEA or Switzerland for the past 3 years Yes / No
or

I have settled status and have been in the UK for the past 3 years Yes / No
or

I am an officially recognised refugee (or spouse, civil partner or child of refugee) Yes / No

I declare that the information I have given on this form is correct and complete to the best of my knowledge. I understand that giving false or incomplete information which leads to incorrect or overpayment may result in the stoppage of future payments and recovery of funds that have already been paid and may also result in a referral to the police. I have been made aware of the conditions of attendance and behaviour and understand that my award is dependent upon meeting these conditions. If I leave Colchester Institute I will not be eligible to receive further payments and may need to repay a proportion or, in exceptional cases, all of the money paid to me or return any equipment funded by this scheme.

Student's signature Date

For office use only

Benefit Evidence.....

No of days per week.....

% attendance.....

No of hours per week.....

Home fees.....

Course start / end.....

Award

Books **Y / N**.....

Trips **Y / N**.....

Equipment **Y / N**.....

DBS **Y / N**.....

AAT **Y / N**.....

Stationery / printer credits **Y / N**.....

Travel **Y / N**.....

UCAS.....

Term 1.....

Other.....

Term 2.....

Term 3.....

Stat meals **Y / N**.....

Non-stat meals **Y / N**.....

Approved/Rejected.....

Date Processed.....

Decision Email/Letter.....

Committee Decision.....

Intuition.....