



# Application For Student Funding 2018/2019

**Please use this form if you are over 19 at 31st August, 2018, and are taking out the Advanced Learner Loan to cover your tuition fees**

Please refer to the enclosed Notes leaflet for further information on completing this application form. The completed form, together with any 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](mailto: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 3 / level 4 .....

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 (eg 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](http://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.....	<input type="checkbox"/>	Compulsory trips*.....	<input type="checkbox"/>
Equipment.....	<input type="checkbox"/>	DBS Check.....	<input type="checkbox"/>
AAT Membership fees.....	<input type="checkbox"/>	Stationery/printer credits.....	<input type="checkbox"/>
Childcare (request form) .....	<input type="checkbox"/>	Meals.....	<input type="checkbox"/>
UCAS fee.....	<input type="checkbox"/>	Travel.....	<input type="checkbox"/>

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 the name of the bus operator & the route number that you will be using

.....

Other Course Costs (please give details).....

.....

**\* Trips - please note that overseas compulsory trips will be considered on an individual basis**

**Continued financial support is available throughout the academic year, while funds are available. 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.**

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)

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.

Please tick the statements that apply to you:

- I am in receipt of a qualifying benefit.....
- I am an unwaged dependant of someone who is in receipt of a qualifying benefit.....
- I am the unwaged dependant of my parents who earn less than £16,190.....
- I work and I earn.....
- I have a partner and my partner earns.....

Qualifying benefits (attach evidence of one of the following):

- Income Support.....
- Jobseeker's Allowance (income based).....
- Employment & Support Allowance (income related).....
- Working Tax Credit (evidence:2018/19 Award Notice showing income £16,190\*\* or below)..
- Child Tax Credit (evidence:2018/19 Award Notice showing income £16,190\*\* or below).....
- Pension Credit.....
- Universal Credit and am in employment / not in employment (please delete).....
- P60 / current payslip.....

## Advanced Learner Loan Application

Have you made an application for a Advanced Learner Loan?

Yes / No

If yes, has your application been successful?

Yes / No / Awaiting Decision

**Awards from this fund can only be made to students who have received an Advanced Learner Loan**

## Declaration

Circle as appropriate

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. **Should I choose not to take up the Advanced Learner Loan or if the loan is not awarded, I will repay any funding received from the Advanced Learner Loan Bursary Fund**

Student's signature .....Date .....

**For office use only**

Benefit Evidence.....

No of days per week.....

No of hours per week.....

Course start / end.....

% attendance.....

Home fees.....

ALL confirmed EBS.....

**Award**

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

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

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

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

Term 1.....

Term 2.....

Term 3.....

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

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

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

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

Other.....

Approved/Rejected.....

Date Processed.....

Decision Email/Letter.....

Committee Decision.....

Intuition.....