

Application For Student Funding 2019/2020

This application form is for students aged 16-18 (under 19 years old on 31st August 2019); 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/Mx

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 31/08/19.....

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 2018/19? 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 note 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.....

6 digit sort code..... 8 digit 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).

Discretionary Bursary

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

- Income Support.....
- Jobseeker's Allowance (income based)*.....
- Employment and Support Allowance (income related)*.....
- Working Tax Credit (gross annual earned income £21,000 or below).....
- Child Tax Credit (gross annual earned income £21,000 or below).....
- Pension Credit.....
- Universal Credit (gross annual earned income £21,000 or below).....

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

Vulnerable Bursary

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

Please note that the full £1200 vulnerable bursary is not automatically given if there is no financial need. Awards will be based on the amount that you need to participate in education. There is the possibility that the outcome of your application will be an award of less than £1200 or no award if you do not have any relevant costs. Awards from this bursary cannot be used to support living costs

- Income Support or Universal Credit.....
- Employment & Support Allowance (or UC) **AND** Disability Living Allowance.....
- Employment & Support Allowance (or UC) **AND** Personal Independence Payments.....
- 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).....

Applications from households with an income exceeding £21,000 are not normally considered. However, if you feel that your household is in financial hardship, please submit an application, together with a supporting statement and evidence of the serious financial difficulties being experienced.

Declaration

I am: (please circle) British citizen / EU/EEA citizen / Asylum seeker / Refugee / Indefinite leave to remain

If British / EU/EEA citizen, have you lived in UK/EU/EEA for the last 3 years? Yes / No

If not a British citizen: Country of origin..... Date of entry to UK.....

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.....

No of hours per week.....

Course start / end.....

% attendance.....

Home fees.....

Bank Details updated.....

Award

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

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

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

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

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

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

Term 1.....

Term 2.....

Term 3.....

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

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

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

UCAS.....

Other.....

Approved/Rejected.....

Date Processed.....

Decision Email/Letter.....

Committee Decision.....

Intuition.....