



European Union  
European  
Social Fund



# Application For Student Funding 2019/2020

Please use this form if you are over 19 at 31st August, 2019 and your course is not eligible for an Advanced Learner Loan (level 2 courses; some 1st level 3 courses for 19-23 year olds)

Please refer to the enclosed Notes leaflet for further information before 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

## 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 Level1/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

Highest qualification achieved to date (please circle): Level 2 (5 GCSEs A\* - C; 9-4) / Level 3 (2 A-Levels) / Level 4 / Degree

## 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 (level 3 students)...	<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

### Tuition Fees.....

A tuition fee award will not exceed  75% of the fee payable and you will be responsible for paying the balance of the fee.

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. 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.....

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)

**Please tick each statement that applies 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 £21,000.....
- 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 (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).....
- P60 / current payslip.....

**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**.....

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.....

Tuition fees.....

Childcare.....

Other.....

Approved/Rejected.....

Date Processed.....

Decision Email/Letter.....

Committee Decision.....

Intuition.....