

Date of Receipt:

Colchester Institute Hardship Fund 17/18

Please complete all sections of the form to enable us to process your application quickly.

Title: Mr / Mrs / Miss / Ms / Other **Student ID Number:**

First Name/s:

Family Name:

Tel number: **Date of Birth:**

Term-time address:

Email:

(any correspondence will be sent to this address so please ensure that you check it regularly)

Course title:

Mode of study: Undergraduate / Postgraduate

Full time / Part time

Which year are you in? Foundation/Year 0 / 1st / 2nd / 3rd / Other.....

Is this a repeat year? Yes / No

Is this your final year? Yes / No

Are you intermitting? Yes/No

Have you submitted a request to intermit? Yes/No

Do you live: (please tick)

- alone
- with partner or spouse
- in a University- owned residence
- with parents or guardian
- with your children - under 18 only (no partner or spouse)
- with partner or spouse and children - under 18 only
- in shared accommodation (including Shared House, Refuge)

If you live in shared accommodation, please state how many adults (including you) live at this address

Do you share all household expenses? Yes / No

Give details of any dependent children/adults* that live with you:

Full name/s	Date of birth

* for financially dependent adults, please also give details of why the adult is unable to provide for themselves.

Do you have a disability (not dyslexia) or chronic medical condition which prevents you from working? Yes / No

Have you applied for Disabled Students' Allowances (DSA)? Yes / No

Do you have specific disability/medical condition related costs that are not covered by DSA? Yes (please specify in personal statement) / No

State why you are in financial difficulty, why you believe your situation to be exceptional and to merit additional support and how much money you require.

Please continue on a separate sheet if necessary

Student Income/Partner Income**Student****Partner**

wk/mth/yr

wk/mth/yr

Maintenance/Special Support Grant/	£	£
Student Loan.....	£	£
Parents Learning Allowance.....	£	£
Adult Dependants' Grant	£	£
Childcare Grant	£	£
Disabled Students' Allowances	£	£
College Travel Bursary.....	£	£
Net earnings.....	£	£
Parental contribution.....	£	£
Child Tax Credit.....	£	£
Working Tax Credit.....	£	£
Housing Benefit.....	£	£
Council Tax Benefit.....	£	£
Income Support.....	£	£
Jobseekers Allowance.....	£	£
Professional/Career Development Loan.....	£	£
Scholarships/Trusts/Grants (specify below).....	£	£
<input type="text"/>		

Disability Benefits (specify below).....	£	£
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Other Income/savings, etc.....	£	£
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Expenditure

Food.....	£	£
Household.....	£	£
Laundry.....	£	£
Gas/Oil.....	£	£
Electricity.....	£	£
Water.....	£	£

Telephone.....	£	£
Broadband.....	£	£
TV licence.....	£	£
Sky/Now TV/Talk Talk TV/Netflix (other provider)	£	£
Contents insurance.....	£	£
Council Tax	£	£
Tuition Fees.....	£	£
Rent/Mortgage.....	£	£
Childcare costs.....	£	£
Transport costs (to campus).....	£	N/A
Road Tax.....	£	£
Motor Insurance.....	£	£
Partner's public transport costs (to work or place of study)...	N/A	£
Books/equipment costs.....	£	£

Other costs (please specify)

Vehicle costs

If you have dependent children and/or placements as part of your course we may consider some private vehicle costs. We may also consider partner's private vehicle costs, if needed for work. Please provide details below and supply evidence of these costs:

If applicable, please also provide location and duration details of your placements/partner's work:

Please list any debts you or your partner have and any repayment arrangements set up with creditors. Debts will not be considered unless they are noted here and evidence is provided.

Person/company owed	Type of debt (e.g. mortgage, council tax, utilities)	Amount owing	Repayment amount per week/month (if no arrangement is in place please enter N/A)
		£	£
		£	£
		£	£
		£	£

Please provide details for all bank/building society accounts that you hold (including ISAs, accounts which you don't regularly use, accounts with a £0 or very low balance and those that you use as a 'bills account' with other housemates, if they are in your name).

You will be asked to provide statements for each account for the past consecutive three months, up to within 14 days of the date you submit your form. If you are living with a partner you will need to provide statements for their account/s too.

E.g. If you submit your form on 20 December, your statements should cover the period from 20 September to 20 December. (However statements within 14 days of submission will be accepted so if submitting on 20 December you could submit statements from 6 September – 6 December instead).

Please ensure that you note on the statements what all payments over £50 into or out of the account are for and who they are from/to.

Total Number of bank accounts:

Account name:

Name of Bank:

Account no:

Sort Code:

Account name:

Name of Bank:

Account no:

Sort Code:

Account name:

Name of Bank:

Account no:

Sort Code:

Please add additional account details here if you have more than 3 accounts.

You MUST also confirm the account you would like your payment to be made to should your application be successful. Your payment may be delayed if you do not provide this preference.

Supplementary award questions:

Are you or your parent a UK Refugee? Yes / No

Are you a Care Leaver # ? Yes / No

- Please provide evidence from the Local Authority that you are receiving a service/ or received a service as a former Child in Care

Data Protection Act 1998

Student Services take confidentiality very seriously – your application form will only be seen by members of College and University staff involved in processing your application.

Colchester Institute is a data controller in terms of the 1998 legislation. Student Services follows College policy in matters of data protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act. Personal data will be used solely for statistical purposes and electronic record keeping and may be made available to authorised College staff and Government agencies to allow statistical information to be analysed.

Data may be passed to a third party without your consent, when the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Director of Funding and Information.

Declarations

I certify, to the best of my knowledge, that I fulfil the following criteria: (please tick the relevant statement in each of the following sections)

Section A

I am a UK national/British citizen; **or** I am **settled*** within the United Kingdom (UK) (i.e. I have the Right of Abode in the UK or have been awarded Indefinite Leave to Remain [please provide the reference number from your UKBA award notice and submit a photocopy of that award notice]; **or** I am an EU national;
and I have been **ordinarily resident**** in the UK and Islands for the 3 years immediately before the first day of the first academic year of my course. None of this time was wholly or mainly for the purpose of receiving full-time education, or if it was, I was resident in the EEA immediately prior to this three-year period.

I have been recognised by the UK Government as a Refugee [please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice]; **or** I have been granted Humanitarian Protection (HP) by the Home Office [please provide the reference number from your UKBA award notice giving the expiry date of your status and submit a photocopy of that award notice];

I am an EEA or Swiss Migrant Worker or the family member of an EEA or Swiss Migrant Worker and I/my family member intend/s to continue working while I am studying **or** I am the child of a Swiss national, or a Turkish worker; **and** I have been ordinarily resident in the EEA, Switzerland and Turkey for the 3 years immediately before the first day of the first academic year of my course.

Section B

I was **ordinarily resident**** in England, Scotland, Wales or Northern Ireland on the first day of the first academic year of the course, and

Section C

I confirm that I am registered and in attendance on the course described in this form, that the information that I have given on this form is correct and complete to the best of my knowledge, plus I am supporting the dependent children/adults named above (if applicable)

I understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures. I further undertake to repay any grants obtained by me as a result.

Your Name (CAPITALS)

Your signature

Date

***'settled'** – on the first day of the first academic year of your course.

****'Ordinarily resident'** is interpreted to mean habitual and normal residence from choice and for a settled purpose throughout the prescribed period, apart from temporary or occasional absences. Such residence must also be lawful – that is, not in breach of any leave to remain in the UK. (Persons awarded refugee status or humanitarian protection must have been ordinarily resident in the UK from the date this status was granted)

Student Checklist

Please ensure that you supply **ALL** documentation (preferably photocopies) which is relevant to your application.

- Support Finance Breakdown and payment timetable** (*Undergraduates only*) (you can get a copy of this document in the 'View Correspondence' tab on your online Student Finance account). This is the document that shows how much loan you are entitled to **and** when it will be paid to you.

- Part-time Student Support notification** (*Part-time students only*).
- Child Benefit book or 'DWP' letter and children's birth certificates** (*if applicable*).
- Bank/Building Society statements** (you must supply bank statements for **EVERY** account that you hold, covering the most recent **3 months**, to within 14 days of submitting your application. Statements must show your name and bank details – mini statements are not acceptable, but online print outs are - so long as they are properly formatted. **Please write notes to explain any debits or credits over £50 that appear on your statements**).
- Partner's bank statements** (you must supply bank statements for **EVERY** account that your partner holds, covering the most recent **3 months**, to within 14 days of submitting your application. Statements must show your partner's name and bank details – mini statements are not acceptable, but online print outs are - so long as they are properly formatted. **Please write notes to explain any debits or credits over £50 that appear on their statements**).
- Evidence of rent or mortgage – including if applicable: Letter detailing Rent Arrears; Notice from Landlord to leave Premises; Eviction Notice** (*i.e. tenancy agreement, mortgage statement, letter from your landlord, Arrears Letter, Notice to Leave Property Letter; Eviction Letter*).
- Evidence of any/all benefits claimed, i.e. housing benefit, tax credits, disability benefits** (*all pages*) (*if applicable*).
- Evidence of partner's income/expenditure** (*f applicable*).
- Evidence of current childcare costs** (*childminding contract, invoice, letter from childcare provider, etc*).
- Evidence of vehicle costs** i.e. vehicle tax document, MOT receipt, insurance renewal documentation (only for students with placements or children, or your partner's if essential for work).
- Other**, i.e. evidence of being in Care, seeking advice and assistance from Citizen Advice Bureau, National Debt Agency, seeking paid employment, completing Money Management Module and researching charities i.e. letters and applications. (*please give details on a separate sheet*)

N.B. All evidence must be supplied at the time of application. Forms will not be accepted and cannot be processed without ALL relevant documentation.