

Application for financial Support  
2017/18 (Adult Further Education Students)



Students Personal Details		
Student First Name:	Surname:	
Home Address:		
		Postcode:
Student ID Number:	Date of Birth: / /	Age as at 31 <sup>st</sup> August 2017
Course Title:	Level:	Full Time/Part Time
Telephone Number:	Email Address:	
Bank Account Name:	Bank Name:	
Sort Code:	Account No:	
Bursary funds can only be paid into the student's bank account, if you don't have an account please return the form and provide the bank details once opened.		

Residency Details	Please tick
I live with:-	
My parent (s)/guardian	
My partner/spouse	
Alone with dependent children	
Alone	
My foster parents or under the care of the Local Authority	
Other (Please state)	
Have you lived outside of the UK/EU since 01/09/2014?	
Nationality:	

Eligibility	Evidence	Please tick
Student Statements		
I am a young carer	Letter from Surrey Action for Carers or local carers centre	
I am a care leaver	Social worker/local authority letter	
I have applied for an Advanced Learner Loan for this course		
The Job Centre has asked me to attend this course		

## What do you need financial support for?

**Travel costs:** Which mode of transport do you take?

- Bus  
 Train  
 Other (please specify)  
 .....

Which student travel card do you have?

- 18+ Oyster card  
 Freedom pass  
 Other (please specify)  
 .....

**Essential course costs**

- Uniform/protective clothing  
 Books  
 Equipment  
 Trips  
 Childcare  
 Other (please specify)  
 .....

Please attach receipts for any items already purchased

Please tick any that apply to you (the student) and each parent or guardian in your household (if you are under 25)

Household Income		Please tick	
Type of Income	Evidence required	Student	Parent/ Guardian
Income Support	Letter dated within 3 months (if student must confirm you can be in education)		
Job Seekers Allowance	Letter dated within 3 months (if student must confirm you can be in education)		
Employment Support Allowance	Letter dated within 3 months		
Working Tax or Child Tax Credits	2017/18 Tax Credit Award Notice all pages		
Universal Credits	Breakdown of Universal Credit payment		
Wages (and no tax credits)	Last 3 wage slips/self-assessment tax form		
Disability Living Allowance	Letter dated within 3 months		N/A
Personal Independence Payments	Letter dated within 3 months		N/A
Pension Credit	Letter confirming entitlement and amount paid		
Other (please state)	Written Evidence		

## Payment Criteria

Payments can only be paid to you if you attend 100% of your classes, you keep up to date with your work and behave appropriately in class and on the campus. We will contact your tutors and use College registers to monitor your attendance, progress and behaviour. If you do not meet these criteria then your payments may be permanently or temporarily stopped. Most payments (except childcare) are paid directly into the Student's bank account. The Bursary is assessed on an individual basis depending on needs and funding available.

## Declaration

I am applying for money from the College Bursary Fund and confirm that the information I have given is correct. I have attached the required evidence to support my application and I give permission for NESCOL to keep a copy of all documents supplied, including a copy of my passport.

I understand that if I give false information I will be subject to the college disciplinary procedure and may be required to repay the funds.

I understand that any assistance provided is subject to enrolling on the course of study and maintaining satisfactory levels of attendance, progress and behaviour and that my tutor will be contacted to check this. I am aware that all or part of any payment may be repayable (or the items returned) if I withdraw for whatever reason or do not have satisfactory attendance, progress and behaviour. The amount to be repaid will be determined by the College.

I understand that I need to follow the College procedure for authorising any absences.

I am happy to be contacted by email or telephone (if I supplied this information) and I will keep the College informed of my current contact details.

I agree that my Parent/Guardian named below is able to discuss my application and payment information with the Student Finance team.

Signature of Student

Date

Signature of Parent

Date

PARENT PRINT NAME

Please bring this form into Student Finance along with:-

- Your income evidence
- Your passport or birth certificate and
- Your Bank Card (with both numbers on it) or your bank statement

### USEFUL CONTACT DETAILS

Jacqui Kavanagh 020 8394 3186

Sharon Greenwood 020 8394 3033

Email- [studentfinance@nescot.ac.uk](mailto:studentfinance@nescot.ac.uk)

## Data Protection Statement

The personal information you provide is passed to the Chief Executive of Skills Funding ("the Skills Funding Agency") and the Department for Education (DFE), including the Education Funding Agency. The information is used for the exercise of functions of these government departments and to meet statutory responsibilities, including under the Apprenticeships, skills, Children and Learning Act 2009, and to create and maintain a unique learner number (ULN) and a personal Learning Record (PLR). Further information about use of an access to your personal data, and details of partner organisation are available at :

<http://skillfundingagency.bis.gov.uk/privacy/.htm>

<http://www.learningrecordsservice.org.uk/privacy-copyright.htm>

Nescots data protection policy can be found on our website

## Adult Bursary Fund 2017/18 Further Information

The bursary scheme is to help students who are 19 and over on the 31<sup>st</sup> August 2017 and have a gross household income of below **£25,000**. The scheme can provide a contribution towards college costs such as travel, curriculum trips, meals, childcare, essential kit, uniform, equipment or text books and very occasionally tuition fees.

### Bursaries

If you meet the age criteria, have a gross household income of below £25,000 and would like help towards costs such as travel, kit, equipment, uniform, books, childcare and meals please complete this form and attach the required evidence.

Travel payments are calculated by the cheapest route, using any available student fare card (we will reimburse you the cost of the fare card once). Any kit, uniform, equipment or text books that you buy can only be reimbursed if you provide a receipt. If you cannot manage to buy the items yourself please let us know and we will make arrangements with your department.

### Meals

If you are on a **full time** programme of study and your gross household income is below £25,000 you will be eligible for a free meal for any day that you attend college. The meal is paid for via your college ID card. Please let us know before you go on any work placement so that we can make alternative arrangements.

### Childcare

If you are 20 years old or over you can apply for help from the college fund towards the cost of registered childcare for the days/hours you are timetabled in classes. Priority is given to students in receipt of an out of work means tested benefit and so not all applicants may be successful. Parents are expected to use any Nursery Education Grant before we calculate our contribution. Invoices must be provided before any childcare payments can be paid. Payments are paid directly to the childcare provider, 4 weekly in arrears. If you wish to apply for childcare support, please complete this form and the separate childcare form.

### General Information

The funds available are to support with college costs only. We process each application on a first come first served basis. Due to the large number of applications we receive we may not be able to start payments until October. Please let us know if this is going to cause you difficulties. We try to make awards as fairly as possible and to help as many students as possible so we are not always able to help you with everything that you need. You may be asked to provide travel tickets as proof of your journey. Students who have been referred by their Job Centre should apply to their Job centre for help first.

### How to Apply

Please complete this form (and the childcare form if applying for childcare support) and return it to Student Finance in Room L13a in the Learning Resources Centre. If you need help with the form please let us know. When you return the form please bring any income evidence, your passport or birth certificate and your bank card or bank statement. If you are applying for childcare support please also bring in written confirmation from your provider of your childcare arrangements, your child's birth certificate or child benefit letter. We will copy or scan any documents you bring in and return them to you.

### What Happens Next?

We will email you to let you know the outcome of your application and if appropriate how we are going to pay you. Payments will be paid directly into your bank account (except childcare which is paid to the childcare provider).

### Appeals Procedure

If you do not agree with the decision made, please discuss this with the Student Finance Team. If you then want to appeal, please write to the Student Assistance Panel, c/o Student Finance, Nescot, Reigate Road, Ewell, Epsom, Surrey, KT17 3DS.

### Other Support

Care to Learn (Childcare) – <https://www.gov.uk/care-to-learn/overview>  
Student Oyster Cards - <https://tfl.gov.uk/>