

OFFICE USE ONLY:
Student Name:
Student ID:
Funding Source: VB DF FCM LSF ALL C/C



Date:	Log Number:
ALL Portal Approved:	

## Financial Support Application Form 2020 – 2021

To ensure that finance is not a barrier to enrolment, funding is provided to Buxton and Leek College by the Government so that they are able to support students who would find it difficult to come to college because of the extra costs involved. Buxton and Leek College administers these funds at its discretion and in line with published guidelines, although funding is not guaranteed.

To be eligible for financial support, you need to have a household income of less than £25,000 net (we do not include any disability benefits).

### Declaration

#### Terms of the award

- Attendance will be monitored and must be no lower than 85%. Should your attendance fall below this level future payments may be adjusted on a pro-rata basis and if you withdraw, financial support will be stopped.
- It is your responsibility to notify us of any changes to your timetable or your home address. Any changes in awards will only be made backdated to the beginning of the week in which information was received.
- Buxton and Leek College reserves the right to withdraw support due to misbehaviour, fraud, or if the reputation of the College is brought into disrepute.

Applicant Signature:	Date:
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**All students must sign their application**

Please note awards from the Financial Support Fund will not affect benefits

### Funding Information Source

How did you hear about the Financial Support Fund?

<input type="checkbox"/> Tutor	<input type="checkbox"/> Learner Journey Team	<input type="checkbox"/> Friend
<input type="checkbox"/> Parent	<input type="checkbox"/> Summer Pack Flyer/ Leaflet	<input type="checkbox"/> Applied Previously
<input type="checkbox"/> College Website	<input type="checkbox"/> Induction	<input type="checkbox"/> Directgov Website
<input type="checkbox"/> Open Day/Evening	<input type="checkbox"/> Poster	<input type="checkbox"/> Email/ Adviser

Had you heard about the Financial Support Fund before starting your course? Yes ☐ No ☐

Enrolling on a college course can be expensive; therefore before a student starts a course consideration should be given to costs such as course fees, travel costs, meals, equipment, uniform and childcare. Students will be expected to contribute towards the cost of some of these items even if they are made an award.

**There is no entitlement to an award.** Each application will be assessed and, if funds are available, the award will be allocated subject to meeting minimum college standards. There are several funds available to help different groups of students and the rules for each are different. Therefore please be aware that you might get a different level of support to other students who are on the same course.

**This application form should be used to apply for all types of financial support including help with Childcare.** We are unable to accept incomplete applications (which include those with missing supporting evidence) so please contact us if you are unsure about any of the questions or need help.

If you require assistance with your form, please contact the Student Money and Rights Adviser T: 01298 330 414 or E: Financialsupportfund@blc.ac.uk

**What to do next** - All students should:

- Complete all relevant sections; if you are unsure please contact us.
- Supply evidence as required. **Please provide photocopies of all evidence.**
- Please ensure you **pay the correct postage amount for the size/weight of your envelope**, insufficient postage may cause delays.

**Please note:**

- Eligibility is based on age, residency and household income, although exceptional circumstances will be considered.
- Where students are applying for support with travel, distance will be used to establish if support is essential.
- We aim to complete Application processing and assessment in six weeks, on receipt of a fully completed application with relating evidence included. **Please be patient.**
- Students will receive no direct payments until they are enrolled and have been attending their programme for at least two weeks.



Where you see this symbol you need to provide some evidence with your application.



Where you see this symbol you should ensure you read and understand the information provided.

## Checklist – Please tick evidence you have included with your application

E

**You must provide photocopies of all evidence. Advisers will not be able to make copies for you.**

**If you do not have access to paper copies of evidence, then please provide online versions instead.**

**What evidence do I need to supply**

Age	16-17	16+ living independently	16+ living with a partner	18+ living with parents
Evidence Required	Parents/ Guardians information unless living independently	Students own information	Student and partners information	Students own information

**Please note:** Students aged 18 and requiring Free College Meal support may need to supply evidence from Parents/ Guardians to be eligible.

**All students must supply the following evidence (refer to table if you are unsure who you need to supply this for):**

- ☐ One recent full month's bank statement for every account held **including ISA/Saving Accounts**
- ☐ All pages of Full Tax Credit Award or Universal Credit Notification 2020/2021 **(if in receipt of either benefit)**
- ☐ Quotation from Childcare provider for one week for the days you are on your course **(if aged over 18 and applying for help towards childcare costs)**

**All students must also supply the following evidence if applicable and cannot be seen on Bank Statement:**

Evidence of earnings – wage slips, P45, P60 etc.

Evidence of Child Benefit (eligible parents of students aged under 20 years of age must be in receipt of Child Benefit before claiming support from the fund)

Evidence of Income Support/ Employment & Support Allowance

Evidence of Income Based Job Seekers Allowance

Evidence of Guaranteed Element of Pension Credit

Evidence of Support under part VI of the Immigration and Asylum Act 1999

Evidence of Vulnerable/ Independent Status (refer to A7-A9 of the application form for further detail)

If you are unsure regarding the above, students should contact [financialsupportfund@blc.ac.uk](mailto:financialsupportfund@blc.ac.uk) for confirmation of the documents required.

**Processing of applications will be placed on hold if any of the above documents are not included with your application, so please ensure you have included all the evidence that is required.**




## A. Student's Details

A1 First Name			
A2 Surname			
A3 Date of Birth		Age as at 31.08.2020	
A4 Address Postcode			
A5 Contact Number			
Personal Email address		College Email address	

Once enrolled all correspondence, including additional information requests and notification of the outcome of your application, will be sent electronically via your Unimail Email address.


Please answer the statements below any that apply to your personal circumstances.



Yes No

A6 I am a person under 19 whose life is affected by looking after someone with a disability or a long-term illness.		
<b>A7 I am a person under 19 who is looked after by the Local Authority or supported by the Leaving Care Team.</b>  Evidence: A letter from your Local Authority/ Social Worker confirming you are in or leaving care		
<b>A8 I am a person under 19 who is in receipt of Income Support/Universal Credit in my own name.</b>  Evidence: A recent Income Support/Universal Credit letter (dated within last 3 months)		
<b>A9 I am a person under 19 who is in receipt of Employment and Support Allowance/Universal Credit AND Disability Living Allowance/Personal Independence Payment in my own name.</b>  Evidence: A recent ESA/UC letter AND a recent DLA/PIP letter (dated within the last 3 months)		
A10 I am a parent aged under 20.		

If you have answered 'Yes' to statements A7, A8 or A9 you may be eligible for a Vulnerable Bursary worth up to £1200. Please continue and complete sections B, C, D, E, F and G.

## B. Residency Details

Please  the statements below that apply to your personal circumstances.

B1 I am a British Citizen or EEA (European Economic Area) National.	Yes	No	B2 I have been resident in the UK or EEA since August 31st 2017	Yes	No
					



A photocopy of Home Office documentation/Passport is only required if you have not been living in the country for 3 years

B3 I live with	My parent(s) /guardian(s)	
	My partner/spouse	
	Alone (includes shared accommodation)	
	Alone with dependent children	
	My foster parents or under the care of the Local Authority	
	Other Please state.....	


## C. Course Details

C1 What course are you studying in 2020/2021?								
C2 What level is it? (please circle) Is it your 1st year or 2nd year on this course? (please circle)		Entry	1	2	3	C3 Is it full time?	Yes	No
	1 <sup>st</sup> Year							
	2 <sup>nd</sup> Year							
C4 Which site are you studying at?	Buxton			Leek		Kedleston Road		
C5 Does your course require you to go on placement each week?	Yes / No		C6 Are you on a Traineeship		Yes / No		Number of Weeks	
C7 Have you applied for an Advanced Learner Loan?	Yes				No			

## D. College Support Required



If your household income is **less** than £25,000.00 net, please tick below all the support that you would like.

<b>D1 Type</b>	<b>Tick  all required</b>
<b>College Bus Pass</b> For students who access college transport (not public transport) <b>Have you been issued with a college bus pass?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Travel costs</b> Only available to students who are unable to access college transport. <b>Please give reason travel costs required and indicate method of transport and weekly mileage</b> Method of Transport ..... Weekly Cost.....	
<b>Stationery/Equipment/Materials/Books</b>	
<b>Laptop Contribution Scheme</b>	
<b>Uniform</b>	
<b>Subsistence</b> For 16 – 18 year olds assistance with food is available only if your household income is below £16,190 or if you are eligible for free college meals. (If you have an EHCP you may also be eligible)	
<b>Course Fees</b> If you are not eligible for fee remission you may be able to apply for assistance towards the cost of your tuition fees	
<b>Field Trips</b>	
<b>Childcare</b> Available to students aged over 20 on 31 August 2020	



### Free College Meals

If you are under 19 and live in a household in receipt of the following you can also apply for assistance with meals:

- Child Tax Credit with no element of Working Tax Credit, and a household income below £16,190.00 as assessed by HM Revenue and Customs (HMRC)
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- Income Related Employment and Support Allowance (ESA)
- The guarantee element of Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Income Based Jobseekers Allowance
- Income Support
- Universal Credit with net earnings not exceeding the equivalent of £7,400 pa

## E. Household Income Details

Whose household income do I need to supply

Age	16-17	16+ living independently	16+ living with a partner	18+ living with parents
Household Income	Parents/ Guardians information unless living independently	Students own information	Student and partners information	Students own information

**Income Type:**

Net earnings from employment/ Self employment

Child Tax Credit

Working Tax Credit

Universal Credit

Child Benefit

Child Maintenance

Housing/Council Tax Benefit

Income Support/ Employment & Support Allowance

Jobseekers' Allowance

Savings

Maintenance Loans

Weekly	Monthly

Disability Benefits

(please specify as these will not be included in Household income)

Ensure you complete the checklist at the front of the application

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## F. Student's Bank Details

Name of Bank/Building Society

Sort Code (6 Digits)

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Name of Account Holder

Account Number (8 Digits)

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Please note\* Any direct monies will be paid to the account above, due to Government Guidelines all students must open their own bank account, only in exceptional circumstances will Bursary money be paid to any other account.

Students who cannot have their monies paid to them must write a separate letter explaining this and it must be signed and dated by you (the student), the panel will then consider whether any monies can be paid direct to the other party or will therefore be paid in an alternative method.

## G. Data Protection

### Privacy Notice

The information that you supply will be held and processed in line with the Data Protection Act 2018 and GDPR. The data requested in this form is covered by the notification provided by the University under the Data Protection Act.

Personal Data will be used solely in the department for statistical purposes and electronic record keeping. The data will not be passed to any other third party without your consent, except when the University is required to by law.

Any formal enquiries concerning the use of data should be addressed to the Student Money and Rights Adviser.

All information that you supply will be treated confidentially and will not be disclosed without your consent to anyone, except members of the Funding Panel.

We retain this data for a period of 6 years, following this period, all relating data is securely deleted.

I give my explicit consent for my details to be used in this manner:      Yes      No

I give my explicit consent for you to speak with \_\_\_\_\_ (Parent/ Guardian/ Partner) in relation to my application

Please complete the above if you wish for us to speak with a parent/ guardian in regard to your application, if you leave this section empty, we will not be able to speak to them without your consent.

As a data subject you can withdraw that consent at any time by contacting [gdpr@derby.ac.uk](mailto:gdpr@derby.ac.uk)

Our Data Protection Officer (DPO) is Helen Rishworth on T: (01332) 591954.

Further information on how we handle your information and details of our DPO can be found here on our website

W: [www.derby.ac.uk/its/datagov/privnotice/](http://www.derby.ac.uk/its/datagov/privnotice/)

## H. Childcare Requirements

**!** There is no free childcare support available. All students will be expected to contribute towards the cost of their childcare for their timetabled hours.

**!** If you are a parent under 20 at the start of your course, Care to Learn can help you pay for your childcare and related travel costs while you are learning. Please ask us for further information if required. If you are eligible for Care to Learn you do not need to complete the rest of this section.

**E** Your chosen Childcare Provider **must** submit a quote that includes their OFSTED registration number. Any funding awarded will be paid directly to childcare providers by BACS transfer where possible.

**Payments will not be made to unauthorised childcare providers.**

**E** You will be awarded childcare support based on your timetable, term-time only. Buxton and Leek College are unable to assist with registration fees, deposits or additional activities that incur a cost. Buxton and Leek College will pay 85% towards childcare costs.

**!** Please note that some 2, 3 and 4 year olds are entitled to 15/30 hours of free nursery education—this entitlement must be used before making a claim for assistance with childcare.

**!** If you are eligible for childcare assistance from other sources (e.g. Childcare Element of Tax Credits) you will be expected to access this before applying for support from Buxton and Leek College.

**!** By submitting this application for childcare support, you agree that Buxton and Leek College is able to share information about this application with the childcare provider

**Please note:** Awards are based on the information given to Buxton and Leek College by the childcare provider.

**Please complete details of each child that you need childcare assistance for.**

1. Childs Name		Date of Birth	
Name and Email Address of Childcare Provider			Telephone Number

2. Childs Name		Date of Birth	
Name and Email Address of Childcare Provider			Telephone Number

3. Childs Name		Date of Birth	
Name and Email Address of Childcare Provider			Telephone Number

## I. Childcare Declaration

### Terms of the award

- Attendance will be monitored and must be at or above 85%. Should your attendance fall below this level or if you withdraw, financial support may be stopped.
- It is your responsibility to notify us of any changes to your timetable. Any changes in awards will only be backdated to the beginning of the week in which information was received.
- Buxton and Leek College reserves the right to withdraw support due to misbehaviour, fraud, or if the reputation of the College is brought into disrepute.
- If you choose to discontinue your studies, it is your responsibility to inform both your childcare provider and the Funding team. Failure to do so may result in you incurring a charge from your childcare provider.
- You will be expected to contribute towards the cost of your childcare.
- Your information regarding your childcare application will be shared with your childcare provider.

\*Do not pay your Childcare provider until you have received your award email, as we cannot guarantee refunds.

## J. Complete Application



Once you have complete your application form and collated your evidence please return your application to:

E: [Financialsupportfund@blc.ac.uk](mailto:Financialsupportfund@blc.ac.uk)

A: The Financial Support Fund Team  
CL/208  
Buxton & Leek College  
Devonshire Road  
Buxton  
Derbyshire  
SK17 6RY

## K. Appeals Procedure

If you disagree with the decision regarding your application, you are advised to appeal in writing, stating clearly why you are appealing, giving clear reasons, along with any evidence to support your claim.

Your letter should be sent to:

E: [Financialsupportund@blc.ac.uk](mailto:Financialsupportund@blc.ac.uk)

## L. Supporting Statement

For any additional information you would like to provide to support your application (if you need to, continue on a separate sheet and attach it to this form)

## Staff Use Only

Date form received INCOMPLETE		Date form received COMPLETE	
Given back to student by:		Received by:	
Household income: £	Priority Group:	Days on Campus:	

Travel		Direct	Panel date:	
Childcare 20+	£	Invoice	Panel Initial:	
Equipment	£	DT Direct	Does the student have an EHCP?	
Laptop	£	DT Direct	Direct Breakdown	
Field Trips/Courses	£	DT Direct		
Non-Standard Award	£		VB	£
Subsistence	£	DT Direct	16-19	£
FCM	£	DT Direct	LSF	£
Other	£		ALL	£
TOTAL	£		FCM	£

Notes