

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 2019 – 2020

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"/> Student Wellbeing Service	<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"/> Student Mentor/ Leek Hub

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, 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 are studying at the Buxton or Derby campus and require assistance with your form, please contact the Student Wellbeing Service Reception, Clarendon House, Buxton, T: 01298 330 414

If studying at the Leek campus and require assistance with your form, please contact the Student Mentor in the HUB. T: 01298 330 330

**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 four weeks, on receipt of a fully completed application with relating evidence included. **Please be patient.**

## **Confidentiality**

**Applications are seen only by the Funding Panel and processing team. It may be necessary for additional supporting information to be sought from other College staff for the Panel to reach a decision**

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

E

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

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

E

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

### **Students under 18 living at home with parents**

- ☐ All pages of Parent(s)/Guardians Full Tax Credit Award or Universal Credit Notification 2019/2020
- ☐ One recent full month's bank statement from parent(s)/guardians for every account held including ISA/Saving Accounts
- ☐ Copy of your timetable – signed by your Tutor.

### **Students 18 and above living at home or living on their own**

- ☐ One recent full month's bank statement for every account you hold including ISA/Savings Accounts.
- ☐ Copy of your timetable – signed by your Tutor.
- ☐ If aged 20 and over and you require help with childcare please include a quotation from your childcare provider for one week for the days you are in College.

### **Students aged 18 and over living with a partner**

- ☐ All pages of Tax Credit Award or Universal Credit Notification 2019/2020, (if applicable)
- ☐ One recent full month's bank statement for every account held by yourself and your Partner including ISA/Savings Accounts.
- ☐ Copy of your timetable – signed by your Tutor.
- ☐ If aged 20 and over and you require help with childcare please include a quotation from your childcare provider for one week for the days you are in College.

If the above categories do not apply, Buxton/Derby students should email [swsbuxton@derby.ac.uk](mailto:swsbuxton@derby.ac.uk) and Leek Students should contact [financialsupportfund@blc.ac.uk](mailto:financialsupportfund@blc.ac.uk) for confirmation of 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.**

### **Please return completed forms and photocopied evidence to:**

For Buxton/Derby students: Funding Panel, Student Wellbeing Service, University of Derby Buxton, Devonshire Road, Buxton, Derbyshire SK17 6RY

For Leek Students: Student Mentor, the HUB, Buxton and Leek College, Stockwell Street, Leek Staffordshire ST13 6DP




## A. Student's Details

A1 First Name			
A2 Surname			
A3 Date of Birth		Age as at 31.08.2019	
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 <u>AND</u> 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 and F.

## 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 2016	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 2019/2020?								
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> <b>Method of Transport</b> ..... <b>Weekly Cost</b> .....	
<b>Stationery/Equipment/Materials/Books</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 2019	



### 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
- 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. 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)

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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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Any award will be paid directly into the account stated above

## 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 Wellbeing Service Manager for Buxton/Derby Students, and the HUB for students at Leek.

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


The University of Derby Data Protection Officer (DPO) is James Eaglesfield on (01332) 591762. Our Deputy DPO is Helen Rishworth on (01332) 591954. Alternatively you can email [gdpr@derby.ac.uk](mailto:gdpr@derby.ac.uk).


Further information on how we handle your information can be found here on our website:

W: [www.derby.ac.uk/services/its/data-governance/privacy-notice/](http://www.derby.ac.uk/services/its/data-governance/privacy-notice/)


## 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.


 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.**

 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 Address of Childcare Provider			Telephone Number

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

3. Childs Name		Date of Birth	
Name and 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. 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:

Funding Appeals Panel  
Student Wellbeing Service  
Buxton & Leek College  
1 Devonshire Road  
Buxton  
Derbyshire  
SK17 6RY

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## 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	PS	
Field Trips/Courses	£	DT Direct	D	
Non-Standard Award	£		Does the student have an EHCP?	
Subsistence	£	DT Direct	Term 1	£
FCM	£	DT Direct	Term 2	£
Other	£		Term 3	£
TOTAL	£			

Vulnerable Bursary	£	Discretionary Fund	£	Free College Meals	£
Learner Support Fund	£	Advanced Learner Loan	£	Childcare	£

Notes