

FINANCIAL SUPPORT APPLICATION 2018/19



For Office Use	16	19	ALB	BP	TP	TRA	MAT	GVB	FCM	SEND	CC	FEE	

How To Return Your Form

Email: financial.support@windsor-forest.ac.uk

By Post

Financial Support, Langley College, Station Road, Langley, Berkshire, SL3 8BY

Financial Support, Strode's College, High Street, Egham, Surrey, TW20 9DR

Financial Support, Windsor College, St Leonards Road, Windsor, Berkshire, SL4 3AZ

For help, please call 01753793368 for Windsor & Langley Campuses or 01784 437506 ext. 1277 for Strode's Campus

Important Information

1. Make sure that you include the required evidence (see section 5) with your application form. We cannot process this application without valid evidence of income.
2. Be aware that we cannot take responsibility for any evidence that is sent to us by post and would strongly encourage that forms and evidence are sent to us digitally or brought in personally to Financial Support in Student Services on your relevant site. **When applying by post, please provide photocopies only.**
3. It is vital that you follow instructions on all correspondences to you following submitting this application.
4. All awards will depend on funding that the College Group receives from the Education & Skills Funding Agency (ESFA). No assumption should be made that you will receive funding and The College Group reserves the right to stop and retract funding at any time.

1. STUDENT'S DETAILS

Forename		Date of Birth	
Surname		Age on 31-08-18	
Home Address			
Town		Post Code	
Mobile No			
Home Phone No			
E-mail Address		Student ID No.	
Course Title		Course Level	
Campus		No. of days in college per week (If known)	

2. YOUR BURSARIES

PLEASE TICK THE BURSARY YOU WOULD LIKE TO APPLY FOR

16 - 18 Bursary

Learners aged 16 to 18 on 31 August 2018, with a household income of below £30,000 per year (excluding Housing benefit and Child Tax), could receive between a 50% and 100% contribution towards travel expenses, essential course costs and a reduced-fare travel pass. These learners could also receive free college lunches providing set criteria is met.

16-20 Childcare– The Government Care to Learn scheme can help you with up to £160 per child per week plus other support. Please visit www.gov.uk/care-to-learn for more information and to apply

Guaranteed Bursary

Learners aged 16 to 18 on 31 August 2018, who are either in care, a care leaver, receiving Income Support or receiving Employment Support Allowance (ESA) AND Disability Living Allowance (DLA)/ Personal Independence Payments (PIP), could receive up to £1200 per year in general college expenses, material costs and a reduced-fare travel pass.

19+ Bursary

General Bursary - Learners aged 19+ on 31 August 2018, who are studying level 1 or 2 or those aged 19-23 studying their first level 3, with a household income of below £30,000 per year (excluding Housing Benefit and Child Tax Credit) could receive between a 50% and 100% contribution towards travel expenses and essentials course costs.

20+ Childcare - Help with the costs of childcare up to £130 per week per child for learners using an OFSTED registered childcare provider.

19+ Fees Support - Learners who are not eligible for free course fees and have an income below £21,000 per year, could receive up to a 90% contribution towards course fees.

Advanced Learner Bursary

Learners with an active Advanced Learner Loan and a household income of below £30,000 per year (excluding Housing Benefit and Child Tax Credit), could receive between a 50% to 100% contribution towards the cost of their travel and essential course costs.

Advanced Learner Childcare - Help with the costs of childcare up to £130 per week per child for learners using an OFSTED registered childcare provider.

Special Educational Needs & Disabilities (SEND) Bursary

Learners aged 16 and over, on a funded course with a registered disability (as confirmed with either a Doctors letter, an Educational Health and Care Plan (EHCP) or a disability benefit award letter such as DLA or PIP), could get help with travel, essential course costs and free lunches.

Taxi Travel - Support of specialist taxis for those with high needs. Please note learners should first approach their local authority for support with SEN taxis.

3. Travel Details If you live more than **two miles** from college, please indicate your preferred method of public transport travel

Bus <input checked="" type="checkbox"/>	Train <input checked="" type="checkbox"/>
Home Bus Stop:	Home Train Station:

4. Household Details Please list the relationship of all adults you live with to you. For example "Father, Carer, Foster Mother, Aunt, Husband, Grandmother"

5. Household Income Evidence Referring to the below table, tick and provide the appropriate evidence for your personal circumstance. Financial Support will calculate your gross income (pre tax). Household income does not include Housing or Council Tax Benefit. Child Tax Credit will be taken into consideration, but will not count towards your household income. We will accept scans or photographs via email. We encourage you NOT to send original documents in the post.

I am in care or a care-leaver <input type="checkbox"/>	Letter from your local authority or Social Worker
I/my parents are employed or self-employed <input type="checkbox"/>	P60 for tax year 2017-18 or 3 months' payslips (within the last 6 months) or letter from certified accountant stating income (self-employment)
I/my parent(s) receive Working Tax Credit <input type="checkbox"/>	Provisional Award Letter 2018-19 or Full Award Letter 2018-19. Whichever is most recent.
I/my parent(s) receive Jobseeker's Allowance (JSA) <input type="checkbox"/>	Most recent benefit letter. Plus 3 months' recent bank statements if your letter is dated over 6 months ago.
I/my parent(s) receive Income Support or Employment Support Allowance (ESA) <input type="checkbox"/>	Most recent benefit letter. Plus 3 months' recent bank statements if your letter is dated over 6 months ago.
I/my parent(s) receive State Pension Credit <input type="checkbox"/>	Most recent State Pension award letter.
I/my parent(s) receive Carer's Allowance <input type="checkbox"/>	Most recent benefit letter. Plus 3 months' recent bank statements if your letter is dated over 6 months ago.
I/my parent(s) receive Disability Living Allowance (DLA) or Personal Independence Payments (PIP) <input type="checkbox"/>	Most recent benefit letter. Plus 3 months' recent bank statements if your letter is dated over 6 months ago.
I/my parent(s) receive Universal Credit <input type="checkbox"/>	Copy of 3 most recent Universal Credit award notices which includes details of monthly earnings.
I/my parent(s) receive Child Tax Credit <input type="checkbox"/>	Provisional Award Letter 2018-19 or Full Award Letter
Other (Please Specify):	

6. Bank Details

All boxes must be completed. Money can only be paid into an account in the STUDENT'S name. If the student does not have a bank account, they must open one.

Name on account								
Sort Code								
Account Number								

7. Student Declaration

- I confirm that all the information I have provided on and with this form is true and accurate. I understand that if it is found that I have given inaccurate or incomplete information, I will be required to repay any funds awarded and may face disciplinary action. I give my permission for the College Group to check the information provided with the organisations I have named in relation to my household income.
- I understand that making an application does not guarantee an award and that I will be responsible for any costs incurred prior to receiving written confirmation of an award from the College Group including childcare costs.
- I understand that all financial support payments are subject to good attendance and behaviour.**
- I understand that any funding provided to me is for supporting my attendance and participation in college.
- If any of my circumstances change, including my course, timetable or income, I must inform Financial Support.
- I understand that maximum caps will be in place.
- I understand that the College Group has the right to withdraw funding and all awards are subject to available funds.
- I confirm that I understand the information above and if I need any further help I should contact Financial Support before signing my application.

Student Name		DATE	
Parent/Guardian Name (If under 18)		DATE	
Parent Contact Number			
2nd Parent/Guardian (If under 18 and applicable)		DATE	
Parent Contact Number			

OFFICE USE

Income	Evidence Checked	Percentage Awarded
Completed– Staff and Date	Staff Self-Assessed	Self-Assessment Date