

Application for College Financial Support for Students

Academic Year 2019/20 ONLY (Annual Application Is Required)

Please complete this form in **BLACK INK** and in **BLOCK CAPITALS** and take to Student Finance Officer with supporting **ORIGINAL** financial evidence (all pages please). Please **DO NOT** submit this form **WITHOUT** the **CURRENT** Tax Credit Award Notice (TC602) dated 2019-2020.

Please complete all 6 sections – enter N/A or No where appropriate.
Make sure you sign and date the application on the last page.

Student Name: _____ **Student Number:** _____

Section 1 – Financial Assistance

1.1 Financial Support

Financial Support for students whose household income is below £16,190. This will entitle you to subsidised meals and exemption from Caution Money. You will also be eligible to claim up to £200 for help paying course fees, trips, printing costs etc. Additional funding may also be available for compulsory visits

Yes – Evidence required: Tax award notice (TC602)

– Go to section 2

1.2 Education Bursary

A Bursary of £1,200 a year for students in care, care leavers, students who receive Income Support/Universal Credit in their own right or those in receipt of Employment Support Allowance and Disability Living Allowance.

Yes – Choose one of the below:

I am in Care/classed as ‘Looked After Child’ by the Local Authority

I am in receipt of Employment Support Allowance **and** Disability Living Allowance

I have been in Care and am now classed as a ‘Care Leaver’

I am formally estranged from my parents and receive Income Support for this reason

No – Go to section 2

Section 2 – Travel Assistance

Travel Allowance

(Attendance Based)

A Travel Allowance equal to the cost of the annual Severn CARD will be reimbursed per year for students whose household income is below £33,500 a year and who live **MORE** than 3 miles from College and have purchased a Severn Card / Train Pass / Season Ticket

Please provide the shortest walking distance from your home to College

----- Miles

Yes - Evidence Required: Tax award notice (TC602)
Severn Card / Train / Season Ticket

- Go to section 3

No - Go to section 3

Section 6 – Declaration

By signing in the box below:

YOU UNDERSTAND THAT:

- If you leave before the end of a term, **NO** travel allowance will be paid.
- The relevant attendance criteria must be met before we can make a payment.
- Travel Allowance payments will be paid over Autumn, Spring and Summer Terms.

YOU CONFIRM THAT:

- The information you have given on this form is – to the best of your knowledge – correct and true

YOU AGREE THAT:

- Worcester Sixth Form College can process your personal data contained in this form and on your Student Learning Agreement in order to assess your eligibility for the Financial Support Fund. If you have given personal information relating to anyone else on this form you have obtained their permission to disclose it.

Sign your name in this box

Write (in BLOCK CAPITALS) your name in this box

Write today's date in this box

When you have completed this form you should take it (with **all** the financial evidence required) to the Student Finance Officer at the College

Confidentiality: Applications are only seen by staff involved in the delivery of College Financial Support Fund. From time to time it may be necessary for additional supporting information to be sought from other College staff in order for a decision to be made.

Data Protection Act 1998: Worcester Sixth Form College is a data controller in terms of the 1998 legislation. Staff follow College Policies in matters of Data Protection. The data requested on this form and any other supporting information is covered under the notification provided by the College under the Data Protection Act. Personal Data will be used solely for the purposes related to your application for financial support.

The data you provide will not be passed to any other third party without your prior consent, except where the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Data Protection Officer.

If you need any further information or help with making an application, please contact us:

Telephone (01905) 362600 Email us: finance@wsfc.ac.uk

Visit our website: www.wsfc.ac.uk

OFFICE USE ONLY

Reference

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