

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 2020-2021 or 3 months statements of Universal Credits .

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 Resources Deposit. You will also be eligible to claim up to £300 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) 3 months Universal Credit statements  
– 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 Termly Severn Card will be provided for students whose household income is below £33,500 a year and who live **MORE** than 3 miles from College.

Please provide the shortest walking distance from your home to College

----- Miles

- Yes - Evidence Required: Tax award notice (TC602) UC Statements (3 months)  
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 your bus pass must be returned to the Student Finance Officer immediately.
- The allocation of the pass will be awarded subject to a termly review of satisfactory attendance and behaviour.

### 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 (STUDENT SIGNATURE)

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) 362616 Email us: [jenny.jones@wsfc.ac.uk](mailto:jenny.jones@wsfc.ac.uk)

Visit our website: [www.wsfc.ac.uk](http://www.wsfc.ac.uk)

**OFFICE USE ONLY**

Reference

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