

Please complete this form in **BLACK INK** and in **BLOCK CAPITALS** and take it to the Student Travel and Finance Officer with **ORIGINAL** financial evidence (all pages please). Please **DO NOT** submit this form **WITHOUT** the **CURRENT** Tax Credit Award Notice (TC602) dated 2024-2025, **OR** 3-months full statements of Universal Credit, either printed or emailed as a PDF document. P60 and 3 months' payslips can be provided if a household is not in receipt of any benefits.

Please complete all 7 sections – enter N/A or No where appropriate.

Make sure you sign and date the application on the last page.

SECTION 1: Student Personal Details**Student Name:** _____ **Student ID Number:** _____

Your date of birth

DD/MM/YY

Your age (in years) on 31 August 2024

Your home address

Your term time address (if different from home address)

Please state your nationality

Have you always lived in the UK?

Yes

No

If No, where have you lived?

From

DD/MM/YY

To

DD/MM/YY

Parent(s) / Carer(s) who you live with

Surname

First Name

Date of birth

How many children live in the household who are under 18 and in full time education (including the applicant)

SECTION 2: Travel

Eligible students whose total household income is below £35,000 a year and live more than 2 miles from College will be awarded a termly Severn Card or term-time tickets if travelling by train.

If you are applying for support towards travel you must complete the online application to Worcester County Council at SchoolTransportApplication (worcestershire.gov.uk) before submitting this Financial Support Application Form. Please enter the reference number of your application below, **do not** make any payment to Worcester County Council.

Travel Assistance required – Yes No

Please provide the shortest walking distance from your home to College..... miles

Please provide the reference number from Worcester County Council for your Severn Card application EDT.....

SECTION 3: Additional Support - Discretionary Bursary

The 16 -19 discretionary bursary is designed to help students with essential costs who otherwise might be inhibited from participating in a College course for financial reasons.

Eligible students whose total household income is less than £35,000 would be awarded additional support for course fee's, equipment, stationery, books, compulsory trips, and other related expenditure.

The total award made to individual students will normally be a maximum of £400, the annual allowance.

Please provide details of the courses and that you may be undertaking.

Course

- 1.
- 2.
- 3.

SECTION 4: Free Meals

Students may be eligible for free meals if they or their parents are in receipt of one or more of the following benefits:

Income Support, income-based Jobseekers Allowance, income-related Employment and Support Allowance (ESA), support under part VI of the Immigration and Asylum Act 1999, the guarantee element of State Pension Credit, Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC)), Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit, UC with net earnings not exceeding the equivalent of £7,400 pa (after tax and not including any benefits you receive).

Working Tax Credit is not a qualifying benefit for free meals.

Yes – evidence required No – but I would like to apply for discretionary meals – **see section 5** No

SECTION 5: Reason for Discretionary Application (YOU MUST COMPLETE THIS SECTION)

Please note, the College has a discretionary allowance to support families where household income falls marginally outside the government guidance AND where there are exceptional circumstances which impacts the family welfare needs.

SECTION 6: Student Payment Details - only complete this section if claiming Education Bursary, Free Meals or Discretionary Meals

- Complete ALL the boxes below **WITH THE STUDENT'S BANK ACCOUNT DETAILS.**
- If we pay support to you monies will be paid directly into your bank account
- Make sure your account can accept BACS Direct Credits. You can check this with your bank (we cannot pay into Post Office Accounts)

Bank Name (e.g. HSBC)

Branch Location (e.g. Worcester Broad St)

Name of Account Holder (e.g. Mr J Bloggs)

Sort Code

Account Number

Financial Assistance

SECTION 7: Education Bursary

A Bursary of up to £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:

No

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

I am in receipt of Employment Support Allowance or Universal Credit **and** Disability Living Allowance or Personal Independent Payment

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

I am in receipt of Income Support or Universal Credit because I am financially supporting myself or financially supporting myself and someone who is dependant on me and living with me, such as a child or a partner.

This bursary is based on an assessment of need and £1200 will not automatically be rewarded.

Declaration

By signing in the box below:

YOU UNDERSTAND THAT:

A successful award in one year does not guarantee a future award. New evidence of eligibility must be submitted each academic year.

Each application is accessed based on 'relative financial need' and all applications may not be successful.

Recipients must evidence good attendance, punctuality, progress, and behaviour. Allocation of funding maybe withheld if attendance falls below 90%.

Any change of circumstance, e.g. change in benefit or employment status must be reported to the Student Travel and Finance Officer immediately.

Any student in receipt of travel allowance, who leaves College before completion of their course will be required to return their bus pass to the Student Travel and Finance Officer immediately.

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.

For details of the Worcester Sixth Form College's Financial Support Policy, please refer to our website – [Student-Financial-Support-Policy-2024-25.pdf \(wsfc.ac.uk\)](#)

Write (in BLOCK CAPITALS) your name in this box

Sign your name in this box (STUDENT SIGNATURE)

PARENTS / CARERS SIGNATURE

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 Travel and 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

Visit our website: www.wsfc.ac.uk

OFFICE USE ONLY

Reference

Checked by

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