

Please complete this form in **BLACK INK** and in **BLOCK CAPITALS** and take it to the Student Travel and Finance Officer with supporting financial evidence. Please provide 3-months full statements of Universal Credit, either printed or emailed as a PDF document to jenny.jones@wsfc.ac.uk. Alternatively, if you are not in receipt of any benefits, please provide your current P60 and 3 months payslips or your business accounts.

Please complete all 6 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: _____ **Application Number:** _____

Your date of birth

Your home address

Your term time address (if different from home address)

Postcode

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

Surname

First Name

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 £36,500 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 School Transport Application (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.

Bus Pass 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.....

Support may be available for the Beryl Bike Scheme. If you would like to register your interest for more information, please tick I'm interested in the Beryl Bike Scheme

SECTION 3: Discretionary Bursary

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

Eligible students whose total household income is less than £36,500 would be awarded an discretionary bursary 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 will be undertaking:

Subject

- 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:

Universal Credit, 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 His Majesty's Revenue and Customs (HMRC), Working Tax Credit run-on paid for 4 weeks after someone stops qualifying for Working Tax Credit.

Yes No

SECTION 5: Defined 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.

Do you wish to apply for a Defined Bursary:

Yes No

If yes – Defined Bursary

- 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 PIP
- 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 dependent on me and living with me, such as a child or a partner.

SECTION 6: Wider Financial Support

For circumstances outside the defined application form. Please note that the College has a discretionary allowance to support families where the household income falls marginally outside the Government guidance AND where there are exceptional circumstances which impact the family welfare needs.

Please explain your circumstances:

Declaration – CONFIDENTIAL

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 assessed based on 'relative financial need' and all applications may not be successful.

Recipients must evidence good attendance, punctuality, progress, and behaviour. Allocation of funding may be 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 a bus pass or 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.

Write (in BLOCK CAPITALS) your name in this box

Sign your name in this box (STUDENT 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

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