****Application for South Downs College

Finance & Travel Support 2016-2017

Section 1: Student Details

|  |  |
| --- | --- |
| Surname: Click here to enter text. | First Name: Click here to enter text. |
| Address: Click here to enter text. | |
|  | Postcode: Click here to enter text. |
| Home Tel No.: Click here to enter text. | Mobile No.: Click here to enter text. |
| Date of Birth: Click here to enter text. | Age on 31st Aug 2016: Click here to enter text. |
| Student Email Address: Click here to enter text. | |
| Parent/Carer Email Address: Click here to enter text. | |
| Course you are studying Click here to enter text. | |
| Student Ref. No. (Found on your Course Offer Letter): Click here to enter text. | |

Section 2: Financial Assistance Application

**You are entitled to Financial Assistance if you are in receipt of an Income Based Benefit.** Financial Assistance is designed to provide financial support for essential course related costs. **Please send this form back even if you do not have current proof of benefit. You can supply your proof of benefit at a later date**.

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| **Please indicate below if you are in receipt of any of the following & provide the evidence indicated:** | | |
| **Eligible Benefit** | **Please Cross** | **Evidence Required (before financial assistance is awarded)** |
| Income Support \* |  | Letter dated after 31st May 2016 stating you currently receive this benefit |
| Job Seekers Allowance  (income based) |  | All pages of your notification, dated after 31st May 2016 |
| Employment & Support Allowance  (income related) |  | All pages of your notification dated after 31st May 2016 |
| Pension Credit  (Guarantee element) |  | All pages of your State Pension Credit (guarantee element), issued by the Pension Service, dated after 31st May 2016 |
| Working Tax Credit  (not solely Child Tax Credit) |  | All pages of your Tax Credit Award Notice for April 2016 to March 2017 showing that you receive Working Tax - not just Child Tax |
| Council Tax Reduction  (other than single occupancy) |  | Letter or annual bill dated from April 2016 |
| Housing Benefit |  | Local Council letter dated April 2016 to March 2017 |
| Universal Credit \*  (other than Child Tax element) |  | All pages of your Award Notice, which can be printed from your online account, dated after 31st May 2016 |

*Awards from the Support Fund are granted on the following conditions; that the student’s attendance record is satisfactory, all assignments or homework are produced on time and conform to the College’s rules and regulations. If, at any time, attendance, work or behaviour is considered to be unsatisfactory, the funding may be withdrawn or suspended. \* I understand that if I am a student in receipt of Income Support (Universal Credit), I need to declare any financial assistance received through the College.*

For Office Use Only

Date Received …………………….

U / QG / WG / QG9 / WG9 / DC / DR / £

First: AW7 / A7

Stagecoach: AW / AH / ASH / AG

RFC / CHQ ENC / QFSM / FSM / NE E1(Y) / E2(Q) / E3(N)

Section 3: Bus Pass Application

Please complete this section if you receive an income based benefit and you require a college bus pass.

Please note that you must live beyond one mile of South Downs College using Google Maps walking mode to be able to order a free bus pass.

1) USE THE GRID BELOW - Locate your postcode in the left hand column

2) PASSES AVAILABLE – The passes that are relevant to your area are listed first. The basic pass will be FREE of charge (the College will pay for your bus pass - this pass will get you into College can also be used at weekends in your listed area). You may choose to upgrade your bus pass to include being able to travel further afield which may be useful to students who have part-time jobs for example. If you choose to upgrade the pass, the upgrade cost must be paid by you. Upgrades are a personal choice and are offered in the circumstance that they may benefit the student.

3) ANNUAL PASSES – These passes can be used over half terms, Christmas and Easter Holidays

Please cross only **one** of the bus pass options for your postcode

|  |  |  |
| --- | --- | --- |
| **POSTCODE** | **PASSES AVAILABLE** | **ANNUAL** |
| PO1 – PO6  If you live in Drayton or Farlington see box below | First Group 7 Day | £0 |
| PO6 1 & PO6 2  PO6 1 & PO6 2 have the option of choosing a First Group (board at Cosham) or Stagecoach pass (board Havant Road and change at Havant Bus Station) | First Group 7 Day | £0 |
| Stagecoach South Hants | £0 |
| Stagecoach Gold | £108 |
| PO7 – PO8  PO7-PO8 are able to choose either First Group or Stagecoach | First Group Zone 4 | £0 |
| First Group 7 Day | £125 |
| Stagecoach Waterlooville | £0 |
| Stagecoach South Hants | £190 |
| Stagecoach Gold | £298 |
| PO9 | Stagecoach Havant | £0 |
| Stagecoach South Hants | £220 |
| Stagecoach Gold | £328 |
| PO10 7 | Stagecoach South Hants | £0 |
| Stagecoach Gold | £108 |
| PO10 8 | Stagecoach Gold | £0 |
| PO11 | Stagecoach South Hants | £0 |
| Stagecoach Gold | £108 |
| PO12 - PO17, SO30, SO31, SO32 & SO40 | First Group 7 Day | £0 |
| PO18 - PO22 & GU | Stagecoach Gold | £0 |

* **To ensure that your Travel Pass is available for collection by the start of the Autumn Term 2016, please return this completed form by 1st July 2016 – even if you do not have current proof of benefit.** (Application forms will still be accepted after this date but there may be a delay in receiving your pass).
* Payment for upgraded bus passes can be made when the pass is collected.

Section 4: Free Student Meals

The facility for free student meals is now available for all eligible students in Further Education. The student must be enrolled on a **full-time course** at South Downs College and must be aged 16-18 before the 31st August 2016. The Parent /Carer (or student) **must also** be in receipt of one or more of the benefits listed below. Please complete the *Free Student Meals in Further Education* section below if you think you may be entitled to this scheme.

|  |  |  |
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| **Free Student Meals in Further Education Application** | | |
| **Please indicate the benefit you are in receipt of and provide the evidence stated:-** | | |
|  | **Please Cross** | **Evidence Required** |
| **Income Support** |  | A letter dated after 31st May 2016 stating you currently receive this benefit |
| **Job Seekers Allowance**  **(income based)** |  | All pages of your notification, dated after 31st May 2016 |
| **Employment & Support Allowance (income related)** |  | All pages of your notification dated after 31st May 2016 |
| **Pension Credit (Guarantee Element)** |  | All pages of your State Pension Credit (guarantee element), issued by the Pension Service, dated after 31st May 2016 |
| **Support under part VI of the Immigration & Asylum Act 1999** |  | A letter from either your Local Council Asylum Seekers Team or the National Asylum Support Service (NASS) stating you are currently receiving this support |
| **Child Tax Credit**  **(no entitlement to Working Tax)** |  | A Tax Credit Award Notice for April 2016 to April 2017 provided it shows **no entitlement to Working Tax Credit and have an annual gross income of no more than £16,190** |
| **Universal Credit** |  | All pages of your Award Notice, which can be printed from your online account, dated after 31st May 2016 |

Section 5: Parent/Carer Agreement

**Mr  Mrs  Miss  Ms**

**Surname:** Click here to enter text. **First Name:** Click here to enter text.

I confirm my son/daughter lives at the address stated in Section 1 and I agree to provide proof of benefit and if necessary make the payment if an upgraded bus pass is chosen.

I agree to South Downs College processing personal data contained in this form for the purpose of administration.

I confirm that any evidence given in support of my application is correct and complete to the best of my knowledge.

**If returning this form electronically, please confirm acceptance of the above by ticking this box.**

**Parent/Carer Signature: Date:**

Section 6: Student Agreement

I confirm that I live at the address stated in Section 1 and I am aware of the areas and days I can use my bus pass.

I understand that it is my sole responsibility to collect my travel pass from Student Finance and Travel and that I must produce my College I.D. card (which will be provided on enrolment day for first year students) in order for my pass to be released. I agree to South Downs College processing personal data contained in this form for the purpose of administration.

**If returning this form electronically, please confirm acceptance of the above by ticking this box.**

**Student Signature: Date:**

**Please return all pages of the completed form to: studentfinanceandtravel@southdowns.ac.uk**

**Or by post to: Student Finance and Travel Support, South Downs College,**

**College Road, Waterlooville, PO7 8AA**