

South Downs Campus Part-Time Financial Assistance Application Form 2017-2018

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| For Office Use Only | |
| Approved | |
| Not approved | |

- Financial Assistance is limited and can only be allocated whilst funding lasts. Funding cannot be guaranteed in cases of over-demand.
- All applications will be considered individually.
- Funding is not available for the following courses; where the code begins with F, HNC/HND.
- Funding may be available for students studying a level 3, 4 or 5 course and aged 19 and over, please contact Student Finance & Travel Support for advice.

| Section 1- Student Details | | |
|---|----------------|-------------------------|
| Surname: | | First Name (s): |
| Address: | | |
| Postcode: | | |
| Home Tel No: | Date of Birth: | Age at start of course: |
| Mobile No: | | |
| Course Title: | | Student Reference No: |
| Please tick the box if you are studying an ESOL course <input type="checkbox"/> | | |
| <i>(Funding is not available for additional courses or transport costs other than ESOL, unless in receipt of an income based benefit)</i> | | |

| Section 2 – Benefits Please indicate below if you are in receipt of any of the following benefits | | |
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| Eligible Benefit | Please Cross | Evidence Required (before financial assistance is awarded) |
| Income Support * | <input type="checkbox"/> | Letter dated on or after 1st April 2017 stating you currently receive this benefit |
| Job Seekers Allowance (income based) | <input type="checkbox"/> | All pages of your notification, dated on or after 1st April 2017 |
| Employment & Support Allowance (income related) | <input type="checkbox"/> | All pages of your notification dated on or after 1st April 2017 |
| Pension Credit (Guarantee element) | <input type="checkbox"/> | All pages of your State Pension Credit (guarantee element), issued by the Pension Service, dated on or after 1st April 2017 |
| Working Tax Credit (not solely Child Tax Credit) | <input type="checkbox"/> | All pages of your Tax Credit Award Notice for April 2017 to March 2018 showing that you receive Working Tax - not just Child Tax |
| Council Tax Support (other than single occupancy) | <input type="checkbox"/> | Letter or annual bill dated from April 2017 |
| Housing Benefit | <input type="checkbox"/> | Local Council letter dated April 2017 to March 2018 |
| Universal Credit * (other than Child Tax element) | <input type="checkbox"/> | All pages of your Award Notice, which can be printed from your online account, dated on or after 1st April 2017 |

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| Section 3 - Please state the support you require | ✓ |
| Financial assistance towards exam fees | |
| Financial assistance towards Childcare | |
| Free DBS check and UCAS administration fees | |
| Refund travel expenses of up to 3 Higher Education Visits | |
| Refund of transport costs between home and the course venue or mileage as appropriate: public transport (bus fare tickets will need to be refunded) car mileage costs between (half-termly refund based on attendance to lessons) | <input type="checkbox"/> <input type="checkbox"/> |
| Refund towards essential books required for your course | |
| Refund of AAT membership fees | |
| Refund of Uniform and Equipment (<i>if you leave before completing your course you will be asked to return any kit/equipment purchased or refunded by the Campus</i>) | |

I certify that the above information is correct and I give permission for College staff and if appropriate, Parents/Carers to be consulted over this application. I agree to South Downs Campus processing personal data contained in this application form for the purpose of administering Financial Assistance. *I understand that if I am a student in receipt of Income Support (Universal Credit) I need to declare any funds received through Financial Assistance. I confirm that any evidence given in support of my application is correct and complete to the best of my knowledge.

Awards from Financial Assistance are given on the following conditions; that your attendance record is satisfactory, you produce all assignments/homework on time and conform to the College's rules and regulations. If, at any time, your attendance, work or behaviour is considered to be unsatisfactory, the funding may be withdrawn or suspended.

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| Signature: | Date: |
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Please return this form WITH YOUR EVIDENCE to:
Student Finance & Travel Support, South Downs Campus,
College Road, Waterlooville, Hants PO7 8AA

Student Finance & Travel Support Team – *we are here to help*

If you would like any further information, please phone (Switchboard) 023 9279 7979 and ask for Student Finance & Travel Support, email studentfinanceandtravel@southdowns.ac.uk visit our website www.southdowns.ac.uk
or come and visit us from
8:30am to 5pm Monday to Thursday and 8:30am to 4:30pm Friday