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Financial Assistance Application

September 2023 - July 2024

All learners are encouraged to apply for financial support as thresholds may be subject to change depending on funding availability

Please read the Terms and Conditions of Support and Guidance Notes before completing this application

SECTION 1: LEARNER DETAILS Please complete all fields, clearly.

First Name Last Name

Learner ID (if known) Do you have an EHCP? Yes No

Home Address

Town Postcode

Date of Birth Age as at 31st August 2023

Phone Number Email address

What course are you on? Are you in your 2nd year? Yes No

Which Site are you attending? (please tick) BEVERLEY BRIDLINGTON HULL

If you are studying a Level 3 course have you/are you applying for an Advanced Learner Loan? Yes No

SECTION 2: HOUSEHOLD DETAILS - please tick ALL that may apply

I live with Parent(s) / Guardian(s) I live with my children (under 18)

I live independently I am a young parent (under 20)

I live with my partner I am in care or a care leaver (please provide confirmation letter)

Students aged 16-18 living independently, in care or who are a care leaver may be eligible for the Vulnerable Bursary. However, please note students who meet the criteria for the Vulnerable Bursary are not automatically entitled if they do not have financial need and/or their financial needs are covered by other means.

SECTION 3: COLLEGE RELATED COSTS what are you requesting financial assistance towards?

Free College Meals Kit / Equipment / Uniform costs

Childcare costs - (Please also complete a Childcare Registration Form) Bus Pass

Other costs / Fees - (please specify below and provide further details in Section 5)

SECTION 4: TRAVEL DETAILS please tick which bus service you require. Please provide 1 passport photo.

East Yorkshire Buses ER1 (Starting at The Boulevard Academy) ER3 (Starting at Braham Road)
BC8 (Starting in Gilberdyke) BC4 (Starting in Withernsea)

East Riding College will only fund travel for students to the nearest site delivering their course and who live more than 2 miles from the campus.

Please specify your journey route e.g. Journey from: *Holderness Road* Journey to: *Beverley* Via: *Interchange*

Journey from:	Journey to:	Via: (if necessary)

EY Bus timetables and route planner are available via their EY Bus mobile app or on www.eyms.co.uk or email busline@eastyorkshirebuses.co.uk. If you are unable to use a digital bus pass using the mobile app please let us know in **Section 5**.

If there is an exceptional reason you are unable to use the buses, because of a medical condition, please comment in **Section 5**, so we can consider alternative arrangements. If you have Assisted Transport arrangements, please comment in **Section 5**.

If you need to use a Stagecoach or Acklams bus then please advise us in **Section 5**.

SECTION 5: ADDITIONAL INFORMATION Please use this section if there is any further information you think we should know about

SECTION 6: HOUSEHOLD INCOME please indicate your approximate NET household income (after tax, NI etc).

<£25k £25-£27k £27-£29k £29-£32k £32-£35k £35k+

Reminder: if you are aged 16-18 or have an EHCP and are applying for **TRAVEL ONLY** you only need to indicate your approximate household income in the appropriate box above without providing any evidence (please note for audit purposes we may request evidence of income in the future from 5% of these applicants). If you are applying for anything else, or are aged 19 or over we will need you to provide evidence of household income.

Please tick all that you receive and supply the correct evidence: – you can find details about the evidence we need in the **GUIDANCE NOTES**.

Wages / Income from work or self-employment Universal Credit / Tax Credits

Income Support / Employment Support Allowance / Job Seekers Allowance

Carers Allowance Council Tax Benefit Housing Benefit

Other: e.g. Maintenance / Savings / Rental income / Pensions / Pension Credits

SECTION 7: DECLARATION:

Please ensure you have completed all the above questions fully and enclosed the relevant copies of evidence - missing/incorrect information/evidence will cause a delay in processing your application. This section **MUST** be signed by the applicant **AND** a parent/guardian if the applicant is under 19 on the 31st August 2023, or has an EHCP (unless living independently). If older than 19 on the 31st August 2023 and with no EHCP **then only the applicant need sign it.**

Applicants will normally be informed of the outcome of their application within 30 days of receipt of application, complete evidence and enrolment.

I confirm that:

- The information given on this form is complete and accurate to the best of my knowledge. I have read the Guidance notes in relation to this application.
- I understand that if I give East Riding College false information, or do not give complete information, I may be refused assistance now and in the future, or steps may be taken to recover any assistance paid. This could result in a referral to the police with the possibility of facing prosecution.
- I understand that some of the information provided on this form and details of any funding I am awarded may be shared with other organisations that handle public funds as detailed in the Privacy Notice, in order to process applications and prevent / detect fraud. This is the link if required: <https://tecpartnership.com/privacy-policy/>
- I agree that the information I have provided and details about any funding awarded may be passed to the person I have detailed as my parent/guardian below (where applicable), this includes online applications, where applicable.
- I understand that the Learner Support Funds are limited and my application or award does not guarantee support; learners who are eligible for support are not automatically entitled to it and changes may be made to awards during the academic year subject to funds remaining.
- I understand that I have to buy any essential equipment/clothing prior to the start of my course myself and will only receive any funding agreed, subject to meeting attendance requirements, on the following payment run. The earliest being 13th November 2023.
- I understand that I have to fund my own travel until my application has been agreed or a pass issued and that I must adhere to the College and East Yorkshire Buses travel Terms and Conditions, where applicable. **Failure to do so may result in travel support being suspended and I will be liable for any costs incurred through misuse.**
- I understand that if I leave my course before completion, I may be asked to repay in full or part of any support received.
- I understand that any support agreed is dependent on satisfactory attendance, behaviour and progress.

In signing this application you confirm that you have read and agree to the Terms & Conditions.

Signed (Student)..... **Print Name** **Dated**

Parental/Guardian Declaration: I confirm that the information and income evidence provided in this application is complete and accurate.

Signed **Print Name** **Dated**

Relationship to applicant

Send your completed online application form and scanned/attached evidence/photos electronically to:
learnerfinance@eastridingcollege.ac.uk

OR if paper based to: **Learner Finance, East Riding College, St Mary's Walk, Bridlington, East Yorkshire, YO16 7JW**
(This office deals with applications for ALL East Riding College sites).

OR you can deliver your application by hand to Reception at either Beverley or Bridlington.

Any questions, please call on **01262 455202**, or **0345 1200044** and select **option 3**,
or e-mail **learnerfinance@eastridingcollege.ac.uk**

