

# Welcome to Learner Finance at East Riding College



Financial Assistance (Bursary) whilst studying (September 2021 to July 2022).

Financial support through various bursary funds can offer financial assistance to students who are in full or part-time further education and are encountering financial barriers to learning. The bursaries are funded by the Education and Skills Funding Agency and through East Riding College funds.

Funding is limited and will be allocated on a first come first served basis and according to actual financial need. It is not guaranteed.

A number of courses are **not** eligible for additional financial help through the Bursary Fund. This includes “full cost” courses, apprenticeships and higher education courses. Please check with Guidance Services if you are unsure about your course or need advice about alternative funding.

## You may be eligible for financial support if you meet the income criteria below and if:

- You are aged 16-18 on 31<sup>st</sup> August 2021 and enrolled on a full time eligible course or
- You are aged 19+ on 31<sup>st</sup> August 2021, continuing on a course you began aged 16-18 or you have an Education, Health and Care Plan (EHCP) or
- You are in care or a care leaver or receive Universal Credit because you financially support yourself or receive DLA/PIP and Universal Credit or
- You are aged 19+ on 31<sup>st</sup> August 2021 and enrolled on a full time eligible course or
- You are enrolled on a full time eligible course and in receipt of an Advanced Learner Loan.

## Income Criteria:

<ul style="list-style-type: none"> <li>• Aged (at the 31/8/2021)16/18 <u>or</u></li> <li>• 19+with an EHCP <u>or</u></li> <li>• A 19+Continuer (2<sup>nd</sup> year of a course started when you under 19).</li> </ul>	<p>Household income under £25000 and dependant on actual financial needs.</p>	<p>If the Household income is over £25000 you may still be eligible for Travel costs. This is to the nearest College site delivering your course.</p>
<ul style="list-style-type: none"> <li>• Aged over 19 and don't fall into the category above.</li> </ul>	<p>Household income:</p> <ol style="list-style-type: none"> <li>1) Living with parent/guardian own income under £12000 <u>or</u></li> <li>2) Living Independently under £18000 <u>or</u></li> <li>3) Living with partner/spouse (no children) joint income under £25000 <u>or</u></li> <li>4) Living with partner/spouse, (with children), joint income under £30000.</li> </ol>	<p>Based on personal circumstances and actual financial needs.</p>

## How do I apply?

- 1) Follow the instructions and fully complete the attached application form and **please write clearly**.
- 2) Ensure you have added all the information/evidence requested/required to avoid delays.
- 3) Please note the deadlines to ensure Bus passes and reimbursements are available.
- 4) If you are under 19 on the 31<sup>st</sup> August 2021 or over 19 with an EHCP or continuing with a course started when you were under 19 please apply immediately and say that evidence is to follow if it isn't available, if you need a Bus Pass or other Travel arrangements.

## What support is available?

- 1) **Travel** - You will need to fund your own travel until support is agreed so it is important to apply as soon as possible.

**Free Travel** is available for:- Students under 19 on the 31<sup>st</sup> August 2021 or with an EHCP or 19+ continuing with the second year of a course they started when they were under 19, and who are living more than two miles from the College, to the nearest campus delivering their course.

For Students over 19, who meet the income criteria stated overleaf, they will also receive help towards their travel costs, if they live more than two miles away, to the nearest campus delivering their course.

The free travel is by East Yorkshire Buses (EY Buses), or dedicated College services, BC4, BC8 or ER1.

Travel by other means where the above is not available/suitable is subject only to prior agreement. Please detail if required on your application in section 6 of the application form.

### How does it work?

**East Yorkshire (EY) Buses and ER1 - DO NOT FORGET to send in 1 Passport type photo when you apply.**

- The ticket is via the EY Bus mobile app on your smart phone.
- You download it and create an account using your college email address which you will receive on enrolment.
- EY Buses then send you an email to that address with an activation code and you use that on your phone.
- Detailed instructions will come out from us when we send your details to EY Buses.
- If you haven't got a smart phone tell us when you apply (there is an extra form to complete).
- If you apply and your application is agreed **before** Friday 13<sup>th</sup> August then we will issue a temporary pass at enrolment so you won't have any fares to pay once you've collected it.
- If you apply **after** Friday 13<sup>th</sup> August then we aim to provide a temporary pass within 5 working days (Mon/Friday) once your application is agreed. You do have to pay your own fares in the meantime and there are no refunds. The passes have to be collected from College.
- You can find the detailed ER1 route on our website but you will be issued with a timetable and map as well.
- All other EY routes are detailed on the Mobile App and also the EY Buses website, see our application for details.

**BC4 and BC8 Buses - DO NOT FORGET to send in 1 Passport type photo when you apply.**

- You will be issued with a specific BC bus pass as soon as possible after you've enrolled and your application has been agreed. For the first two weeks your Student ID card acts as your pass. This is issued at enrolment.
- You can find the detailed routes on our website but you will be issued with a timetable and map with the bus pass.
- If you apply and your application is agreed **before** Friday 13<sup>th</sup> August then we will issue your BC bus pass at enrolment.
- You will also be able to download the EY Bus mobile app as detailed above so you can have access to their public service routes as well. This is because some of your lessons may start later or finish earlier than 9am/4pm.

## **East Yorkshire Buses - DO NOT FORGET to send in 1 Passport type photo when you apply.**

This is applicable to all students who apply to use the East Yorkshire Buses, public service routes, college specific routes and the BC routes where they may also use public service routes.

Your application includes applying for a bus pass for the above routes and you are signing to confirm you understand that their terms and conditions of carriage relate to you whilst travelling with them, a copy is available from the company via their website <https://www.eastyorkshirebuses.co.uk>

Also to the following main points, full details will be given/sent as detailed above.

- The ticket is for use by yourself only on timetabled college days only.
- Any use of it on other days or on a second device or by another person will be deemed misuse. This also relates to temporary and plastic passes issued.
- Misuse may mean the suspension or cancellation of the pass, invoicing for any additional journeys and you being asked to leave the bus.

## **Assisted Transport**

Students who have Assisted Transport agreed by their local Council may be eligible for help towards any financial contribution they have to make, subject to evidence being provided. This is paid half termly in arrears.

## **Other Transport requests**

These are only agreed in specific cases where travel by any of the above is impossible for the student for a few exceptional reasons. This could include childcare commitments/medical needs. Please contact us for assistance so we can advise what we can help with.

Reimbursements for other transport, such as rail fares and petrol allowances are always paid in arrears with the first one on 12<sup>th</sup> November 2021. Please therefore bear in mind you will fund 9 weeks of travel before being reimbursed.

## **2) Kit/Uniform/Equipment/Materials**

You may be eligible, subject to income criteria, to receive help towards items that are required for your course.

Attached is a list of possible requirements and costs for your course. It also details the maximum 80% of what may be reimbursed to you.

Some courses require you to have the Uniform and Kit within a couple of weeks of starting so please be aware that these may need to be purchased prior to receiving financial support.

Other courses may incur costs throughout the year, and these can be claimed when they arise, up to 80% and subject to funds being available.

## How does it work?

### Kit/Uniform/Equipment/Materials

You are expected to fund the costs and then the College looks to reimburse 80% of the total cost up to the maximums quoted. You need to produce receipts, order confirmation or in exceptional circumstances tutor confirmation, for a refund. Please provide these to Learner Finance as soon as possible.

The first reimbursement of costs is on 12<sup>th</sup> November (must apply before 22<sup>nd</sup> October) so any costs due before then will have to be paid out by yourself.

For stationery items please see the E Learning staff as they stock a range of items at very reasonable prices - these items are not included for reimbursement due to the low cost.

### **3) Vulnerable Young People (under 19 as at 31<sup>st</sup> August 2021 only)**

There is a bursary for young people either in Care, Care Leavers or supporting themselves or others financially, which is up to £1200 for the full academic year.

The amount is based on actual financial need and will cover costs such as Travel, Kit/Uniform/Equipment/Materials and Meals at College not covered by the FMFE scheme below. It is **not** a guaranteed or automatic amount.

## How does it work?

Your bursary allowance will cover your costs as detailed above. Non bus travel will be reimbursed weekly in arrears on a Friday and based on your attended college days.

Paying for Kit/Uniform/Equipment/Materials will be discussed when you apply as arrangements need to be confirmed. You may still have to pay for it up front and be reimbursed as detailed under section 2 above.

If you are not entitled to the Government Free Meals in Education, under section 4 below, you will be allocated a Meal allowance for each day you are in College. See the details on Free Meals below on how to claim it.

### **4) Free College Meals(FMFE)**

Free Meals in Further Education are available to students who are from households that meet the Government set criteria and receive certain eligible benefits.

These include certain levels on Universal Credit, Child Tax Credit, Income Support and Employment Support Allowance. For more information please ask by emailing [financial.support@eastridingcollege.ac.uk](mailto:financial.support@eastridingcollege.ac.uk) or calling 0345 120 0044.

## How does it work?

This element is only for those students who are **under 19 as at the 31<sup>st</sup> August 2021**, or have an EHCP, or are continuing with the 2<sup>nd</sup> year of a course which you started aged when you were under 19.

Those students eligible will be entitled to a free meal in the canteen at either Beverley or Bridlington on the days they are registered to be in College. Those studying in Hull will receive a cash payment each half term in arrears with the first one being the 12<sup>th</sup> November.

Meals in the canteen will be obtained by either using your Student ID card to confirm your eligibility to a meal or via a voucher system. At this stage the method is still being finalised. Confirmation will be given when your application is agreed.

## 5) Childcare

If you are aged **under 20** at the start of your course, you **must** apply online for childcare support via Care-to-Learn. For further information contact a member of the Guidance or Learner Finance Teams and to apply visit: [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn).

Those **over 20** may be eligible for childcare support. Please contact the Learner Finance Team to request a Childcare Registration Form or download one from the College website.

## How does it work?

If you are **under 20** as at the 31<sup>st</sup> August 2021 then apply for assistance via Care to Learn as detailed above and book to see a Guidance Officer in case there is any other help available for you.

If you are **over 20** as at the 31<sup>st</sup> August 2021 then you will be required to complete a Childcare registration form, in addition to the attached application, available online or via reception, before we can consider your request. One per Childcare provider you are using.

Your application will need to be assessed and agreed before any invoices for Childcare can be paid. Any charges incurred before your request has been agreed will be payable by yourself.

The invoices for Childcare are paid **in arrears**, on a monthly basis, direct to the Childcare provider. Please see the Childcare registration document for more information - see the College website

Remember any Government funded hours are used to fund your College course first before the College funds the extra hours required. Maximum financial support is £180 per week per student.

## 6) Fees

Up to 75% fee support for those learners aged 19+ and not eligible to apply for an Advanced Learner Loan or not eligible for a fee waiver, on eligible courses. You may also be eligible to set up an instalment plan for any outstanding amount not paid on enrolment.

### How does it work?

If you do have to pay course fees then depending on household income you may receive a fee remission of 50/75% towards them. Household income £20000 or less 75% fee remission, £20001 to £30000 50% and over £30000 Nil. You will be required to pay a percentage of the fees on enrolment before any remission or payment plan is calculated.

## 7) Other Financial Support

If you require financial support with other costs relating to your college course, you can request this in Sections 3 and 6 of the application form. Some Public Service Courses involve trips which may attract a contribution - please ensure you tick the box in Section 3 of the application box.

## 8) What happens next?

We aim to contact all applicants within 4 weeks of receipt of their application although this timescale may be extended within the first term. **If you apply before Friday 13th August we aim to have bus passes available at enrolment for those applications that have been agreed.**

We will acknowledge your application by email, either to your personal or college email address. If applicable, with this we will send you details of how to access your bus pass/routes and terms and conditions. Also we will send the following, if applicable kit/equipment/uniform/materials list, reimbursement payment dates and Childcare information.

## 9) Terms, Conditions and Points to consider

The amount of financial assistance awarded is dependent on your individual circumstances and actual financial need. It is intended to help you with the costs of overcoming any financial barriers you may have when attending College. Therefore amounts will vary from student to student and course to course.

**Please Note: Even if you are successful in your application for financial assistance, you will not receive any payments prior to the start of your course. The first reimbursement is 12<sup>th</sup> November.**

All payments will be made by Bank Transfer into the learner's account according to a pre-set schedule, a copy of which will be available at reception desks or via email. In the case of other costs this may vary, either paid as a one off or in equal instalments.

**All payments are conditional upon:-**

- Meeting the conditions set out in the College's Charter for Success and Learner Agreement including those relating to punctuality, behaviour and performance.
- A **minimum** of 90% attendance on your course and 90% attendance in English/Maths (where applicable) per half-term
- Satisfying the residency criteria set by the ESFA Funding Regulations

An unsuccessful application will mean you are responsible for all costs associated with your course. If your circumstances change, you will be able to reapply although funding is allocated on a first-come first-served basis. If your application is not successful you may request an appeal by providing additional written and documentary evidence to support your appeal which will be considered by the Financial Monitoring Committee. This can be submitted by hand to a member of the Learner Finance Team or by email to [financial.support@eastridingcollege.ac.uk](mailto:financial.support@eastridingcollege.ac.uk)

## General

The funding the College has to help you with the cost of studying comes from Government funds and is public money. The assistance you receive is a discretionary award and it will always be conditional on your attendance and behaviour at college. Whilst we recognise that students face financial pressures, the College has a duty to make sure the funds are awarded fairly and to the students most in need. For learners aged under 19 in the higher income brackets who are only being supported for travel, funds do not come from the Learner Support Funds, they are funded by the College's own funds.

**The funding is limited; 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 being available.**

You will **not** receive funding if you have outstanding debts to the College or you receive financial assistance for college-related expenses through Jobcentre Plus or DWP. No cash payments will be made except in exceptional circumstances. Payments will be adjusted pro-rata for late starters, late applicants and early completers.

Payments will only be made to 'active' learners, no payments will be made to learners who have withdrawn prior to the payment date and payments to non-attending learners may be withheld and/or reduced at the discretion of the College. Funding will be suspended for any learner who is temporarily excluded from college during a disciplinary and will cease for those excluded from college. **If you give false information, amend your course details or withdraw from the course you may be required to repay any funds granted and/or return any kit in good condition.**

## Exceptional Payments

Where a payment has been refused due to poor attendance and/or behaviour, we may consider an exceptional payment depending on individual circumstances and based on **tutor feedback**. Decisions on an exceptional payment will be made by 2 members of the Financial Monitoring Committee and will require evidence of exceptional reasons for absence.

## 10) Any Questions?

If you have any questions please Email [financial.support@eastridingcollege.ac.uk](mailto:financial.support@eastridingcollege.ac.uk), call Learner Finance on 0345 120 0044 or if based in Bridlington pop into the Financial Support Office G43 and we will be happy to help. Further information can be found at [www.gov.uk](http://www.gov.uk)

**If you do need assistance for travel costs please do not delay getting your application in.** Income evidence for other costs can be submitted later. If you do delay then you will be paying for travel until we receive your application and have processed it. There are no backdated refunds.

**Send your** completed online application form and [scanned/attached](#) evidence/photos electronically to:

[financial.support@eastridingcollege.ac.uk](mailto:financial.support@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.

Please do allow time for us to respond as the first few weeks of term are very busy and we try to prioritise the applications as they come in. Applications for Travel, Childcare, Free Meals and from Vulnerable Young People take precedence

# Kit/Uniform/Equipment/Materials costs 2021/2022

(Provisionals in bold)

Subject area	Level	Kit, Uniform or Equipment	Cost	80%
Art / Design / Fashion	All	Paint, Sketch books, Inks, Materials etc	£70.00	£56.00
Catering	All	Chef Whites	£167.60	£134.08
		Top up for progressions	£12.10	£9.68
		Knife set	£39.75	£31.80
		Practical Cookery book level 2	£30.50	£24.40
		Advanced Professional Chef book level 3	£39.99	£31.99
Childcare / Early Years / Health & Social Care	All	T-shirts / Black trousers /Fleece or Hoodie	<b>£40.00</b>	<b>£32.00</b>
		Black shoes for placement	<b>£20.00</b>	<b>£16.00</b>
Construction inc: Brickwork, Carpentry (Joinery), Electrical & Plumbing	All	Cargo Trousers, Polo & Sweatshirt	£71.00	£56.80
		Steel Toe Capped Boots	£22.00	£17.60
		Revision book	£25.00	£20.00
IT / Computing	All	USB drives	£25.00	£20.00
Engineering, Motor Vehicle & Welding	All	Overalls, Polo, Cargo Trousers	£83.00	£66.40
		Steel Toe Capped Boots	£22.00	£17.60
		Revision book	£25.00	£20.00
Hair & Beauty	1	Tunic, Trousers & watch	£50.17	£40.14
	2 & 3	Tunic & Trousers	£42.17	£33.74
	Males	Polo & Trousers	£30.17	£24.14
	Hair & Beauty 1	Kit	£162.37	£129.90
	Hair 1 to 2 (top up)	Kit	£88.58	£70.86
	Hair 2	Kit	£157.00	£125.60
	Hair 3	Kit	£96.00	£76.80
	Beauty 2 (Nail route)	Kit	£234.48	£187.58
	Beauty 2	Kit	£171.47	£137.18
	Beauty 3 (top up)	Kit	£17.63	£14.10
	Barbering	Kit	£227.50	£182.00
Media	All	SD cards/Storage medium	£40.00	£32.00
Music	All	Strings/Drum sticks/Storage medium	£40.00	£32.00
Performing Arts	All	Clothing & Props	£80.00	£64.00
Public Services	All	Hoodie & Lanyard	£25.00	£20.00
		Trips	£150.00	£150.00
Sports	All	Hoodie & T Shirt	£47.50	£38.00



# FINANCIAL SUPPORT FOR LEARNERS

## TERMS DATES & PAYMENT SCHEDULE 2021-2022

Half Term	Start Date	End Date	Payments made by
1	7th September	22nd October	12th November
2	1st November	16th December	14th January
3	4th January	18th February	11th March
4	28th February	8th April	6th May
5	25th April	27th May	17th June
6	6th June	6th July	22nd July

**PLEASE REMEMBER PAYMENT IS BASED ON AT LEAST 90% ATTENDANCE**

**\*\*\*\*\*INCLUDING MATHS AND ENGLISH\*\*\*\*\***  
Where applicable

**Behaviour, Attitude and Progress can also affect payments.**

**IF YOU HAVE ANY CHANGE IN CIRCUMSTANCES THAT MAY AFFECT YOUR ATTENDANCE PLEASE LET THE COLLEGE KNOW.**

Vulnerable Young Person Bursary will be paid on a weekly basis as per the terms and conditions of the fund.

Childcare Invoices will be paid on a monthly basis direct to the childcare provider.

**This page is intentionally almost blank - Please keep pages 1 to 10 for information and to write down any notes you need to.**

Thank you.

Office use	Date received	
only	Travel only app	Yes / No



# Financial Assistance Application September 2021- July 2022

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.....

.....

Date of Birth.....Age as at 31<sup>st</sup> August 2021.....

Phone Number.....Email address.....

What course are you on? ..... Are you in your 2<sup>nd</sup> year? Yes No

Main Campus/Site? 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 am a young carer

I live independently  I am a young parent (under20)

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 (see information sheet)  Travel costs

Other costs (give details in Section 6)/Fees  Public Services Course Trips

If you are aged 16-18 and are applying for Travel Costs only please tick this box:-  and then complete Section 4. This also includes students aged 19 if they were aged 16-18 when starting their course or those students who have an EHCP.

If you are aged 16-18 and applying for additional assistance, or are 19+ then please go to Section 5, if you require Travel. If you don't need Travel go straight to Section 6.

**SECTION 4: TRAVEL ONLY APPLICANTS** please indicate your approximate household income. For audit purposes we may request evidence of income in the future from 5% of these applicants.

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

**Reminder: if you are aged 19 and over we will need you to provide evidence of household income. This does not include students aged 19 if they were aged 16-18 when starting their course or those students who have an EHCP.**

**SECTION 5: TRAVEL DETAILS** please tick which bus service you require. Please provide 1 passport photo.

East Yorkshire Buses  ER1 (starting in Hull, via Bricknell Avenue via Cottingham)

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.**

If there is a reason you are unable to use the buses e.g. because of a medical condition please contact us, and comment in **Section 6**, so we can consider alternative arrangements. Please also contact us if you have Assisted Transport arrangements and comment in **Section 6**.

If you need to use Stagecoach buses to reach an EY Bus stop (over 2 miles from home) or the Hull Campus then please advise us in **Section 6**.

**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](http://www.eyms.co.uk) or BusLine 01482 592929.

**SECTION 6: ADDITIONAL INFORMATION** Please use this section if there is any further information you think we should know about (continue on a separate sheet if necessary)

**SECTION 7: HOUSEHOLD INCOME** please tick all that apply, then read **Section 8** for the evidence required

- |  |  |  |
|--|--|--|
| I receive earnings from work or self-employment <input type="checkbox"/> |  |  |
| I receive Universal Credit <input type="checkbox"/>                      | I receive Working / Child Tax Credit <input type="checkbox"/>          |  |
| I receive Income Support <input type="checkbox"/>                        | I receive Employment and Support Allowance <input type="checkbox"/>    |  |
| I receive Job Seekers Allowance <input type="checkbox"/>                 | I receive Carers Allowance <input type="checkbox"/>                    |  |
| I receive Housing Benefit <input type="checkbox"/>                       | I receive Council Tax Benefit <input type="checkbox"/>                 |  |
| I receive Pensions / Pension Credits <input type="checkbox"/>            | Other: e.g. Maintenance/Savings/Rental income <input type="checkbox"/> |  |

**SECTION 8: INCOME EVIDENCE** please provide evidence of your household income where applicable as listed below - please try to avoid supplying original copies as this only delays the assessment.

- **Earnings from work or self-employment** - Three months wage slips or P60 or 2020/2021 accounts
- **Universal Credit** - Three recent months Statements (please note we require the full statements including the breakdown).
- **Working/Child Tax Credit** - All pages of your 2021-2022 Tax Credit Award Notice (OR an older letter together with three recent months bank statements)
- **Housing Benefit** (if not on Universal Credit) - Current Confirmation Letter (your Local Authority can provide you with this)
- **Council Tax Benefit** - Current Confirmation Letter (your Local Authority can provide you with this)
- **Income Support/Employment and Support Allowance/Job Seekers Allowance/Carers Allowance/Pension or Pension Credits** - Your most recent Benefit Award Letter. If this is older than three months please also provide three months recent bank statements.
- **Other** - Documentary Evidence

Please note we are unable to fully assess your application for financial assistance until you have provided all

**SECTION 9: BANK DETAILS** All boxes must be completed. Money can only be paid into an account in YOUR own name. If you (the student) do not have a bank account you will need to open one.

Sort Code   -   -   Bank Name .....

Account Number

Name on the Account .....

**SECTION 10: WHAT NEXT?** 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.

- 1) For students **aged under 19** requiring Travel costs please send in your application without evidence if it's not available immediately. Evidence for other costs can follow later, but before 22<sup>nd</sup> October 2021. For Bus travel **don't forget to enclose** your Photo.
- 2) If you apply before Friday 13<sup>th</sup> August then your bus pass should be available to collect on enrolment day. Applications received after this date may have to wait up to 5 working days from enrolment for their passes to be available. Fares will not be refunded for this period.
- 3) Please read and sign the declaration in Section 11 below and follow the instructions at the bottom.
- 4) Please retain the information sheets with this application - we know there's a lot to read but we've try to keep it as simple as possible so you have all the information to hand.

## SECTION 11: DECLARATION

This section **MUST** be signed by the applicant **AND** a parent/guardian if the applicant is under 19 on the 31<sup>st</sup> August 2021, or has an EHCP (unless living independently). If older than 19 on the 31<sup>st</sup> August 2021 and with no EHCP then only the applicant need sign it.

I confirm that:

- The information I have given on this form is complete and accurate to the best of my knowledge.
- 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: <http://bit.ly/ERCPN>
- 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 in section 1 on this form, 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 12<sup>th</sup> November 2021.
- 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:  
[financial.support@eastridingcollege.ac.uk](mailto:financial.support@eastridingcollege.ac.uk)

**OR** if paper based to: Learner Finance, East Riding College, St Mary's Walk, Bridlington, East Riding of 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 01262 455000, ask for Learner Finance or e-mail [financial.support@eastridingcollege.ac.uk](mailto:financial.support@eastridingcollege.ac.uk)**