

## **Instructions for completing the Financial Assistance application form**

This form is available for you to either download, edit, save and email back in with your scanned/copied evidence attached to the email **OR** print off, complete and send in with your evidence. There are also be hard copies which can be sent out on request. The download option will save you and us time, paper and hopefully speed the whole process up, so it is the preferred option.

You can attach electronic photos as well to the email, but please remember to check they are suitable and not too large in terms of memory.

Until you are enrolled (September) any correspondence about your application will be via the email you sent the form in from, then it will be via your college email address.

## **Points to note when completing the forms on the downloaded version**

Where there is an option to tick a box, **Sections 1,2,3,4,5 and 7**, then just click on the correct box and it will enter a tick. If you make a mistake and say tick Meals instead of Travel in Section 3, just click again on the error and the tick should disappear.

**Section 6** please keep comments to a minimum and if it appears you need more space just add comments on your email when you return the form, or if printing out then a separate sheet of paper.

**Section 9 Bank Details - SORT CODE** Enter the 1<sup>st</sup> digit then click on the second box and enter the 2<sup>nd</sup> and repeat for all six.

**ACCOUNT NUMBER** Enter the 1<sup>st</sup> number and continue for all eight - **NO NEED TO CLICK EACH BOX.**

**Section 11 Declaration** - By typing your name to both the signature and print name areas, and dating the form, you are electronically signing the document and accepting the details in the declaration.

For those who are under 19 as at the 31<sup>st</sup> August 2021 then the Parent/Guardian details still need typing in and again that is accepting the details in the declaration. So please do ensure the parent/guardian is aware of what is being completed.

**EVIDENCE** - Please try and attach copies or scanned documents if sending in by email.

Screen shots and photos taken of evidence are very awkward to read, copy, print and use to assess the application so please avoid. Universal Credit statements can be downloaded and attached to the email. Other evidence ideally can be scanned and then attached, or sent in separately - copies not originals please.

For the **under 19** age group, if evidence cannot be attached please still send the Application in and add a note to say Evidence to Follow in Section 6. This will avoid delays for travel requests.

All other non-travel requests in that age group and the all 19 plus aged students will need their evidence sent in before their applications can be assessed.