

Office Use Only

Date Received:



Financial Support 2020-2021

16-19 Financial Assistance Application

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

Learners aged 19 and continuing on a study programme they began aged 16-18 or learners aged 19-24 that have an Education, Health and Care Plan **must** apply for support from the 16-19 Bursary Fund using this form.

SECTION 1: LEARNER DETAILS

			Learner ID	
First Name			Date of Birth DD MM YYYY	
Last Name			Age at 31/08/2020	
Home Address				
Post Code		Phone Number		
Course Title (subject, level, qualification)			Start Date	
Site(s) of Study	Bridlington <input type="checkbox"/>	Beverley <input type="checkbox"/>	Hull <input type="checkbox"/>	

SECTION 2: HOUSEHOLD DETAILS Please tick all that may apply

I live with Parent(s) / Guardian(s)	<input type="checkbox"/>	I live independently	<input type="checkbox"/>	I live with my partner	<input type="checkbox"/>
I am a young carer	<input type="checkbox"/>	I am a young parent	<input type="checkbox"/>	Other Please give details in Section 7	<input type="checkbox"/>
If you tick any of the statements below and provide the relevant evidence, you may be eligible for a Vulnerable Bursary (Not available to students aged 19 or over on 31/08/2020)					
I am in care or a care leaver	<input type="checkbox"/>	Please provide a letter from the relevant Local Authority confirming your status			
I receive Income Support	<input type="checkbox"/>	Please provide benefit award letter/s or online statements dated within the last 3 months			
I receive DLA/PIP and ESA or Universal Credit	<input type="checkbox"/>				
I receive Universal Credit as I financially support myself	<input type="checkbox"/>	Please provide award statement (as above) AND documentation to confirm your independent status e.g. Tenancy Agreement, Utility Bills.			

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?

You may need receipts for proof so please keep.

Hairdressing / Beauty Kit and Uniform	<input type="checkbox"/>	Catering Kit / Uniform	<input type="checkbox"/>
Art / Media / Design Equipment and/or Materials	<input type="checkbox"/>	Construction / Engineering / Motor Vehicle Protective Clothing (PPE) / Uniform	<input type="checkbox"/>
Sports Kit / Uniform	<input type="checkbox"/>	Early Years and Care Services Placement Clothing	<input type="checkbox"/>
Stationery Towards books, folders, pens etc.	<input type="checkbox"/>	Public Services Compulsory Trips	<input type="checkbox"/>
Travel Costs (Not income dependant) Please see sections 4 and 5	<input type="checkbox"/>	Free Meals Subject to meeting Government set criteria	<input type="checkbox"/>
Other Please give details in section 7	<input type="checkbox"/>	Childcare Costs Via Care to Learn	<input type="checkbox"/>

SECTION 4: TRAVEL ONLY APPLICANTS If you only require support for travel we do not need income evidence (as requested in section 6) but you must indicate your approximate household income level. Please tick one below: For audit purposes we may request evidence of income in the future from 5% of these applicants.

Under £25K	£25-27K	£27-29K	£29-32K	£32-35K	Above £35K
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SECTION 5: TRAVEL DETAILS: If you live more than 2 miles from the nearest College site delivering your course please complete Note: You will need to fund your own travel until support is agreed. (Subject to change)

East Yorkshire Buses - including ER1 (starting on Cottingham Road) Please provide 2 passport photographs and fill in an <u>East Yorkshire Bus Pass application form</u>	
BC4 (starting in Withernsea) or BC8 (starting in Gilberdyke)	
Other travel - <u>By prior agreement only</u> , please indicate method and reason below. IF ASSISTED TRANSPORT has been arranged please say so.	

SECTION 6: INCOME EVIDENCE Indicate the household income and enclose PHOTOCOPIES of evidence

Universal Credit		Full most recent 3 months Assessment Statements - ALL pages
Working/Child Tax Credit		FULL 2020/2021 Tax Credit Award Notice - ALL pages
Earnings from work or self-employment		If on Tax Credits then last 3 months wages slips as well if employed
Income Support		Most recent Benefit Letter/s dated within the last 3 months for each benefit OR an older letter <u>AND</u> latest 3 months bank statements showing payments
Employment and Support Allowance		
Job Seekers Allowance		
Carers Allowance		
Pensions/Pension Credits		
Housing / Council Tax Benefit		Current Confirmation Letter Local Authority can provide evidence showing benefit amounts.
Other e.g. Maintenance/Savings/Rental income		Documentary evidence e.g. CSA letter or latest 3 months bank statements

*If not in receipt of either Tax Credits or Universal Credit, please evidence earnings/wages by providing 3 months recent wage slips or P60

SECTION 7: ADDITIONAL INFORMATION

Please provide additional information to support your application. Use a separate piece of paper if necessary.

SECTION 8: 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.

Bank Name (e.g. HSBC, Halifax)												
Sort Code (6 digits)												
Account Number (8 digits)												
Account Reference (certain Building Societies only)												
Name on Account (e.g. John Smith)												

All support is paid in arrears and is dependent on satisfactory progress and at least 90% attendance on your course, including 90% attendance in English and Maths (where applicable). If you are absent from college for any reason you should phone the College Absence Line 01262 455258 or email absence@eastridingcollege.ac.uk

WHILST SOME ABSENCES MAY BE CLASSED AS 'AUTHORISED' THEY WILL STILL AFFECT YOUR OVERALL ATTENDANCE PERCENTAGE AND WILL RESULT IN PAYMENTS BEING REFUSED.

SECTION 9: DECLARATION

This section **MUST** be signed by the applicant **AND** a parent/guardian (unless living independently).

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.
- I understand that the Learner Support Fund is 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 2020.
- 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 travel Terms and Conditions. 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

SECTION 10: CHECK YOUR APPLICATION Have you...?

Completed all sections in full? Missing information may result in delays and the application being returned to you.	
Enclosed photocopies of income evidence? Originals will only be returned if a stamped addressed envelope is enclosed.	
If applying for a bus pass; Enclosed 2 passport sized photos and completed an EY Bus Pass application?	
Read the 'What Happens Next' and Terms and Conditions information?	
Read and agreed to the declaration? Ensuring it is signed by both yourself and your parent/guardian if applicable	

Send your completed online application form and scanned/attached evidence/photos electronically to: 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. Any questions, please call on 01262 455202 or 01262 455000, ask for Learner Finance or e-mail financial.support@eastridingcollege.ac.uk

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Date received		Initial Assessment	
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HOUSEHOLD INCOME	Weekly/ Fortnightly	4 Weekly/ Monthly	Yearly
Child / Working Tax Credits			
Universal Credit (check FMFE)			
Wages			
JSA/ESA/IS (check FMFE) / CA			
Housing Benefit			
Council Tax Benefit			
Pensions / Pension Credits			
Rental/Maintenance/Other			
TOTAL HOUSEHOLD INCOME			

Fund	16-19 LSF	CTB	VB (___ wks)	EHCP / Continuer
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Award Agreed	Yes No	Free Meals	Yes No	Care 2 Learn	Yes No
Reason(s) rejected					
Course/Level		Kit	£	Uniform / Clothing / PPE	£
Stationery / Books	£	Trips	£	Equipment	£
Travel Method		Travel Daily	£	Travel Days	
Bank statements seen and verified	Yes		Not Applicable		

Signed		Date	
Signed		Date	

Reassessed			
Date evidence received:			
Signed		Date	
Signed		Date	

EBS updated	Date	Award notice completed & emailed	Date
Student advised	Date	EYMS/Travel spreadsheet updated	
How advised - email/phone/PM/person		Audit check	Yes No

Additional Notes (e.g. young carer, no. of siblings, extenuating/change in circs, awaiting evidence...)