

Financial Support Application Form 2018/19



Please return this application form **with all the requested documents** to either:

Kirklees College, Huddersfield Centre, Financial Support Team, B.O.0028, Waterfront Quarter, Manchester Road, Huddersfield, HD1 3LD.

Kirklees College, Springfield Sixth Form Centre, Financial Support Team, S.OO.004, Bradford Road, Dewsbury, WF13 2NP.

PERSONAL DETAILS

Surname:			Forename:		
Student ID No.:		Date of Birth:		Age (at 31 August 2018)	16-18 <input type="checkbox"/> 19+ <input type="checkbox"/>
Mobile No.:			Personal E-Mail:		
Address:					Postcode:
Who do you currently live with? (Please tick)	Parent(s)/Step Parent(s):	<input type="checkbox"/>	Spouse/Partner:	<input type="checkbox"/>	Other (please specify):
	Legal Guardian(s):	<input type="checkbox"/>	Alone:	<input type="checkbox"/>	

COURSE INFORMATION

Course Name:			Course Level:	Level 1 <input type="checkbox"/>	Level 2 <input type="checkbox"/>	Level 3 <input type="checkbox"/>
No. of days you attend College per week:			Do you have a work placement on this course?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do you have an Advanced Learning Loan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Do you have an Educational Health & Care Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

INCOME DETAILS

Please provide evidence of one (or a combination) of the documents below detailing your household income for the tax year 2017/18:

Please Note: The **threshold** for financial support is **£26,000** for the tax year 2017/18 (if your income is above £26,000 you must provide proof of financial difficulty to be considered for support). **Evidence** of household income must be **dated** within the **last six months**.

We do not accept Annual Reviews or Provisional Tax Credits as evidence for your application. Your Tax Credit Award Notice must show your income for the tax year ending 2017/18 (all pages), dated within six months. If require a copy of your benefit(s) letter(s), ring 0345 608 8545 or if you require a copy of your Tax Credits, please ring 0345 300 3909.

Evidence (ages 16-18 and 19+)	Tick	Guaranteed Bursary Evidence (ages 16-18 only)	Tick
Tax Credit Award Notice (TCAN) 2018/2019 (all pages)		In care	
Final Tax Credit Award Notice 2017/2018 (all pages)		Care Leaver	
Child Tax Credit (Gross Annual Income less than £16,190)		Letter from Social Worker confirming status	
P60(s) 2018 or wage slips with your Council Tax Bill		Income Support (student in receipt of benefit)	
Self-employment accounts with your Council Tax Bill		Universal Credit (student in receipt of benefit)	
Income-related (means-tested) benefits (e.g. Universal Credit, Pension Credit, IS, JSA, ESA) with a Council Tax Bill		Disability Living Allowance (or Personal Independence Payment) with Employment & Support Allowance (student must be in receipt of both DLA/PIP and ESA)	
Other (e.g. NASS Support)			

Please provide a **bank statement/debit card** (i.e. you the student) showing your account details with your application.

FINANCIAL SUPPORT REQUIRED

Please write down the support you require for the academic year and the cost (with tickets/receipts if applicable), e.g. travel £4.60 p/day.

Item #1	Cost £	Item #4	Cost £
Item #2	Cost £	Item #5	Cost £
Item #3	Cost £	Item #6	Cost £

Please note: Ages 16-18 must **obtain a Scholars' Photocard** from Metro and bring the Photocard with this application form.

PRIVACY NOTICE

Here at Kirklees College, we take your right to privacy very seriously and respect any personal information that you provide us with. Our privacy policy highlights the steps that we take to ensure that any information we are provided with is secure, confidential, used only for the purposes it is set out for and not kept beyond its useful life.

Why We Ask For Information

The data is collected in order to process your financial support application which we administer for the Education & Skills Funding Agency (ESFA) under whose authority processing is carried out to determine your eligibility to enable us to provide you with financial support.

If you provide us with personal/financial data about a third party (for example details of your household income), you are responsible for getting the express consent from the third party for the disclosure and use of their personal data.

Personal Information

The only personal/financial information that we will collect is the personal/financial information that you provide to us when you register your request for information.

Use of Personal Information

Any personal/financial information that you provide us with will only be used for the purposes it has been set out for and as defined within the data protection registration the college holds.

Disclosure

We will not share any personal information you have given to us with any third party without your consent, other than for statutory, legal, or for the requirements of vital interest.

Individual rights

You may at any time request the college to remove your personal details from our databases by sending an email to gdpr@kirkleescollege.ac.uk or request the college to suspend processing. However, some information needs to be retained for statutory or legal purposes.

Changes to our Privacy Policy

Any material changes to how we use your personal information, however, will only be done with your permission/consent.

Accuracy

The information we hold will be accurate and up to date. You can check the information that we hold about you by emailing us at gdpr@kirkleescollege.ac.uk if you find any inaccuracies, we will delete or correct it promptly.

STUDENT DECLARATION

IMPORTANT: FAILURE TO READ THE FOLLOWING INFORMATION MAY DELAY YOUR APPLICATION

- I understand that all communication detailing my award (i.e. the result of the application) will be sent to my College e-mail account (your enrolment number @kirkleescollege.ac.uk), e.g. 1701234@kirkleescollege.ac.uk.
- I understand that support is "in kind", discretionary and dependent upon funds available and any support awarded will be adjusted based upon attendance and behaviour which is monitored throughout the year.
- I have enclosed the required documents as requested and I certify that the information I have provided is correct. I confirm that I have read, understood and agree to the "Terms and Conditions 2018/19" as found on the Financial Support VLE Page.

Student Signature: _____

Date: _____

OFFICE USE ONLY

EVIDENCE CHECK LIST (RETAIN EVIDENCE FOR VYP'S/BANK DETAILS)

VYP CAT A	16-18 CAT B	16-18 CAT C	19+	Adv. Loan / Approved	Emergency App
Tax Credit Award Notice (TCAN)	P60(s)/Wage Slips	Benefit Letter(s)	Other	FCM	

What is the total household income for 17/18 or name of benefit? _____

I confirm that a visual check of the required evidence and supporting documents has taken place as confirmed by my initials below:

Date application was submitted: _____

Financial support staff member's initials: _____

Notes: _____
