

HE Hardship Fund Application Form 2021/22



Please return this application form **with all the requested documents** to your local financial support counter: - Waterfront, Springfield, Brunel or Engineering Centre. Alternatively, you can e-mail this application with the all the requested documents to finsupp@kirkleescollege.ac.uk.

PERSONAL DETAILS						
Surname:				Forename:		
Student ID no.:		Date of birth:		Age (at 31 st August 2021)	16-18 <input type="checkbox"/>	19+ <input type="checkbox"/>
Mobile no.:			Personal e-mail:			

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"/>	

Are you or have you applied for a Tuition and Maintenance loan from the Student Loans Company (SFE)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Are you or have you applied for the Disabled Students Allowance (DSA) from the Student Loans Company (SFE)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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FINANCIAL SUPPORT REQUIRED
Please detail in the space below what you require support for and include any costs, where applicable.

BANK DETAILS			
Please write your bank details VERY CLEARLY AND ACCURATELY in the space provided below			
Account name		Bank name	
Account number		Sort code	
Beneficiary number	(if applicable)		

INCOME DETAILS			
Please provide evidence of at least one of the documents below detailing your household income for the tax year 2020/21:			
Evidence Type	Tick		Tick
Tax Credit Award Notice (TCAN) 2021/2022 (all pages)	<input type="checkbox"/>	Council Tax bill with P60(s)/three months' wage slips	<input type="checkbox"/>
Final Tax Credit Award Notice 2020/2021 (all pages)	<input type="checkbox"/>	Income-related or means tested benefits (e.g. Universal Credit, Pension Credit, IS, JSA, ESA)	<input type="checkbox"/>
Council Tax bill with P60(s)/three months' wage slips	<input type="checkbox"/>		

PRIVACY NOTICE

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), then 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 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, if granted, is “in kind”, discretionary and dependent upon funds available, as support is not guaranteed, and any support awarded may 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.

Student signature:

Date:

OFFICE USE ONLY

Staff name:

Date:

Notes: _____

