

Financial Support 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"/>	
	Legal Guardian(s):	<input type="checkbox"/>	Alone:	<input type="checkbox"/>	
			Other (please specify):		

Are you or have you applied for an Advanced Learning Loan from Student Finance England?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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INCOME DETAILS	
Please provide evidence of at least one of the documents below detailing your household income for the tax year 2020/21:	
Please Note: The income level for financial support is £26,000 for the tax year 2020/21 (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. A recent Tax Credit Award Notice which shows your income for the tax year ending 2020/21 (all pages). If you require a copy of your benefit letter, please ring Job Centre Plus on 0345 608 8545 or if you require a copy of your Tax Credits, please ring HMRC 0345 300 3900.	
Evidence Type (All Applicants)	Tick
Tax Credit Award Notice (TCAN) 2021/2022 (all pages)	<input type="checkbox"/>
Final Tax Credit Award Notice 2020/2021 (all pages)	<input type="checkbox"/>
Child Tax Credit (Gross Annual Income less than £16,190)	<input type="checkbox"/>
Council Tax bill with P60(s)/three months' wage slips	<input type="checkbox"/>
Self-employment accounts with your Council Tax bill	<input type="checkbox"/>
Income-related or means tested benefits (e.g. Universal Credit, Pension Credit, IS, JSA, ESA)	<input type="checkbox"/>
Other (e.g. NASS Support)	<input type="checkbox"/>
16 – 18 Evidence Type – Do any of these apply to you?	Tick
Are you in care?	<input type="checkbox"/>
Are you a care leaver?	<input type="checkbox"/>
Letter from social worker confirming status	<input type="checkbox"/>
Income Support (student in receipt of benefit)	<input type="checkbox"/>
Universal Credit (student in receipt of benefit)	<input type="checkbox"/>
Disability Living Allowance (or Personal Independence Payment) with Employment & Support Allowance (student must be in receipt of both DLA/PIP and ESA)	<input type="checkbox"/>

FINANCIAL SUPPORT REQUIRED				
Please TICK the support you require for this academic year:				
Travel	<input type="checkbox"/>	Please specify any other support required below:	Books and Stationery	<input type="checkbox"/>
Meals in College	<input type="checkbox"/>		Trips and Visits	<input type="checkbox"/>
Childcare	<input type="checkbox"/>		Tuition Fees	<input type="checkbox"/>
College Kit	<input type="checkbox"/>		UCAS Fees	<input type="checkbox"/>
IMPORTANT: Students aged 16-18 must obtain a 16-18 Photocard from Metro and bring the Photocard with this application form .				

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)		

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. I confirm that I have read, understood and agree to the "Terms and Conditions" as found on the Kirklees College Financial Support web page.

Student signature:

Date:

OFFICE USE ONLY

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

YYP 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 20/21 or name of benefit?

Staff name:

Date:

Notes: _____

