

Financial Support Application Form 2022/23



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 2022)	16-18 <input type="checkbox"/> 19+ <input type="checkbox"/>
Mobile no.:				Personal e-mail:			
House no.:		Post code:			Course name:		

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 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 2021/22:			
Please Note: The income level for financial support is £30,000 for the tax year 2021/22 (if your income is above £30,000 you must provide proof of financial difficulty to be considered for support). Evidence of household income must be dated within the last six months .			
Evidence Type (All Applicants)	Tick	16 – 18 Evidence Type – Do any of these apply to you?	Tick
Tax Credit Award Notice (TCAN) 2022/2023 (all pages)		Are you in care?	
Final Tax Credit Award Notice 2021/2022 (all pages)		Are you a care leaver?	
Council Tax or Housing Benefit letter 2022/23		Letter from social worker confirming status	
P60(s) or three months' wage slips 2021/22		Income Support (student in receipt of benefit)	
Self-employment accounts with your Council Tax bill		Universal Credit (student in receipt of benefit)	
Income-related or means tested benefits (e.g. Universal Credit, Pension Credit, IS, JSA, ESA)		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)			

FINANCIAL SUPPORT REQUIRED				
Please TICK the support you require for this academic year:				
Travel by bus	<input type="checkbox"/>	Please specify any other support required below:	Books	<input type="checkbox"/>
Travel by train	<input type="checkbox"/>		Stationery	<input type="checkbox"/>
Travel by car	<input type="checkbox"/>		Trips and visits	<input type="checkbox"/>
Meals	<input type="checkbox"/>		Tuition fees	<input type="checkbox"/>
College kit	<input type="checkbox"/>		UCAS fees	<input type="checkbox"/>
Childcare	<input type="checkbox"/>		Printing costs	<input type="checkbox"/>
If you are applying for childcare support, please bring/include a copy of your child(ren)'s birth certificate				

BANK DETAILS													
Please write your bank details VERY CLEARLY AND ACCURATELY in the space provided below													
Account name							Bank name						
Sort code			-			-	Account number						
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. 2011234@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 21/22 or name of benefit? _____

Staff name: _____

Date: _____

Notes: _____

