

Financial Support Application Form 2023/24



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

PERSONAL DETAILS									
Forename:				Surname:					
Student ID no.:		Date of birth:		Age (at 31 st August 2023)		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 in receipt of, or have you applied for, an Advanced Learner 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 listed below detailing your household income for the tax year 2022/23:			
Please note: The income level for financial support is £30,000 for the tax year 2022/23 (if your income is above £30,000, you must provide evidence of financial difficulty to be considered for support). Evidence of household income must be dated within the last six months .			
Evidence List (All Applicants)	Tick	Evidence List (16-18) – Do any of these apply to you?	Tick
Tax Credit Award Notice (TCAN) 2023/2024 (all pages)	<input type="checkbox"/>	Are you in Care?	<input type="checkbox"/>
Final Tax Credit Award Notice 2022/2023 (all pages)	<input type="checkbox"/>	Are you a Care Leaver?	<input type="checkbox"/>
Council Tax or Housing Benefit letter 2023/24	<input type="checkbox"/>	A letter from your Social Worker confirming Care status	<input type="checkbox"/>
P60(s) or three months' wage slips 2022/23	<input type="checkbox"/>	Income Support (student in receipt of benefit)	<input type="checkbox"/>
Self-employment accounts with your Council Tax bill	<input type="checkbox"/>	Universal Credit (student in receipt of benefit)	<input type="checkbox"/>
Income-related or means-tested benefits (e.g. Universal Credit, Pension Credit, Income Support, JSA, ESA)	<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"/>
Other (e.g. NASS Support, Section 95 asylum support, etc.)	<input type="checkbox"/>		

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 car	<input type="checkbox"/>		Printing costs	<input type="checkbox"/>
Travel by train	<input type="checkbox"/>		Stationery costs	<input type="checkbox"/>
Meals	<input type="checkbox"/>		Trips and visits	<input type="checkbox"/>
College kit	<input type="checkbox"/>		Tuition fees	<input type="checkbox"/>
Childcare	<input type="checkbox"/>		UCAS fees	<input type="checkbox"/>
If you are applying for childcare support, please bring/include a copy of your child(ren)'s birth certificate(s)				

YOUR BANK DETAILS													
Please write your bank details VERY CLEARLY AND ACCURATELY in the space provided below:													
Name on account				Name of bank									
Sort code				Account number									
Beneficiary number				(if applicable)									

PRIVACY NOTICE

At Kirklees College, safeguarding your right to privacy is a fundamental priority, and we place immense value on the confidentiality of any personal information that you entrust to us. Our privacy policy highlights the steps we take to ensure that any information we are provided with is secure, confidential, strictly limited for use only for the specified purposes and not kept beyond its useful life.

Why we ask for information

The information we collect is necessary for the determination of your eligibility to receive financial support funding which we administer on behalf of the Education & Skills Funding Agency (ESFA). If you provide us with personal or financial data regarding a third party, it is your responsibility to obtain their express consent for the disclosure and use of their personal data. We hold the confidentiality and security of information provided to us in high regard and ensure that it is only used for the intended purposes and not retained beyond its useful life.

Personal information

We are committed to protecting your privacy and we will only collect personal and financial information that you provide to us as part of your financial support application. We will not share your information with any third parties, except as required by law.

Use of personal information

Any personal and financial information provided by you will be used solely for the intended purposes and will not be used for any other purposes. We ensure that any personal information provided to us is secure and confidential and is not kept beyond its useful life.

Disclosure

We will not disclose any personal or financial information provided by you with any third party without your express consent, unless required by law or for reasons relating to vital interests in accordance with applicable legal and regulatory requirements.

Individual rights

You have the right to request the removal of your personal details from our databases or to request the suspension of processing of data by contacting us via e-mail at gdpr@kirkleescollege.ac.uk. Please note that certain information may need to be retained for legal or statutory purposes.

Changes to our privacy policy

We may make changes to our privacy policy from time to time, and we will notify you of any material changes. Your continued use of our services following any changes indicates your acceptance of the updated policy. However, we will not use your personal information in any way that is materially different from the uses described in this policy without your explicit consent.

Accuracy

We are committed to ensuring that the information we hold about you is accurate and up to date. If you believe that the information we hold about you is inaccurate, please email gdpr@kirkleescollege.ac.uk, and we will promptly correct or delete the data, if necessary.

STUDENT DECLARATION

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

- I understand that all communication detailing my financial support award will be sent to my College e-mail account (your enrolment number @kirkleescollege.ac.uk), e.g. 2012345@kirkleescollege.ac.uk.
- I understand that any support granted is provided "in kind", is discretionary, and is dependent upon the availability of funds, and therefore, not guaranteed. I acknowledge that any support awarded may be subject to adjustment based on attendance and behaviour, which will be 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

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 eligibility
What is the total household income for 22/23 or name of benefit?											
Staff name:								Date:			

Notes: _____

