

Application Form for Financial Support FS6



Financial Assistance for Studying at the college in 2021/22 Academic Year. Please be aware that financial support schemes can be subject to government change.

Free Breakfast or Lunch for 16-18 year olds

Student or parent(s) in receipt of certain benefits may be eligible for free meals at College. The qualifying benefits are Income Support, or Income-based Jobseekers Allowance, or Income-related Employment and Support Allowance (ESA), or Support under part VI of the Immigration and Asylum Act 1999, or the guarantee element of State Pension Credit, or Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC), or Universal Credit net earnings ≤ £7,400pa.

Vulnerable Young Person Bursary Fund (up to £1,200) for 16-18 year olds on

Students studying for over 12 hours a week and are in Care, or recently left Care, or are independently receiving Income Support/Universal Credit, or are in receipt of Employment Support Allowance and Disability Living Allowance/Personal Independence Payment, may be eligible for a Bursary of up to £1,200. To be eligible to receive a bursary in the 2021 to 2022 academic year, a student must be aged 16 or over but under 19 at 31 August 2021.

Discretionary Learner Support Fund for 16-18 year olds

Students with household incomes below £31,000 may be eligible for help with College-related costs. The money is normally used for students who need help with kit/uniform and travel. To be eligible to receive a bursary in the 2021 to 2022 academic year a student must be aged 16 or over but under 19 at 31 August 2021.

Care to Learn (C2L) for 16-20 year olds with childcare costs

If you're under 20 and have one or more children, Care to Learn can help with up to £160 per week for the cost of your childcare while you're learning. For more information please contact Care to Learn on 0800 121 8989 or go to www.direct.gov.uk/caretolearn.

Free Breakfast or Lunch 19 – 25 year olds (over 19 at 31 August 2021)

To qualify, students must be aged between 19 and 25 who are subject to an Education Health and Care Plan (EHC Plan) or are continuing on a study programme they began aged 16 to 18 ('19+ continuers'). Student or parent(s) must also be in receipt of qualifying benefits such as Income Support, or Income-based Jobseekers Allowance, or Income-related Employment and Support Allowance (ESA), or Support under part VI of the Immigration and Asylum Act 1999, or the guarantee element of State Pension Credit, or Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs (HMRC), or Universal Credit net earnings ≤ £7,400pa.

Discretionary Learner Support Fund for 19+ year olds (over 19 at 31 August 2021)

Students with household incomes below £31,000 may be eligible for help with College-related costs such as travel and childcare.

Advanced Learner Loans Bursary Fund for 19+ year olds on Level 3/4 courses

Students in receipt of an Advanced Learner Loan and have a household income below £31,000 may be able to get help with travel, books, kit/uniform and/or childcare.

Advanced Learner Loan

Advanced Learner Loans are similar to Higher Education loans. These loans are available to students aged 19 and over, studying at Level 3 or Level 4, including QCF Certificates and Diplomas and Access to HE Courses. You can apply for a loan to meet the upfront costs of your qualification and any essential items of kit and equipment, which will be paid directly to the College on your behalf. For more info <https://www.gov.uk/advanced-learner-loan/overview>.

Travel Support for Students with Learning Difficulties and Disabilities or Special Needs

Students with learning difficulties and disabilities under the age of 19 may get help with transport costs from their Local Education Authority (LEA). Contact your LEA for further information. If you live in the Portsmouth area with a postcode of PO1-PO6 you should apply to Portsmouth City Council. Students who reside in all other postcodes in Hampshire should apply to Hampshire County Council.

Childcare Choices

Students with childcare costs should check the website www.childcarechoices.gov.uk to check whether they are eligible for any other type of financial support with their childcare expenditure.

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Guidance Notes for Completing the Application Form for Financial Support

To be eligible for financial support you must be aged 16 or over, studying a further education course funded by the Education and Skills Funding Agency, and meet the residency and financial criteria, with the income thresholds stated in the College FE Discretionary Learner Support Fund Policy. For more information, please see the College website.

By completing this application form, you are applying for one or more of the following types of financial support: free meals, Vulnerable Young Person Bursary, Discretionary Learner Support Fund (16 -18) or Advanced Learner Loan Bursary (19+).

Before completing this form, please read Financial Assistance for Studying at College Academic Year 2021/2022.

Section 1. Personal details

Please fill out this section clearly in block capitals.

Section 2. Background (optional)

Please tick all that apply in this section to help us assess which types of financial support you qualify for. We may also use the information to make a referral for you to have extra support while you are at College.

Section 3. Residential Status

It is important that this section is completed; residential information is needed to ensure that the application is processed on your whole household's income. Also, if you have not lived in the UK for the last three years or are not a UK/Irish national, you may be required to provide more information before the application can be processed.

Section 4. Course details

You will need to be enrolled on an eligible course and the award may be cancelled if you transfer or withdraw from the course. You need to provide full course details, and tick your campus/centre of study and distance you have to travel. Please inform the Student Services Team if you change your course or your campus during the year.

Section 5. Financial assessment

It is essential that you tell us the income for your whole household for the financial year 2021/22. If you are under the age of 25 you must give parental financial information unless you are married, have a child, are in receipt of Income Support/Universal Credit or can prove that you have lived independently for the last three years. Please ensure you provide all the evidence requested in this section otherwise we will not be able to process your application.

Section 6. Bank payment details

Please ensure you provide a name for BACS payments, your account number, and your six-figure bank sort code.

Section 7. Financial support needs

Please make sure you tick what you need help with. You will not normally receive a bus pass or travel expenses if you live closer than one mile to the campus you are studying at.

Section 8. Privacy Notice

This section explains how and why we store your personal information.

Section 9. Declaration

This section provides a statement that you agree with the terms of this application. It requires parental/guardian signature (if their information has been provided) as well as your signature.

OTHER FORMS OF FINANCIAL SUPPORT

PCC/HCC: If you are a Portsmouth resident in post codes PO1-PO6 or you live in any other post code in Hampshire, you may be able to receive assistance with your travel expenses if you have a qualifying disability, or have a medical condition that prevents you from driving. For a full listing of the eligibility criteria please contact Portsmouth City Council and/or Hampshire County Council.

Are you or will you receive Transport Funding from PCC or HCC? YES NO

19+ Advanced Learning Loans: If you're 19 or older, you may apply for a loan to help with the costs of a college or training course. The course must start on or after 1st August 2021 and be at Level 3 or 4 (such as A Levels or Access). You won't have to pay anything back until your income is over £511 a week or £2,214 a month (before tax and other deductions). For more information, please contact 0300 100 0619.

Are you or will you be applying for a 19+ Advanced Learning Loan? YES NO

SUPPORT WITH CHILDCARE EXPENSES

Care to Learn: If you're under 20 and have one or more children, Care to Learn can help with up to £160 per week for the cost of your childcare for each children while you're learning. For more information, please contact Care to Learn on 0800 121 8989.

Are you or will you receive childcare support from Care to Learn? YES NO

The Government has introduced new ways to help parents with childcare costs which are outlined on www.childcarechoices.gov.uk/ including:

Child(ren) Age 2: 15 Hours Free Childcare: For all families in England, receiving some forms of support with two-year-old children may receive up to 15 hours of free childcare or early education for 38 weeks. This is a total of 570 hours per year, which you can use flexibly with one or more childcare provider. Some providers will allow you to 'stretch' the hours over 52 weeks, using fewer hours per week.

Child(ren) Age 3 & 4: 15 Hours Free Childcare: For all families in England with three and four-year-old children, you may receive up to 15 hours of free childcare or early education for 38 weeks. This is a total of 570 hours per year, which you can use flexibly with one or more childcare providers.

Child(ren) Age 3 & 4: 30 Hours Free Childcare: For working families in England with three and four-year-old children, you may receive up to a total of 1,140 hours per year, which you can use flexibly with one or more childcare provider. Some providers will allow you to 'stretch' the hours over 52 weeks, using fewer hours per week.

Child(ren) Age 0-15 (or 17 if disabled): Tax Credits for Childcare: Aimed at working families, including the self-employed, in the UK with children under 12 (or under 17 if disabled). If you cannot make a claim for Tax Credits, you may be able to apply for Universal Credit instead.

Please note that government schemes are subject to change. You should always check the terms and conditions with the relevant government agency.

Application Form for Financial Support

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OFFICE USE ONLY EBS Number
Date Rec.
HC NH AC

**Please fill in all boxes. Any form not fully completed will be returned.
All information on this form is confidential.**

1. Personal Details

Surname: Mr Mrs Miss Ms Dr Mx
First name: Middle name(s):
Date of birth: / / Age on 31 August 2021: Gender: Female Male
Address:
Postcode: Email:
Telephone (Home/Work): (Mobile):

Please note: All correspondence relating to your application will be via email unless you notify us otherwise.

2. Background (please tick if any apply) (optional)

- I qualified for free school meals
- I am under 19 **and** in receipt of Income Support / Universal Credit
- I am in care / have left care within the last 12 months
- I am a young carer or a young adult carer
- I receive Employment Support Allowance **and** Disability Living Allowance / Personal Independence Allowance
- I left school before I was 16 (e.g. through pregnancy, parenthood, etc.)
- I have a mental health condition
- I am recovering from alcohol or drug dependency
- I have no permanent home
- I am an ex offender / on probation

3. Residential Status

- Single and live with my parent(s)/guardian(s) Single and live alone
- Married/live with my partner Other (please state)

Are you a UK/Irish National? YES NO

Have you been living continuously in the UK or Ireland for the last 3 years? YES NO

If you are an EU or EEA National, do you have UK Settled or Pre-Settled status? YES NO

4. Course Details

Name of subject/course: Level: Start date:

Are you a full or part-time student? (Full time is 16 or more hours a week) Full-time Part-time

Number of days per week that you will be studying? 1 2 3 4 5

Which campus/centre will you be studying at?

- Highbury Campus (Cosham) Highbury Northarbour Centre Highbury Arundel Centre
- Tangier Road Campus

How many miles do you live from your campus?

Continued overleaf...

5. Financial Assessment

The figures you present should represent the 2020/21 tax year. We can accept photocopies of P60s, Working Tax Credits, and Income Support Documents etc. PLEASE REMEMBER TO ATTACH PROOF OF INCOME FOR EVERYONE IN YOUR HOUSEHOLD.

Please indicate who in your household is in receipt of Working Tax Credits and/or Child Tax Credits:

- You Mother Father Guardian Partner NOT APPLICABLE

If applicable, please provide ALL pages of your notification of your HMRC FINAL Tax Credits Decision for the period of 06/04/2020 - 05/04/2021.

Please indicate who in your household is employed:

- You Mother Father Guardian Partner NOT APPLICABLE

For those employed, please supply April 2021 P60, March 2021 Payslip or Week 53 Payslip if paid weekly.

Please indicate who in your household is self-employed / completes a Tax Return?

- You Mother Father Guardian Partner NOT APPLICABLE

For those applicable, please supply a copy/print out of submitted tax return (2019/20 tax year or 2020/21 tax year).

Is anyone in your household in receipt of ANY of the following:

Income Support, Universal Credit or Income-based Jobseekers Allowance, or Income-related Employment and Support Allowance, or the guarantee element of State Pension Credit?

- You Mother Father Guardian Partner NOT APPLICABLE

For those applicable, please supply ALL pages of their notification letter from the DWP.

For those in receipt of Universal Credits, please supply the THREE most recent Universal Credit award statements.

6. Student Bank Details for BACS Payment(s)

NAME OF BANK:

NAME OF ACCOUNT HOLDER:

BANK ACCOUNT NUMBER

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 (8 digit)

BANK SORT CODE

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 (6 digit)

7. Financial Support Needs If your application is successful, what would you need help with?

Please tick. I need help towards:

- Free meals 16-18 year olds (your eligibility will be based on household income and benefits received)
- Essential kit / uniform expenses (proof of purchase may be required)
- Nursery / childcare fees (please note you also need to complete an LSF Childcare Application Form)
- A bus pass (please tick if you prefer a Stagecoach or First Bus pass)
- Travel expenses (suitable for those travelling by car or train)
- PC1 / PC2
- Other (please state)

Continued overleaf...

8. Privacy Notice

The College is the Data Controller of personal information about you.

As a public body the information collected in the Application Form for Financial Support is of public interest and will be shared with the Education & Skills Funding Agency and the Department for Education. Where the information we collect is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so.

Your information may also be shared with other organisations such as local authorities, transport operators, childcare providers, food providers and with some other organisations for education, training and employment related purposes, including for research. If under 18, details of your progress will be shared with your parents/guardians/next of kin throughout your course by the College.

All personal financial information provided with this Application Form for Financial Support, will be held securely in your personal file (both paper and electronic) until it is no longer required for audit purposes. It will be kept for the current year the application is made plus six years. All financial evidence and applications will then be disposed of securely.

You retain the following rights:

- The right to access your personal information, using the College's Subject Access Request process
- The right to have inaccurate personal information changed by e-mailing info@highbury.ac.uk or by contacting Reception
- The right to restrict the processing of your personal information (in certain circumstances)
- The right to object to the processing of your personal information
- The right to lodge a complaint with the Information Commissioner's Office in relation to how the college has processed your data at www.ico.gov.uk/concerns

9. Declaration

The information I have given on the Application Form for Financial Support is, to the best of my knowledge, complete and accurate. I understand that if I give false information or fail to give complete information, the College may prosecute me. I will inform the College immediately of any change in my circumstances that may affect my entitlement to assistance from the funds). I understand that any awards are subject to satisfactory attendance.

Student Applicant signature: Date:

Parent/Guardian signature: Date:



When you have completed the application form please return to:

Highbury Centres FREEPOST (PT332), Portsmouth PO6 2BR or hand in at reception.

CHECKLIST

Have you:

- Enclosed proof of household income?
- Signed your application form?
- Asked you parent(s)/guardian(s) to sign your form if you are under 18?
- Enclosed a stamped addressed envelope, if you would like us to return your proof/s of income?

What happens next?

Please note that the Discretionary Learner Support Fund is a discretionary fund with a limited budget so early application is recommended. We endeavour to process applications within 7-10 working days.

If you have any queries, please contact us on **023 9232 8954** or email **student.finance@highbury.ac.uk**