

# Application Form for Financial Support

## FS4

### **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 Highbury College FE Discretionary Learner Support Fund Policy. For more information, please see the College website or the documents that are published on Canvas.

#### **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 to the Mentoring Team.

#### **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 or the EU for the last three years, 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 Engagement 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 2019/20. 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

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**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 1<sup>st</sup> August 2020 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 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

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**The Government has introduced new ways to help parents with childcare costs which are outlined on [www.childcarechoices.gov.uk/](http://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.

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**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.

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**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.

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**Child(ren) Age 0-11 (or 16 if disabled): Tax Free Childcare:** Aimed at working families, including the self-employed, in the UK with children under 12 (or under 17 if disabled). For every £8 you pay in, the government will add an extra £2, up to £2,000 per child per year - that's up to £500 every three months.

**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 FS4

OFFICE USE ONLY

EBS Number

Date Rec.

HC NH HCPC 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  
First name: ..... Middle name(s): .....  
Date of birth: ..... / ..... / ..... Age on 31 August 2020: ..... 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) .....

Have you lived in the UK or the EU for the last 3 years?  YES  NO

If NO, please tell us the date you arrived in the UK: .....

## 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 Northharbour Centre  Highbury Arundel Centre

How many miles do you live from your campus? .....

**Continued overleaf...**

## 5. Financial Assessment

The figures you present should represent the 2019/20 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 06/04/2019 – 05/04/2020.**

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Please indicate who in your household is employed:

You     Mother     Father     Guardian     Partner     NOT APPLICABLE

For those employed, please supply **April 2020 P60, March 2020 Payslip** or **Week 53 Payslip** if paid weekly.

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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** (2018/19 tax year or 2019/20 tax year).

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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.**

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## 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)
- Other (please state)

**Continued overleaf...**

## 8. Privacy Notice

Highbury College is the Data Controller of personal information about you. Our address is Highbury College, Tudor Crescent, Portsmouth PO6 2SA. Our Data Protection Officer is Zoe Martin whose contact details are at the bottom of this notice.

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](mailto: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 Highbury College has processed your data at [www.ico.gov.uk/concerns](http://www.ico.gov.uk/concerns)

If you have any concerns about the above, please contact [dpo@highbury.ac.uk](mailto:dpo@highbury.ac.uk) or 02392 383131.

## 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, Highbury College may prosecute me. I will inform Highbury College immediately of any change in my circumstances that may affect my entitlement to assistance from the Discretionary Learner Support Fund (DLSF). I understand that any awards are subject to satisfactory attendance and are made at the discretion of the Director of Student Services. I also accept responsibility for finding out about all other sources of financial support available to me prior to my application to the DLSF.

Student signature: ..... Date: .....

Parent/Guardian signature: ..... Date: .....



When you have completed the application form please return to:

**Highbury College (Student Engagement Team), FREEPOST (PT332), Portsmouth PO6 2BR**

### CHECKLIST

Have you:

- Enclosed proof of household income?
- Have you signed your application form?
- Have your parent(s)/guardian(s) signed your form?
- Have you 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](mailto:Student.Finance@highbury.ac.uk)**.