

John Leggott College

Financial Support Application Form 2023-2024

This section should be completed by the **STUDENT**. Unless indicated the form refers to student details, not the parent.

Please use **BLOCK CAPITALS** to complete the form and answer all questions required. Please enter N/A or No if appropriate.

Section A – Personal Details:

Student ID: (if known)		Date of Birth: (DD/MM/YYYY)	
Surname:		Forename:	
Address:		Email:	
Address 2:		Mobile:	
Address 3:		Home Telephone:	
Postcode:		Nationality	

Please select one of the following (tick one):

I am a British Citizen and have lived in the UK for at least 3 years prior to 31.8.23	I am an EU National or the Child of an EU National and have lived in the EEA for at least 3 years prior to 31.8.23	I have settled status and have lived in the UK for at least 3 years prior to 31.8.23	Other (please provide details)

Section B – Who I Live With:

I live with my parent/carer	<input type="checkbox"/>
I live independently	<input type="checkbox"/>
I am in care	<input type="checkbox"/>

Please give details of any adults living in your household

Surname		
Forename		
Relationship to you		
Are they employed?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Are there any other children under 19 who live in your household and are in full time (non-advanced) education?

Surname	Forename	Age

Section C – What I am applying for (PLEASE READ GUIDANCE)

National Guaranteed Bursary – (if you are in care or a care leaver)	<input type="checkbox"/>
College Discretionary Bursary – Tier 1 or Tier 2 (Please select either a bus pass or daily meals not both – in case you are Tier 2)	Meal <input type="checkbox"/> Or Bus pass <input type="checkbox"/>
19+ Bursary (if you are over 19 and have started new courses with us)	<input type="checkbox"/>
Advanced Learner Loan Bursary (must have applied for Loan & had it approved before applying)	<input type="checkbox"/>

Section D – Household Income

I / my partner, parents or carers receive the following income types (**you must tick all that apply**):

Employed (please provide P60 for 2022/23 or last 3 months payslips)	<input type="checkbox"/>
Self – employed (Please provide latest SA302 Tax Calculation)	<input type="checkbox"/>
Maintenance/Child Support Payments (please provide evidence)	<input type="checkbox"/>
I / we receive financial support from my family	<input type="checkbox"/>
I / we have capital assets and are not eligible for DWP awards	<input type="checkbox"/>
I / my partner, parents or carer have no income	<input type="checkbox"/>
I am in receipt of benefits	<input type="checkbox"/>
Other (please provide details)	<input type="checkbox"/>

Section E – Evidence of Benefits

If you or your parents are in receipt of any of the benefits shown below you **must** provide evidence with your application. Any evidence you provide must be dated 2023 through to 2024.

Bank statements cannot be submitted as proof of payments (with the exception of child maintenance).

If you do not provide the correct documentation your application cannot be assessed and will be returned to you. Please note that it is the responsibility of the applicant to provide all necessary documentation.



Scan here with your mobile device camera to be taken directly to the JLC Financial Support section on our website which includes examples of evidence or please visit: <https://www.leggott.ac.uk/financial-support/>

National Guaranteed Bursary – Please bring ALL that apply:

- A letter from the local authority or your support worker confirming that you are in care or a care leaver
- Your most recent Income Support Letter
- Universal Credit Award Notice for the last 3 months (in your own name)

Discretionary Bursary – Please bring ALL of the following (where applicable):

- Tax Credit Award Notice income 2023/2024 (ALL PAGES)
- Universal Credit Statements covering 3 months (May, June and July are preferable). Please ensure ALL pages of the statement are sent. In addition, please supply the Child Benefit Letter (including page 2 which shows children's names). We can accept a bank statement as proof of this.
- Income Support Letter
- Tax Return 2022/2023 or the most recent
- Payslips for the last 3 months
- P60 (if 3 months' payslips not available) for April 2023
- Any other documents detailing proof of household income e.g. Child Maintenance
- Employment Support Allowance – Must show if contribution based or income based

Free School Meals – Please bring one of the following:

- Tax Credit Award Notice income 2023/2024 (ALL PAGES)
- Universal Credit Statements covering 3 months (May, June and July are preferable). Please ensure ALL pages of the statement are sent
- Income Support Letter
- Tax Return 2022/2023 or the most recent
- Letter from Jobcentre Plus (showing amount of JSA received)
- Employment Support Allowance – Must show if contribution based or income based
- Guaranteed pension credit statement

Section F – Bank Details:

The bank details provided **must** be for the students own account, and **must** be in their name.

This is in case any refunds are due and receipts must be provided.

Account name (your full name)								
Bank Name (e.g. Halifax)								
Branch (e.g. Scunthorpe)								
Sort Code			-			-		
Account number								

Section G – Data Protection

Your information will be held securely by John Leggott College (JLC), defined as a Data Controller under the Data Protection Act 1998. JLC holds personal information for the purposes of:

- Determining eligibility for financial support
- Assessing the amount of financial support required
- Payment of financial support awards
- Detection and prevention of fraud

If false or inaccurate information is provided and fraud is identified, details may be passed to fraud prevention agencies in order to prevent money laundering or fraud. JLC may share the information you have provided with other organisations – including the Education Funding Agency, the Skills Funding Agency, and other government/local government bodies, universities or colleges. For these purposes, JLC may also receive information about you from other organisations. If so, it will only be for the purposes described and as permitted by law.

Section H – Declaration:

- I confirm that the information I have given on this form is true and accurate.
- I have read and understand the guidance notes.
- I confirm that the personal information relating to any person living in my household has been supplied with their full knowledge and permission to disclose it.
- I take full responsibility of informing the college should my own or my parents/carers financial situation change.
- I agree that JLC can process my personal data provided in this form to assess my eligibility for financial assistance. I understand that JLC has the right to make independent checks of evidence provided and that I may be required to produce bank statements in order to confirm household income.
- I understand that a financial support award is dependent upon me observing and adhering to the behaviour conditions given in the agreement below and that my financial awards can be withdrawn at any time.
- I understand that JLC treats fraud seriously and I agree to repay the college in full any monies paid that have been based on false or deliberately misleading information. I understand that in such circumstances all future payments will cease and that JLC will take such disciplinary and/or legal action as is deemed appropriate.
- I understand that information I have given will be held in line with the General Data Protection Regulation Act (2018). For further information please visit the college website.
- I have read and understand this declaration
- I understand that should this student leave their learning programme they would not be eligible for any further payments and any overpayments may have to be repaid.

Student Agreement

I understand that I must adhere to the following principles:

- Achieve 93% attendance in all, my lessons and arrive to lessons on time
- Adhere to the college's behaviour and attendance policies
- Not misuse the financial awards made to you i.e. not fraudulently obtaining more than one free meal per day
- Show respect and tolerance towards all members of the college community
- I take full responsibility of informing the college should my own or my parents/carers financial situation change.

By signing below, I acknowledge the declaration outline above and agree to adhere to these conditions

Student Signed: Date:.....

Parent/Carer 1 Signed: Date:.....

Parent/Carer 2 Signed: Date:.....

Please send your completed form and supporting documents to:

Student Services (Financial Support)
John Leggott College
West Common Lane
Scunthorpe
DN17 1DS

Alternatively you can email your documents to bursary@leggott.ac.uk
For any queries please use the email address provided above