

Financial Support Application Form 2020/21

Please read the guidance below before completing the application.

The 16-19 Financial Support schemes at John Leggott College exist to help students continue with and complete courses where they might otherwise be prohibited from doing so on financial grounds.

From the funds available, the college aims to make awards to students based on need to help them with things such as a bus pass, a free meal or essential course materials.

The funding and guidance received is issued by the Education Funding Agency (EFA).

National Bursary (Guaranteed)

Up to £1200 per year paid in weekly instalments over 34 weeks. Students are expected to use this money to assist them in their studies and could cover things such as a bus pass or a free school meal. The fund is for students who are:

- In the care of the Local Authority or foster parents
- Care leavers who are 16, 17 or 18
- Receive Income Support in their own name
- Receive Universal Credit in their own name
- Disabled and in receipt of **both** Employment Support Allowance **and** Disability Living Allowance in their own name
- Disabled and in receipt of **both** Employment Support Allowance **and** Personal Independence Payment in their own name

No additional awards are made alongside the weekly payments (i.e. no free meal on top of this) unless student qualifies for FSM in their own right.

Free School Meal

To qualify for a free school meal you or a parent must be in receipt of one of the following benefits

- Income Support
- income based Jobseekers Allowance
- income related Employment & Support Allowance (ESA)
- support under part VI of the Immigration and Asylum Act 1999
- the guarantee element of State Pension Credit
- Child Tax Credit (provided you 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)
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

Students in this category may also fall into tier 1 or 2 below.

Discretionary Bursary

The college sets out the eligibility criteria for this as shown below. Priority is given to those students from families with the lowest household income.

Tier One

- Household Income less than £16,190

Students will be issued with a daily meal voucher **OR** a bus pass*, £30 campus charge and £100.



The £100 will be paid directly into the student's bank in two instalments, £50 no earlier than the 22 October 2020 and then £50 no earlier than the 6 January 2021. This money should be used to pay for items such as trips, print credits, stationery etc. It is the student's responsibility to budget and manage this money.

Tier Two

- Household Income between £16,191 and £25,000

Students will be given a bus pass* **OR** a daily meal voucher and £60.

The £60 will be paid directly into the student's bank no earlier than the 21 October 2020. This money should be used to pay for items such as trips, print credits, stationery etc. It is the student's responsibility to budget and manage this money.

All awards may be subject to change.

When submitting your application you can use current documentation regarding tax credits etc. with the expectation that when you receive an updated one you send it to us, if we do not receive an updated copy the financial assistance may be withdrawn.

**you must live over 3 miles from college to be eligible for any bus pass regardless of tier*

Application process

1. The application form must be completed fully and returned to Student Services by 31 July 2020 with all the necessary supporting documents attached. **If documentation is not provided the application will not be considered and the application will be returned to you.**
2. The application will be assessed and student notified of the outcome. Students whose application is successful will receive their award from the start of term in September 2020.
3. Any applications received after 5 September 2020 may not be assessed until 1 October 2020
4. For any application received after 1 October 2020 there will be no option for reimbursements to be made (unless the late application is due to a change in family circumstances).
5. A new application must be made before the start of each academic year. Awards made in September 2020 do not roll on to a student's 2nd year of study.
6. No further applications or requests will be considered after 31 May 2021.

Conditions

All awards are made to students on the conditions that they adhere to the Student Contract of Success which they will sign at enrolment and that their attendance is above 93%. Attendance will be monitored on a weekly basis and financial awards may be withdrawn if attendance is below 93% - individual circumstances will be considered before any decision to withdraw support is made.



Financial Support Application Form 2020-21

Section A – Personal details

Student ID:		Date of Birth:	
Surname:		Forename:	
Address:		Email:	
Address 2:		Mobile:	
Address 3:		Telephone:	
Postcode:		Nationality	

I am a British Citizen and have lived in the UK for at least 3 years prior to 31.8.20

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 31.8.20

I have settled status and have lived in the UK for at least 3 years prior to 31.8.20

Other (please provide details)

Section B – Course details

I have been offered a place on / am already enrolled on:

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Section C – 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 D – What I am applying for (PLEASE READ GUIDANCE ON PAGES 1 & 2)

National Guaranteed Bursary – (if you are in care or a care leaver)	<input type="checkbox"/>
College Discretionary Bursary – Tier 1 or 2 (Please select <u>either</u> a bus pass or daily meals <u>not both</u>)	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 E – Household Income

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

Employed (please provide P60 for 2019/20 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"/>
Other (please provide details)	<input type="checkbox"/>

Section F – 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 2020 through to 2021. Please tick below what you are including. 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.



Income Support letter	<input type="checkbox"/>
Universal Credit letter or screen shot (plus child benefit letter if child's name not shown on UC documentation). Letter / screenshot must also show the UC applicant's name	<input type="checkbox"/>
DLA/PIP letter	<input type="checkbox"/>
Letter from Local Authority or Support Worker confirming that you are in care or a care leaver	<input type="checkbox"/>
Income based Job Seekers Allowance letter	<input type="checkbox"/>
Pension Credit confirmation	<input type="checkbox"/>
State Pension information	<input type="checkbox"/>
Employment and Support Allowance letter	<input type="checkbox"/>
Child Tax Credit and Working Tax Credit Award letter for 2020/21	<input type="checkbox"/>
Evidence of support provided under part VI of the Immigration and Asylum Act 99	<input type="checkbox"/>
P60 dated April 2020 or last 3 months of payslips	<input type="checkbox"/>
Child Benefit letter with child's name on if not in receipt of any tax credits	<input type="checkbox"/>
Details of any child maintenance received	<input type="checkbox"/>

Please note that it is the responsibility of the applicant to provide all necessary documentation.

Failure to provide all the necessary documentation will result in your application not being assessed.

Section G – Bank Details

The bank details provided must be for the students own account, and must be in their name. If the details in this section are incorrect or in the wrong name, payments cannot be made.

Account name	
Bank	
Branch	
Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Account number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Roll Number (Building Society)	



Section H – 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.

Student Declaration

I confirm that the information I have given on this form is correct and complete to the best of my knowledge and belief. 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 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.

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

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

Signed:

Dated:

Please send your completed form and supporting documents to:

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

Email any questions / queries to studentservices@leggott.ac.uk

