

If you are verifying your household income with a Tax Credit award form can you please ensure that the award notice is for the year 2019/20.



APPLICATION FOR STUDENT FINANCIAL SUPPORT 2019-20

To apply for help with: costs of transport, food, equipment or other course related costs.

Form FS02: for students aged 16-18 years old on 31 August 2019

This form should also be used for 19+ students who have an Education Health & Care Plan or 19+ students who are continuing on a programme of study they started before they turned 19. All other 19+ students should complete a form FS01 instead.

The form should be completed by the **STUDENT**. Wherever the form refers to “you”, it is aimed at the student, not the parent. Please use **BLACK INK** and **BLOCK CAPITALS** and answer all of the questions required – enter N/A or No, as appropriate.

Make sure you sign the application and enclose the additional evidence required wherever you see the symbol

SECTION 1 – STUDENT PERSONAL DETAILS

Student 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"/>	<input type="text"/>	Please leave blank if unknown				
Title	<input type="text"/>	Mr	<input type="text"/>	Mrs	<input type="text"/>	Miss	<input type="text"/>	Ms	<input type="text"/>	Other				
First Name	<input type="text"/>													
Surname	<input type="text"/>													
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Your age (in years) on 31 August 2019	<input type="text"/>		
Home address and postcode	<input type="text"/>													
Email address	<input type="text"/>													
Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Home	<input type="text"/>	<input type="text"/>	Mobile	<input type="text"/>

SECTION 2 – STUDENT’S PAYMENT DETAILS

- If we need to pay support directly to you we will do so by paying the money into your bank or building society account.
- **THE ACCOUNT MUST BE IN YOUR NAME AS THE STUDENT.** Under the terms of our grant we are not allowed to pay into your parent’s/guardian’s account or another person’s account.
- Complete all the boxes below, including the Roll Number if you have a building society account.
- Make sure your account can accept BACS Direct Credits. You can check this with your bank/building society.
- We **CANNOT** pay into Post Office Card Accounts.

Bank Name (e.g. Barclays)	<input type="text"/>
Branch Location (e.g. Scarborough Main Street)	<input type="text"/>
Name of Account Holder (e.g. Mr J Smith)	<input type="text"/>
Sort Code	<input type="text"/>
Account Number	<input type="text"/>
Roll Number (building society accounts only)	<input type="text"/>

SECTION 3 – PRIORITY GROUPS

The College provides additional financial support for certain groups. Please tick any of the statements which apply to you and provide the additional information and evidence requested (you may tick more than one box).
 [Please remember these statements relate to the **STUDENT**, not the parent].

- I live independently of my parents/guardians
- I am a teenage parent and my child lives with me
- I am in care /classed as a 'Looked After Child' by the Local Authority ⚠️¹
- I have been in care and am now classed as a 'Care Leaver' ⚠️¹
- I am in receipt of Income Support or Universal Credit because I am financially supporting myself ⚠️²
- I am disabled and in receipt of Employment Support Allowance / Universal Credit and Disability Living Allowance / Personal Independence Payment in my own right ⚠️²
- I have significant caring responsibilities at home (e.g. looking after a parent or sibling with long term illness or disability)
- I am a child of a serviceman or woman killed on active service. ⚠️²

Please provide any further background information, which will help us understand your personal circumstances:
 (e.g. if living independently – detail your living arrangements; if teenage parent – give age of child and childcare arrangements)

Please enclose the following additional evidence to support your claim, where this is applicable:

- ⚠️¹ Letter from Local Authority confirming your status as 'Looked After' or 'Care Leaver'
- ⚠️² Entitlement / Award letter for income support or ESA/DLA/PIP or Universal Credit – dated within the last 3 months
 Your letter needs to confirm that you are permitted to attend College.

By identifying yourself on the list above, we can make sure that you get the best support available. We normally arrange to meet you and discuss your needs face to face.

IF YOU ARE LIVING WITH A PARENT/GUARDIAN:
 → SECTION 4 NEXT.

IF YOU ARE LIVING INDEPENDENTLY:
 → SECTION 5 NEXT.

SECTION 4 – HOUSEHOLD DETAILS & OTHER QUALIFYING CRITERIA

SECTION 4A Details of parent(s)/guardian(s), whose household you live in:

Family Name	First Name	Date of Birth			Relationship to student			
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	D	D	M	M	Y	Y	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	D	D	M	M	Y	Y	<input style="width: 100%;" type="text"/>

SECTION 4B Number and ages of brothers or sisters (under the age of 18) who live in the same household as you:

SECTION 4C Details of household & other qualifying criteria:

The College provides financial support to those from a low income household & students with additional educational needs. If you wish to apply for support in this category, then please tick the statement which applies to your parent(s)/guardian(s) and provide the evidence requested.

- In receipt of Income Support/UC ⚠️ Award letter – dated within last 3 months
- In receipt of income-based Jobseeker's allowance/UC ⚠️ Award letter – dated within last 3 months
- In receipt of income-related ESA/UC ⚠️ Award letter – dated within last 3 months
- In receipt of support under part vi of the Immigration & Asylum Act 1999 ⚠️ Award letter – dated within last 3 months
- In receipt of 'Guarantee' element of the State Pension credit ⚠️ Award letter – dated within last 3 months
- In receipt of Universal Credit with net earnings not exceeding £7,400 p.a. ⚠️ Award letter – dated within last 3 months
- In receipt of Working Tax Credit run on ⚠️ Award letter – dated within last 3 months
- Annual household income is no more than £16,190 & in receipt of Child Tax Credit, but not entitled to Working Tax Credit ⚠️ Child Tax Credit Notice for 2019-20 (all pages)
- Annual household income is below £25,000 ⚠️ Child Tax Credit Notice for 2019-20 (all pages)

SECTION 5 – HOME TO COLLEGE TRANSPORT

If you are eligible for student financial support, then the College may contribute towards your travel costs if you use public transport. Please tick the appropriate statement below and provide the information requested **ONLY IF YOU LIVE MORE THAN 2.5 MILES AWAY**.

SECTION 5A Details of your travel arrangements

Travelling on NYCC college bus

Travelling on service bus

Service number:

Travelling on college arranged Bridlington/Driffield bus

Travelling by train

Details:

SECTION 5B Estimate of travel costs and period cost covers

Please provide details of your expected travel costs and tick one of the boxes to indicate what period the pass/ticket covers.

Costs of pass or
ticket

£

Annual

Monthly

Weekly

Daily

SECTION 5C Details of other transport passes

Do you hold a Mobility Pass or other transport pass that already entitles you to free travel?

No

Yes – please provide details below, including details of any restrictions

SECTION 6 – SUPPORTING INFORMATION

Please use the space below to explain any exceptional circumstances you feel we need to consider.

SECTION 7 – DECLARATION


- I certify that the above statement and financial details are correct and show my/parents' income from all sources.
- I agree to notify the College of any changes in my circumstances which may affect my eligibility for funding, as soon as these occur; and I understand that failure to do this may mean that the College may request repayment of my award.
- I understand that the College will claim back all or some of the award made to me if I have given misleading or inaccurate information intentionally. I recognise that false statements can leave me open to prosecution.
- I understand that financial assistance is dependent upon attendance and behaviour. Should either be unsatisfactory or should I withdraw from my course early, I may be asked to pay back some or all of my award, and future awards may be withheld or reduced.
- I understand that any funding I am allocated is for this current academic year and that a new application will be required for subsequent years.
- I am not an accompanied Asylum Seeker.

Signature
(of student):

Date:

CHECKLIST:

I have completed all relevant sections of this form

I have provide all documentary evidence required – as per items marked 

SECTION 8 – CONFIDENTIALITY

Applications are only seen by those involved in the management and administration of the Student Support Fund and College auditors. From time to time it may be necessary for additional supporting information to be sought from other College staff in order for a decision to be made. Other College staff may be provided with details of awards made provided this is directly relevant to fund administration or pastoral/educational support.

Personal data provided on the application form or in support of the application will be used solely for the purposes relating to the application for financial assistance. Processing of such data will take place in compliance with data protection legislation and College policy.

If you need any further information or help with making an application, please contact us:

Telephone: (01723) 380700

Email: studentservices@s6f.org.uk

Visit: Student Services in the GST Office

Please return your completed form, and supporting evidence to:

Student Services, Scarborough Sixth Form College, Sandybed Lane, Scarborough, North Yorkshire, YO12 5LF.

OFFICE USE ONLY:

Process	Lunch £	Travel £	Bursary £
Vulnerable – Defined Groups			
Vulnerable – Discretionary			
Income under £16,190 – Free School Meals			
Income under £16,190 – Student Support Top-Up			
Income under £20,000			
Income under £25,000			
Other exceptional circumstances			
Travel Within Area – Assessed mileage :			
NYCC			
Out of Area (transport only)			
Bridlington Bus/Driffield Bus			
Effective date / /	Approval 1		
Payment end date / /	Approval 2		
Letter Sent <input type="checkbox"/>			
Rejected (Reason application rejected) Letter Sent			