

Date Application Received (office use only)



City College Plymouth

Student Funding Application Form 2018/19

(The student must be aged 16 or over on 31 August 2018 and not on an apprenticeship or HE course)

If you require this application form in large print or need help completing it please call 01752 305110/305381 or email studentfunding@cityplym.ac.uk

This fund is limited so we advise early application - do not wait until you enrol. For full details of the Student Funding policies please refer to the Money While You Learn 2018/19 Guide, which can be requested from the Student Funding Office or found on our website, www.cityplym.ac.uk.

What financial support is on offer?

This fund provides financial or 'in-kind' help with a number of course-related costs to eligible students such as travel, meals, childcare and some equipment costs.

Important information!

- Send in photocopied evidence of household income for 2017/18 with your application form.
- Funds are limited and not guaranteed, as they are allocated on a first come first served basis.
- Any financial help is dependent on attendance and commitment to your course and the College reserves the right to stop any funding.
- Please carefully read and sign the appropriate declaration. If this section is not complete then your application will be returned and could delay your funding.

Student Details – to be completed by the student

First name(s) (in full)

Surname

Student No. (if known):

Date of birth

Day

Month

Year

Age on 31 August 2018

Permanent address:

Postcode:

Landline:

Mobile:

Email:

Name of course

Level of study (eg 1, 2 or 3)

Start date (month/year)

Site (e.g Kings Road, Picquet Barracks, Achievement Training)

Please tick your answer to the following questions

Residency: Have you been resident in the UK or EU for the last 3 years?

Yes No

Citizenship: British Citizen EU/EEA Citizen Asylum Seeker Refugee Other: _____

16-18 year olds (as of 31 August 2018*) please complete pages 2,3 and 7

*unless you are aged 19 on 31 August 2018 and continuing onto the 2nd year of a 2 year course (ie BTEC Extended Diploma) or aged 19 or over and have an Educational Health Care Plan (EHCP) please also complete pages 2,3 and 7

Discretionary Bursary:

To be eligible household income for parent(s)/guardian(s) that you live with must be below £21,000. Please provide evidence of household income as listed below. Eligible students could receive travel support, Free College Meals and help with compulsory course-related costs. Please note that you are required to pay the first £100 for any course-related costs and Student Funding can support any remaining costs if applicable.

16-18 Vulnerable Bursary up to £1,200:

You could be eligible if you are aged 16-18 on 31 August 2018 and receive Income Support or Universal Credit, are a care leaver or in care or receive both ESA and PIP/DLA. Evidence must be in the student's name. Eligible students could receive a monthly payment as well as Free College Meals.

Childcare:

If you are aged 16-19 when you start your course childcare can be provided via Care-2-Learn (C-2-L) and you will need to apply online at www.gov.uk/care-to-learn.

Household Income Evidence - please provide ONE of the following. Photocopies only

If you cannot provide the evidence listed below please contact the Student Funding Office

INCOME	EVIDENCE	Parent of 16-18	Student
Tax Credits	2018/19 Tax Credit Award TC602 (not provisional) Pages 1-4 only.	<input type="checkbox"/>	
Benefits	Letter confirming Income Support, Universal Credit, Job Seekers Allowance, Employment and Support Allowance or Pension Credit no more than 6 months old.	<input type="checkbox"/>	
Self Employed	Audited accounts for 2017/18. Self-assessment tax calculation for 2017/18.	<input type="checkbox"/>	
16-18 Vulnerable Bursary	Letter from Local Authority or Social Services confirming care/care leaver status no more than 6 months old. Letter or bank statement confirming Income Support in the student's name no more than 6 months old. Universal Credit Award Notice in student's name no more than 6 months old PLUS evidence of independent status i.e. tenancy agreement, Council Tax Award 2018/19 or Tax Credit Award 2018/19. Letter confirming Employment and Support Allowance (ESA)/Universal Credit PLUS letter confirming Disability Living Allowance (DLA)/ Personal Independence Payments (PIP) all in student's name, no more than 6 months old.		<input type="checkbox"/>

Travel Support – household income above £21,000

If household income is above the £21,000 threshold, full-time students can still apply for a subsidised bus pass which costs £300 or £510 depending on where you live. Details of cost and how to apply are available online. Please visit our online shop at www.cityplym.ac.uk, select Product Catalogue then select Student & Staff travel.

Travel Support – household income below £21,000

To be eligible for a FREE bus pass students must be on a full-time study programme and live more than 3 miles from Kings Road or Achievement Training campus.

The bus pass will either be for Citybus or Stagecoach depending on where you live. If you live in an area where a bus pass is not available e.g. Exeter, Newton Abbot, St Germans, Gunnislake, Bere Alston then a contribution towards travel costs will be paid monthly.

Please note to receive your bus pass from the time you are fully enrolled, your completed Student Funding Application Form must be returned by **Wednesday 8 August 2018**. Please supply a passport style photo for your bus pass. If you apply after this date your bus pass may not be available on your first day of term.

Any travel costs incurred before the pass is collected will be the student's responsibility. Bus passes are not transferable

I am a full time student and wish to apply for a bus pass Yes No

I have attached a passport style photo (please write your name on the back) for my bus pass Yes

Declaration

Please carefully read and then sign the declaration. If this is not signed then your application will be returned and this could delay your funding.

- I confirm that all the information given by me in this form is true and correct. I understand that giving false information may result in legal action against me to recover monies paid and risk any continuing payments from this or any other application to the College.
- I will inform you immediately if the details I have given on this form change.
- I agree to attend my classes and activities that form my study programme regularly. I understand that if my attendance is below 90% I may not receive funding support.
- If I wish to alter my course in any way, I will notify the Student Funding team.
- I understand that if I do not keep to my Learning Agreement or if I leave my course early I should notify the Student Funding team and that any payments made to which I am not entitled should be repaid.
- I agree to provide additional information, if requested, to substantiate my application and to satisfy the Discretionary Learner Support Group and College Governors that I am entitled to further instalments of any award allocated to me.
- The information on this form is required by City College Plymouth to assess your eligibility for financial support. By signing you give your consent to the use of this information by City College Plymouth and third parties, as listed below, that require it for the purpose of assessing and recording your application, confirming eligibility and detection/prevention of fraud.
- We may share your personal data, including special category data with numerous people, organisations or third parties, including:
 - funding and grant bodies such as the Education and Skills Funding Agency EFSA
 - local and other education authorities
 - student loan/finance companies
 - contracted transport operators such as Stagecoach South West and Plymouth Citybus
 - your parents/guardians/carers.
- For full details on how the College will collect and use your personal data please refer to the Privacy Notice which can be found on our website, www.cityplym.ac.uk.
- By consenting to the College processing my personal information I understand that the College will process my data in compliance with the Data Principles under the Data Protection Act 2018 and the General Data Protection Regulations 2018.
- I have read and understood the terms and conditions.

Student's signature

Date

Parent's signature

Date

Both signatures are required unless student is eligible for the 16-18 Vulnerable Bursary

19+ year old (as of 31 August 2018*) please complete pages 4,5,6 and 7

*unless you are aged 19 on 31 August 2018 and continuing onto the 2nd year of a 2 year course (ie BTEC Extended Diploma) or aged 19+ and have an Educational Health Care Plan (EHCP) please complete the 16-18 section on pages 2,3 and 7

Discretionary Bursary:

To be eligible household income must be below £25,000. Household refers to you, the student and your partner if you live with one, we do not need to know parental income. Please provide evidence of household income as listed below. Eligible students could receive travel payments, meal payments and help with compulsory course-related costs. If you are studying a level 3 course you may also be eligible for help with university visits and an IT grant.

Childcare:

If you are aged over 20 and household income is below £30,000 you may be eligible for childcare support, please see page 6.

If you are aged 16-19 when you start your course childcare can be provided via Care-2-Learn (C-2-L) and you will need to apply online at www.gov.uk/care-to-learn.

Do you have an EHCP? Yes No If yes, please complete the 16-18 section on pages 2,3 and 7

Do you live with partner/spouse? Yes No If yes, please provide joint income

Are you single or living with parents? Yes No If yes please provide **your** income only

Household Income Evidence - please provide ONE of the following. Photocopies only

If you cannot provide the evidence listed below please contact the Student Funding Office

INCOME	EVIDENCE	Evidence Provided
Tax Credits	2018/19 Tax Credit Award TC602 (not provisional) Pages 1-4 only.	<input type="checkbox"/>
Benefits	Letter confirming Income Support, Universal Credit, Job Seekers Allowance, Employment and Support Allowance or Pension Credit no more than 6 months old.	<input type="checkbox"/>
Earned Income	P60 for 2017/18 or last 3 months payslips (please include evidence for you and your partner if applicable).	<input type="checkbox"/>
Self Employed	Audited accounts for 2017/18. Self-assessment tax calculation for 2017/18.	<input type="checkbox"/>
No Income (if living with parents)	Last 3 months bank statements.	<input type="checkbox"/>

Please note that support for travel and meals can only be backdated to the date that we receive your fully completed application form, Therefore, early application is recommended.

Childcare Support – household income up to £30,000

Students in receipt of the childcare element of Child Tax Credits are **not eligible** for childcare support

Students aged 20+ can apply for childcare support covering timetabled lessons only during term time to be paid direct to the Ofsted registered childcare provider. Additional placement days will also be covered if they are a compulsory part of your course. If a child qualifies for ME2 or Early Years Funding (EYF) this must be used first for the days you attend College and the College will cover any remaining cost.

To apply for childcare support you must complete the separate Childcare Application Form 2018/19. You must complete one childcare application form per childcare provider.

If you need a childcare form sent out please confirm here Yes No

If YES how many childcare providers/nurseries will you be using

If you are aged 16-19 when you start your course childcare can be provided via Care-2-Learn (C-2-L) and you will need to apply online at www.gov.uk/care-to-learn

Advanced Learner Loans

If you are studying a Level 3 course you may need to apply for the Advanced Learner Loan to cover your tuition fees. Please note your Advanced Learner Loan must be fully 'Approved' to be eligible for Student Funding.

Additional Information and Declaration

Please carefully read and then sign the declaration. If this is not signed then your application will be returned and this could delay your funding.

Please use this space to give us any additional information about yourself which might be used to support your application.

Declaration

- I confirm that all the information given by me in this form is true and correct. I understand that giving false information may result in legal action against me to recover monies paid and risk any continuing payments from this or any other application to the College.
- I will inform you immediately if the details I have given on this form change.
- I agree to attend my classes and activities that form my study programme regularly. I understand that if my attendance is below 90% I may not receive funding support.
- If I wish to alter my course in any way, I will notify the Student Funding team.
- I understand that if I do not keep to my Learning Agreement or if I leave my course early I should notify the Student Funding team and that any payments made to which I am not entitled should be repaid.
- I agree to provide additional information, if requested, to substantiate my application and to satisfy the Discretionary Learner Support Group and College Governors that I am entitled to further instalments of any award allocated to me.
- The information on this form is required by City College Plymouth to assess your eligibility for financial support. By signing you give your consent to the use of this information by City College Plymouth and third parties, as listed below, that require it for the purpose of assessing and recording your application, confirming eligibility and detection/prevention of fraud.
- We may share your personal data, including special category data with numerous people, organisations or third parties, including:
 - funding and grant bodies such as the Education and Skills Funding Agency EFSA
 - local and other education authorities
 - student loan/finance companies
 - contracted transport operators such as Stagecoach South West and Plymouth Citybus
 - your childcare provider
 - your parents/guardians/carers.
- For full details on how the College will collect and use your personal data please refer to the Privacy Notice which can be found on our website, www.cityplym.ac.uk.
- By consenting to the College processing my personal information I understand that the College will process my data in compliance with the Data Principles under the Data Protection Act 2018 and the General Data Protection Regulations 2018.
- I have read and understood the terms and conditions.

Student's signature

Date

City College Plymouth

Bank Details Form 2018/19

Important – please ensure that you complete and return this form. We will not be able to process any payments without this form.

Before completing this form please be aware that:

- the account must be in the name of the student not the parent, guardian or partner. Exceptions can be made where the parent has power of attorney for the student (evidence to be provided)
- the account must be able to take BACS payments. City College Plymouth is unable to pay into accounts with a reference/roll number.
- City College Plymouth is unable to pay into Post Office accounts which only take government benefits.

Name of Student

Student ID Number

Name of Bank

Sort Code (6 numbers, bottom left hand side of card)

Account Number (8 numbers)

We are unable to pay you any money unless this section has been completed.

**Please return this application form with all supporting evidence to:
Student Funding Team, City College Plymouth, Kings Road, Devonport, PL1 5QG**

If you need help, or would like to speak to someone on an individual basis, please do not hesitate to contact us, you can arrange a private appointment if you would prefer.

The Student Funding Office is open:
Monday - Thursday 8.30am - 4.30pm
Fridays 8.30am - 4.00pm

The team is also available throughout all holiday breaks (except Christmas).

01752 305110/305381 | studentfunding@cityplym.ac.uk | www.cityplym.ac.uk