



Strode's College

**Financial Support
2016/17**

Application Form **Financial Assistance & Free College Meals**

INSTRUCTIONS FOR COMPLETION

- Please complete this form in conjunction with the 2016/17 Financial Assistance and Free College Meals Guide to Support, Eligibility and Application.
- All applicants are automatically assessed for Free College Meals based on the information you have provided.
- Please ensure you have fully and accurately completed this form and supplied full copies of the required evidence. All applications must be signed by the applicant (either the student or a parent / guardian on their behalf). Failing to complete or produce the required evidence may result in delays in approving your application and agreeing payments.
- If you are having difficulties completing the form, please contact a member of Student Services, in the Student Centre. You can also call 01784 228606 or email welfare@strodes.ac.uk.

STUDENT DETAILS

College ID..... Date of Birth..... /..... /..... Age on 31 Aug 16.....
 First Name(s)..... Surname.....
 Address.....
Postcode.....
 Home Telephone..... Mobile Number.....
 Email Address.....
 We will contact you via email to request additional information or to confirm your enrolment

VULNERABLE BURSARY CRITERIA

To qualify for the vulnerable bursary, students (not parents or guardians) must fall into one of the below categories and be able to provide evidence of this. Please read the categories and tick the 'yes' box for any that you meet.

Qualifying Status	Yes	No
Are you in care or are you a care leaver? (see guidance for definition. Evidence required – letter from your local authority)		
Are you in receipt of (in your own name) Income Support or Universal Credit in place of Income Support? (Evidence required – letter confirming entitlement of benefit)		
Are you in receipt of (in your own name) Employment Support Allowance (ESA) <u>and</u> Disability Living Allowance (DLA) or Personal Independence Payments (PIP). (Evidence required – letter confirming entitlement of both ES + DLA/PIP)		

DISCRETIONARY BURSARY AND STRODE'S FOUNDATION CRITERIA

All non-vulnerable bursary applications are assessed against household income. We will calculate your total household income (including benefits) and the maximum thresholds for these are as follows:

- Discretionary Bursary - £25,000
- Strode's Foundation - £30,000

If your household income exceeds these values, you will not be eligible for a bursary payment. Evidence must be provided for all household members.

- Travel Element – If eligible, the amount you will receive will depend on the distance of your main home address from the College.
- General Support Element for Compulsory Items – We will let you know if you are eligible and then you will need to request support for specific items on an ad-hoc basis. Approval for items must be agreed in advance.

HOUSEHOLD EARNINGS

If you are declaring a household income, you must supply at least one form of evidence for each household member. Please indicate from the list below, what evidence you will be supplying.

	Yes	No
P60 from last financial year		
Most recent tax returns (if self-employed)		
3 x Recent wage slips		

HOUSEHOLD BENEFITS

You must supply your most recent award letter for all benefits you have indicated that you are in receipt of. For each benefit listed below, please tick one of the columns to confirm whether or not you are in receipt.

Type of Benefit	We are <u>not</u> in receipt of this	We are in receipt of this
Child Tax Credits (CTC)		
Working Tax Credits (WTC)		
Housing Benefit (HB)		
Income Support (IS)		
Universal Credit (UC)		
Job Seeker's Allowance (JSA)		
Employment and Support Allowance (ESA)		
Disability Living Allowance (DLA)		
Personal Independence Payments (PIP)		
Other benefits (please tell us what):		

HOUSEHOLD MEMBERS

Please tell us who you live with?

Mum	Step-Mum	My child / children	
Dad	Step-Dad	Older sibling (19+) / relative	
Grandparent(s)	Foster Carer (s)	Spouse / Partner	
I live by myself	I live in supported housing		

If you live with someone else, please tell us who:

YOUNG CARERS

We may be able to provide additional financial support to students who care for someone else at home.

Yes	No
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Do you have caring responsibilities? (looking after someone with learning needs / disabilities / mental health condition / drug or alcohol problem or caring for siblings / relatives)

FREE COLLEGE MEALS

Free College Meals are targeted at disadvantaged students; you must receive a qualifying benefit. In addition to the benefits listed on page 2, for each benefit listed below, please tick one of the columns to confirm whether or not you are in receipt so that we can fully assess your application.

Type of Benefit	We are <u>not</u> in receipt of this	We are in receipt of this
The guaranteed element of State Pension Credit		
Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit		
Support under part VI of the Immigration and Asylum Act 1999		

ADDITIONAL INFORMATION

If you would like to tell us about any other information to support your application that you would like us to take into consideration, please add it below.

STUDENT DECLARATION

- I declare that the information on this form is true, complete and accurate to the best of my knowledge. I understand that providing false or incomplete information that leads to incorrect or overpayment of awards may result in stoppage of future payments and the recovery of any funds that have already been paid.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the Financial Assistance scheme will be paid on the conditions of my attendance and study programme as detailed in the guidance documentation.
- I understand that monies I receive under this scheme have been awarded to provide me with financial support to allow me to continue in education and if I leave education, all financial support will stop.
- I understand that I do not have an automatic entitlement to financial support and that payments are provided based on the eligibility criteria outlined and will vary depending on the availability of funds.

Student / Parent / Guardian Name:

Student / Parent / Guardian Signature:

Date:

WHAT HAPPENS NEXT

PLEASE COMPLETE YOUR BANK DETAILS ON THE BANK PAGE.

Return your application form and supporting evidence to Student Services by one of the following methods:

Email: welfare@strodes.ac.uk

Post: Student Services
Strode's College
High Street
Egham
TW20 9DR

- If you have provided the required evidence, your application will begin assessment straight away and we will normally have a result for you within 28 days. Processing times may be longer during the first half of the Autumn Term due to the volume of applications received.
- Applications that are missing evidence may be delayed.
- Funding is awarded based on the number of applications received; it is limited and cannot be guaranteed.

**ASSESSMENT AND APPROVAL INFORMATION 2016/17
FOR OFFICE USE ONLY**

Eligibility – please tick appropriate box (✓)

Financial Assistance Type	Checks	Eligible	
		Yes	No
Vulnerable Bursary	In receipt of qualifying benefit		
Discretionary Bursary	Household income threshold F/T status to ensure full funds appropriate otherwise proportionate funding to be provided Check travel zone		
Foundation Bursary	Household income threshold F/T status to ensure full funds appropriate otherwise proportionate funding to be provided Check travel zone		
Free Meals	Check in receipt of qualifying benefit		

Admin Processes	Tick and Sign to Confirm
Eligibility evidence on file	<input type="checkbox"/>
ILR Updated for FCM	<input type="checkbox"/>
ILR Updated for Bursary	<input type="checkbox"/>
Tracking database updated	<input type="checkbox"/>
Confirmation / Rejection Letter Sent	<input type="checkbox"/>
Payment Plan Sent (if applicable)	<input type="checkbox"/>
Bank Information Sent to Finance (if applicable)	<input type="checkbox"/>

GENERAL PAYMENTS INFORMATION

Please detail below any general payments that are made to students outside of their payment plan

GENERAL PAYMENTS INFORMATION

Please detail below any general payments that are made to students outside of their payment plan

STUDENT BANK INFORMATION FOR PAYMENTS

- Please check that your bank account can accept BACS Direct Credits.
- For security reasons this page will be detached from your application form and be retained by our Finance Department
- Please note that you must have an account in your own name. Please contact welfare@strodes.ac.uk for advice.

Student Name

College ID No. (if known)

Bank Name (e.g. Barclays)

Branch Location (e.g. Staines)

Name of Account Holder

Sort Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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"/>	<input type="text"/>	<input type="text"/>
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Roll Number

(For Building Society Accounts)

Student Signature