

Financial Support Application Form 2023/2024

September 2023—July 2024

Household income must be £30,000 or below, per annum.

HULL COLLEGE

Please read the Hull College Bursary Guidance 23/24 (available on our website and in paper format if required) before completing this application form. Please complete the form clearly and return it with supporting evidence of your household income (see Income evidence section for details). This evidence is collected on behalf of the Education and Skills Funding Agency to confirm eligibility and for audit purposes only—all information is completely confidential. Funding is not guaranteed.

Section 1: Learner Details *Please ensure all information is accurate, so we are able to locate you on our system and contact you if we need to.*

Student ID..... First Name Last name

Do you have an EHCP? Yes ☐ No ☐ Have you previously received Free School Meals? Yes ☐ No ☐

Home Address

Post Code

Date of Birth Age on 31st Aug 2023

Phone number Email Address

GDPR contact (If you are happy for us to speak to someone else in regards to your bursary application please add them below, you must let us know if you wish to remove them at any point)

Name Number..... Relationship

Section 1.1: Residency Details

Have you been resident in England, Scotland, Wales or Northern Ireland for the last 3 years? Yes ☐ No ☐

If 'no', have you been resident in the EEA for the last 3 years? Yes ☐ No ☐

Are you an Asylum Seeker? Yes ☐ No ☐

Section 2: Course Details

Course Title Course Level

Is your course Full Time or Part Time? (If you are unsure please ask your tutor/reception)

Full Time ☐ Part Time ☐ *Please be aware that learners on Part Time courses are not eligible for support with Travel.*

If you are studying a Level 3 course and the course is not funded, are you applying for an Advanced Learner Loan (ALL)? (Please check with the customer service team to find out if you are eligible for funding)

Yes ☐ No ☐ N/A ☐

We will require proof of your Advanced Learner Loan application, please be aware that learners on level 3 courses with no funding or loan are not eligible to apply for the bursary. Your application will not be considered until we can see that a loan or funding is in place.

Section 3: Bursary Type

Please tick which type of Bursary support you are applying for below.

16-18 Discretionary Bursary

☐

16-18 Vulnerable Bursary

☐

19+ Bursary / ALL Bursary

☐

You must be aged 16 or over and under 19 on 31st August 2023. Vulnerable learners are young people in care/care leavers or in receipt of Universal Credit /Income Support in their own name or receive both DLA/PIP and Universal Credit/Employment Support Allowance in their own name.

You must be aged 19 or over on the 31st August 2023 and studying a fundable course (Please be aware that Level 3 courses are classed as 'full cost' if you have to pay the fees yourself.)

Section 4: Student Status *Please tick all relevant boxes and complete the chart if you do not live alone.*

- I live with Parent(s)/Carer(s) who have responsibility for me* ☐
- I live with Parent(s)/Carer(s) but financially support myself* ☐
- I live Independently ☐
- I live with a Partner* ☐
- I am a Parent* ☐
- I am looked after by a Local Authority or I am a care leaver ☐
- I live in Supported Accommodation ☐

***If you do not live alone, please list the names of your household members and their relationship to you.**

<u>Name</u>	<u>Relationship</u>

Section 5: Required Support

The amount of financial assistance you will receive is dependent on your personal circumstances and is not guaranteed. It is intended to help you overcome any financial barriers you may have when studying with us*. Please tick the options you think you may need support with below. *For 16-18 learners, Free School Meal vouchers or meal payments will be automatically considered based on the evidence received, if your income falls under the Free School Meals guidelines, we are required to provide vouchers.

Hair/Beauty/Catering Kit (kit will be purchased for you) ☐

Travel costs (see section 6) ☐

Uniform costs ☐

Trips ☐

Equipment costs ☐

Childcare costs (see section 8) ☐

Other (please specify)

Section 6: Travel details

Please tick here if you do not require support with Travel ☐

To be eligible for support with Transport you must be enrolled on a Full Time programme and live more than 1 mile away from the site you study at.

How do you travel to college? Bus ☐ Train ☐ Other (please specify below) ☐

If you travel by bus, which bus company will you use?

Stagecoach ☐

East Yorkshire (please see below) ☐

East Yorkshire have now moved their tickets onto their app. If you are unable to use the app or travel by stagecoach as an alternative please let us know. In order for us to support you with online tickets, you will need to complete the information sharing consent section at the back of this form.

If you received EYMS tickets in 22/23 and still give your consent for us to share your name, email and postcode with EYMS to use the app then please tick here. ☐

19+ and 16-18 vulnerable learners - would you like to receive bus tickets as part of your bursary? If you qualify you will be able to receive bus tickets with no upfront payment, the concessionary payment will be deducted from any bursary payments made to you. Yes ☐ No ☐

If you travel by Train or using a bus ticket that we don't offer you may be eligible for reimbursements. These are usually made weekly into your bank, you must hand your receipts/tickets in at reception in order to be reimbursed. Attendance will be checked prior to reimbursement, 16-18 discretionary learners usually receive 100% reimbursement, 19+ and 16-18 vulnerable learners receive 50% as standard unless agreed otherwise.

If you feel you would need support in the form of reimbursement please tick the box and advise which bus ticket/ train ticket you will be purchasing. ☐

Ticket Type Where are you travelling from/to Avg Cost

If you feel you need extra support (i.e. you live at more than one address or need different ticket for placement) please let us know in section 9 and we will consider this on individual circumstances.

Section 7: Household Income and Evidence

Please tick all that apply, you **must** provide the specified evidence or we will be unable to assess your application.
Household income must be below £30,000 per annum.

- **Universal Credit** ☐ – Last three statements (we require full statements where name, amounts, entitlements and deductions are visible) Screenshots from UC website are accepted and can be emailed to studentfinance@hull-college.ac.uk. If you do not have access to the website, we may be able to accept a letter from the Job Centre but it must show full payment breakdown.
- **Working/Child Tax Credit** ☐ – All pages of your 23/24 Tax Credit Award Letter.
- **Earnings from Work** ☐ – Last 3 wage slips or 22/23 P60. (Wage slips must be provided even if wage is visible on UC statement)
- **Earnings from Self-Employment** ☐ – 22/23 Tax Return.
- **Income Support** ☐ **Employment Support Allowance** ☐ **Job Seekers Allowance** ☐ **Carer's Allowance** ☐ **State Pension** ☐ **Pension Guarantee Credit** ☐ **Private Pension** ☐ –Your most recent Benefit Award Letter. Ideally dated within last 3 months. If you do not have your most recent letter, you can request this information from DWP– Letters confirming entitlement **must** show amounts received.
- **Advanced Learner Loan application letter** ☐ -Letter from Student Loans company confirming application.
- **Looked After Child/Care Leaver** ☐ -Letter from local authority confirming LAC/Care Leaver Status.
- **Other** ☐ – Official documents (e.g. Child's full birth certificate for childcare support or savings if you have no other income)

Please be aware that in some cases we may need more information, if income is not clear from evidence received. This evidence is collected on behalf of the ESFA, evidence must be accurate and up to date. Please see declaration and Bursary Guidance for more information.

If you are a continuing learner, aged 16-18 and your household income has not changed you may not be required to provide evidence this year but must sign the declaration form attached at the back of this application, for ESFA audit purposes—Vulnerable and 19+ learners will still be required to provide evidence.

Section 8: Childcare

Please tick here if you do not require support with Childcare ☐

Do you need help with Childcare costs?

If you are aged 16-19 you will need to apply for support with childcare via Care To Learn (C2L). You must apply online at www.gov.uk/care-to-learn, here you can find out more information too. In order for us to process your C2L application, you must provide us with either a letter confirming receipt of Child benefit or your child's full birth certificate. You do not need to receive the bursary to apply for C2L.

If you are aged 20+ we can provide support through the bursary. **You must register any children under 4 with our onsite nursery first**, who will then advise on space available and whether you can receive funding at a different setting. If you are not using Queens Garden's Childcare Centre, you **must** choose an OFSTED registered nursery and complete our childcare contracts before we can support. All childcare support requires you to provide your child (ren's) full birth certificate. Support with 100% of fees is not guaranteed. We can only pay for the days you are in college and recommend that you use any Government funded hours in the first instance.

Please tick which option you will be using Care To Learn ☐ 20+ Childcare ☐

Have you registered with Queen's Garden's Childcare Centre? Yes ☐ No ☐

Please give details of each child that requires childcare funding

Name of Child	Date of Birth	Age

If you need to add details of more children please do so in the 'additional information' box below.

Section 9: Additional Information

Please mention anything else you feel we need to know in this box.

Section 10: Bank Details

Please provide your bank details below in-case we need to make any payments to you. Please ensure they are accurate, any payments made to incorrect bank details may not be repaid. Bank details must be in the learner's own name, if you do not have a bank account and cannot get one please let us know. *Please read the below options carefully.*

I do not have a bank account and am unable to get one. (please specify why you are unable to get a bank account in section 9) ☐

I do not have a bank account and am unable to get one, someone usually receives payments on my behalf/ helps me manage my finances (please speak to the Student Finance team) ☐

Bank Name:

Account Holder's Name (name on bank card):

Sort Code (6 Numbers): – –

Account Number (8 Numbers):

Privacy Statement– Data Protection Act 1998 *Please read the below carefully and tick to confirm you agree at the end.*

The College endeavours to be as transparent about the processing of individual personal data as it can be. The information you have supplied to us on this form is collected purely for the purposes of confirming eligibility and allocating bursaries, it will only be shared with the Education and Skills Funding Agency to process your bursary award. If you receive an award– we have to maintain a record of your bursary application form for 7 years, this is for audit and eligibility purposes. We will only retain bank details until the end of the financial year. If you submit this application prior to enrolment, but do not enrol, your bursary submission will be destroyed confidentially within 6 months of planned course start date.

An electronic copy of the full college **Privacy Notice for 14+ Learners**, the **Retention and Destruction Policy (GDPR)** and the **Data Rights Policy and Procedure** can be accessed on our website via the following link <https://www.hull-college.ac.uk/policy-hub>. The Privacy Notice For Learners sets out the purpose for collecting your personal information at enrolment, your rights in relation to the information we have collected, how we protect your information and who we share your information with.

Please Tick to confirm you have read the Privacy Statement above and consent for your data to be processed by the college for the purpose of confirming your eligibility for a bursary. ☐

Declaration *By signing below you agree to the following declarations. Please read this section carefully prior to signing.*

- I declare that the information on this form is true and accurate to the best of my knowledge.
- I have made this claim for financial support, fully aware that any false statements can lead to withdrawal/refusal of any further support and may lead to prosecution.
- 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 if I hand this application in where it is clear there is missing evidence, the form will not be accepted by the Customer Services Team.
- I understand that any financial support I receive under the scheme has been awarded to allow me to continue in learning, if I leave learning or transfer onto a course which is not funded, this support will cease.
- I understand that financial support is not guaranteed and I do not have an automatic entitlement to it. Any support received is based on the information I have provided.
- I understand that payments are not guaranteed under the bursary scheme and that 16-18 learners may receive free school meal vouchers.
- I understand that payments for items such as kit, uniform, equipment and study trips will be transferred to my area of study or reimbursed to me via my bank account upon receipt of evidence of purchase. Purchases must be kept at reasonable amounts.
- I understand that any support received is intended for use by myself only and must not be passed onto other learners.
- I understand that any support I receive under the bursary scheme will be subject to 95% attendance (16-18 learners)/ 85% attendance (19+ learners) and that this does not mean overall attendance (see bursary guidance for details). Maths and English attendance is included. I must contact the attendance team by telephone or email before 10am to have absences authorised.
- I understand that any support I receive under the bursary scheme is also subject to an acceptable standard of behaviour.
- I understand that if I am unable to administer my own bank account the college will consider paying into a third party bank account but there will be conditions of this to agree before any payments can be issued.
- When changes to my household financial circumstances or bank details occur I confirm I will notify Hull College immediately.
- I understand that any funding is for the current academic year only and is not guaranteed for future years.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary Application. (I can find details on how to appeal in my refusal email/bursary guidance)

Please tick here to confirm that you have read and understood the Bursary Guidance ☐

Please sign below to confirm that the information provided is correct to the best of your knowledge.

Student Signature:		Date:	
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If you are 16-18 and live with parents/carers, please ask them to sign below to confirm the information provided is correct to their knowledge.

Parents/Guardian signature:		Date:	
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Hull College 16-18 Discretionary Bursary 2023/24 Progressing Learners Declaration

HULL COLLEGE

I confirm that my household income has not changed since I submitted evidence in support of my 2022/23 bursary claim*.

If my circumstances change during academic year 2023/2024, I will notify you immediately. I understand that any change in income will result in a further assessment being made and that I will need to supply evidence of current household income. If the new income is higher than the threshold of £30,000 support will cease although an appeal can be submitted to the Customer Service Manager.

Learner ID	
Name (PRINT)	
Signature	
Date	

*Checks will be made to ensure the income streams highlighted match that of the 22/23 bursary application form.

Admin to split if not applicable

Admin to split if not applicable

Information Sharing Consent Form for East Yorkshire Motor Services (EYMS) travel users – all ages 16+

HULL COLLEGE

I hereby give my permission for Hull College to share data with East Yorkshire Motor Services for the purpose of accessing my bus ticket via the EYMS App. Hull College is required to provide the following information in order for us to arrange your travel.

First and Last Name, Email and Post Code.

Some of this information may amount to Personal Data for the purposes of Data Protection Legislation and therefore the institution must comply with Schedule 6 in relation to the sharing of this information.

The information supplied to EYMS will be used solely for the purpose of providing electronic bus tickets and will not be shared with any other third parties.

In the event you do not agree to the sharing of data, we will be unable to issue you with EYMS bus tickets. You will be required to claim reimbursements or use Stagecoach bus tickets as an alternative. For more details on these options please refer to the Bursary Guidance.

☐

I agree to my information detailed above being shared between Hull College and East Yorkshire Motor Services.

☐

I do not agree to my information detailed above being shared between Hull College and East Yorkshire Motor Services.

Name Student ID

Address Post Code

Date of Birth

Email (Please ensure this the one you used to create your EYMS account on the app as this is how you will receive the tickets)

Signature Date