

Student Support Fund 19+ Students

Application Form 2018/19



Complete this form in **BLACK INK** and in **BLOCK CAPITALS**
Answer all of the questions required—enter N/A where appropriate
Make sure you **SIGN** and **DATE** the application on the back page

Section 1—Student Details

Student No. (on your ID card)

First Name (in full)

Surname (in full)

Date of Birth / / Age (in years) on **31st August 2018**

Home Address

Home Phone

Postcode

Mobile Phone

Email

We will contact you about your application / award via this email address if you have one— please ensure it is correct

Section 2—Student Bank Details

Please be aware, the bank details provided must be the student's own account—we cannot pay anyone else (unless in exceptional circumstances). If the student does not have their own account they must open one to receive payment.

Bank Name (e.g. Barclays)

Account Holder Name (e.g. J Bloggs)

Sort Code (always 6 digits) - -

Account Number (always 8 digits)

Roll Number (building society only)

Section 3—Residential Status

Please tick one of the following:

British Citizen EU/EEA Citizen Discretionary Leave to Remain Refugee Status Asylum Seeker

Section 4—Course Details

Course Title

College Campus

City Hillsborough Peaks Olive Grove Fir Vale Eyre Street Subud

Advanced Learner Loan

Are you studying on a Level 3 course?

Yes No ▶ If no, proceed to Section 5

If yes, have you previously achieved a Level 3 qualification?

Yes No

If yes, or if you are over 24, have you successfully applied for an Advanced Learner Loan?

Yes ▶ Please send a copy of a letter from Student Finance England confirming your loan has been approved

No ▶ To apply for the Student Support Fund, and if you have previously achieved a Level 3 qual. or are over 24, you must have successfully applied for an Advanced Learner Loan (to cover all or part of your tuition fees)
To apply please visit www.gov.uk/advanced-learner-loan or call 0300 100 0619

Section 5—About the other people living in your home

Question 5.1: Do you live with your parent(s)/guardian(s)? Yes No

Question 5.2: Do you live with a partner?

(A partner is defined as someone you are married to or in a civil partnership with, or co-habit with as though you are married to/in a civil partnership)

Yes ▶ Please complete section 5A below ▼, then go to Question 5.3

No ▶ Go to Question 5.3

Section 5A: About your partner

First Name

Surname

Relationship to student

Question 5.3: Are there any children under 18 living in your home for whom you/your partner have parental responsibility?

Yes ▶ If yes, how many?

No

Section 6—About how you are planning to get to/from College


Bus Car Cycle Train Tram Walk Taxi

Do you hold a Disabled Person's Travel Pass or a Mobility Pass that already entitles you to free travel?







Yes No

Section 7—Household Income

In order for us to process your application as quickly as possible, please ensure you complete this section carefully—answer all the required questions in order and follow the instructions below.

Make sure you include photocopies of the relevant supporting evidence where you see the  symbol.


Question 7.1: Do you (or your partner if you have one) receive any of the following benefits?

	Yes	No		Yes	No
 Income Support	<input type="checkbox"/>	<input type="checkbox"/>	 Pension Credit: Guarantee Credit	<input type="checkbox"/>	<input type="checkbox"/>
 Jobseekers Allowance (income-based)	<input type="checkbox"/>	<input type="checkbox"/>	 Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>
 Employment & Support Allowance (income-related)	<input type="checkbox"/>	<input type="checkbox"/>	 NASS	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked 'Yes' to any of these categories, please send a photocopy of a letter (**dated within the last three months**) from Jobcentre Plus, the Pension Service or the Home Office confirming your/their entitlement. Please proceed to Section 8.


If you have ticked 'No' to all of these, please go to Question 7.2.

Question 7.2: Do you (or your partner if you have one) receive Housing Benefit or Council Tax Benefit?

Yes ▶ You need to send a photocopy of your/their Housing Benefit/Council Tax Benefit statement that is **dated from March 2018 onwards** then go straight to Section 8 

No ▶ Answer Question 7.3

Question 7.3: Do you (or your partner if you have one) receive Working Tax Credit or Child Tax Credit?

Yes ▶ You need to send a full photocopy (all pages) of your/their **Tax Credits Award Notice for 2018/19** with your application then go straight to Section 8 

No ▶ Answer Question 7.4

Question 7.4: Please tick the relevant box to tell us about your employment status:

Employed  Self Employed  Private Pension  Not Employed

Question 7.5: If you have a partner, please tick the relevant box to tell us about their employment status:

Employed  Self Employed  Private Pension  Not Employed

Employed — please send copies of your/your partner's last three months' payslips with your application

Self-employed — please send a copy of your/your partner's most recent Self-Assessment return (Form SA302) from HMRC, this can be printed off if they do their tax return online or requested by phoning 0300 200 3310

Private Pension — please provide a copy of your/your partner's annual pension statement or 3 monthly pension statements

Section 8—Supporting Information

Please use the space below to give information in support of your application if not covered by the previous sections.

Section 9—Declaration

Please carefully read the following and sign/print your name in the boxes below. By signing, you confirm that you have read and understood the following statements:

- The information I have given on this form is—to the best of my knowledge—correct and true
- If I give incorrect or incomplete information, or if I withdraw from my course early, I may be liable to repay any amount paid to me or on my behalf
- It is my responsibility to immediately inform the Financial Support team of any changes to my circumstances that may effect my application
- All awards made from the Student Support Fund are conditional on my continued adherence to the College's ABC rules (Attendance, Behaviour and Completion of work). I am aware that support will be stopped if my attendance record is below 85%

GDPR

The information we collect is used solely for the purpose of processing your application for the Student Support Fund. By submitting your application, you are agreeing that The Sheffield College can use, share and process this information. The college is fully compliant with the General Data Protection Regulations May 2018 and will hold your data safely and securely.

Generally the legal basis which we collect and use your personal information and parental/partner information, is processed as part of our public interest task of providing education to you and providing you with student support funding which is provided by the Government. We will keep your personal information and parental/partner information for students who do enrol, the college would keep the data in line with the enrolment data, which can be kept for up to 15 years plus the current year as required by the funding body.

We may share the personal information you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:	Purpose:
Education and Skills Funding Agency and Department for Education	As part of a legal and contractual obligations to gain funding
Local Authority	As part of our legal obligation under the Education Act 1996 section 507B for compulsory education for under 18 year olds
Taxi companies (if LSF pay for a taxi for you)	In order to book your taxis and pay for the service

The college would not normally share parental or partner information unless requested by the Education and Skills Funding Agency. All applications are treated as confidential and will only be seen by the staff responsible for processing the applications, however it may be necessary to discuss your case with other college staff in order to process it correctly. We may need to discuss your application or award with people named in the form such as parents/guardians or partners to verify information.

I agree that my application can be processed and I understand the privacy statement and declarations set out above.


Student signature

Student name (print)

Today's Date

 / /

What to do when you have completed this form:

Please check you have provided all relevant supporting evidence, if you see the  then you may need to supply additional evidence

- All evidence should be marked with the name and date of birth of the applicant or their student number on each page
- **Send good quality photocopies, not originals.** If originals are sent, we will presume we can keep these on file—they will NOT be returned automatically


Send your completed form to:


Financial Support, The Sheffield College, Livesey Street, Sheffield S6 2ET

*Please ensure you use the correct postage as it may cost more than a 1st class stamp

Or hand it in to Student Services or Reception at your local centre

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

 Email us: financial-support@sheffcol.ac.uk

 Call Financial Support on (0114) 260-2518/2288/2211

 Visit Student Services at your College

 Visit our website: www.sheffcol.ac.uk

For Office Use Only

Signed	GB	Income	Travel	FCM	Code	NUS/SU
B&E	DBS	Uni	Print	Trip	Oth	Assessed By

Evidence Seen?	
I confirm I have seen evidence that proves this student meets the criteria for SSF	
Evidence for GB <u>MUST</u> be retained for file	