



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 number (on your ID card) Leave blank if unknown

First name (in full)

Surname (in full)

Date of birth / / Age (in years) on **31st August 2017**

If you are 19 or over on 31st August you should complete form FS01 for adult learners

Home Address

Home telephone number

Mobile telephone number

Email address

Are you an accompanied Asylum Seeker? Yes No

Section 2—Payment Details

- Complete ALL the boxes below, including the Roll Number if you have a building society account
- The account details provided must be in the name of the student not their parent/guardian/partner etc.
- Make sure your account can accept BACS Direct Credits—you can check this with your bank/building society
- Please be aware that we **CANNOT** pay into Post Office Card Accounts

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—Student Learning Programme

Course Title

College Campus

City

Hillsborough

Peaks

Olive Grove

Fir Vale

Section 4—About the other people living in your home

Question 4.1: Do you live with at least one parent/guardian?

Yes



Please complete all of Section 4

No



Go to Question 4.4

Question 4.2: About your parent(s)/guardian(s)

First Name

Surname

Date of Birth (DD/MM/YY)

Occupation

Question 4.3: How many brothers or sisters (under the age of 18) live in the household?

Question 4.4: Are you a Young Carer or do you have any caring responsibilities (e.g. caring for a relative with a disability)?

Yes

No

Section 5—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 6—Free College Meals

Do you wish to apply for Free College Meals while you are studying at The Sheffield College? Yes No

If you wish to apply, you will need to answer Questions 8.1 & 8.2 and provide evidence of all relevant benefits received so we are able to assess your eligibility.

Section 7—Students for Priority Help

The College prioritises applications for certain vulnerable students. Please tick **Yes** or **No** to the following statements:

I am in care/classed as a 'Looked After Child' by the Local Authority

Please provide a letter from the Local Authority (e.g. a social worker) to confirm this

Yes

No

I have been in Care and I am now classed as a 'Care Leaver'

Please provide a letter from the Local Authority (e.g. a social worker) to confirm this

I receive Income Support in my own name


Please provide a copy of a letter from the Jobcentre, dated within the last 3 months, to confirm this

I receive both ESA and DLA (or PIP) in my own name






Please provide a copy of a letter from the Jobcentre and DWP, dated within the last 3 months, to confirm that you receive both of these benefits

Section 8—About your financial circumstances

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 8.1: Do you or your parent(s)/guardian(s) mentioned in Section 4 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"/>			

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 or The Pension Service confirming your/their entitlement. Please proceed to Section 9.


If you have ticked 'No' to all of these, please go to Question 8.2.

Question 8.2: Do you or your parents(s)/guardian(s) mentioned in Section 4 receive Working Tax Credit or Child Tax Credit?

Yes ▶ You need to send a full photocopy (all 6-8 pages) of your/their **Tax Credits Award Notice for 2017/18** with your application then go straight to Section 9 




No ▶ Answer Question 8.3




Question 8.3: Do you or your parent(s)/guardian(s) mentioned in Section 4 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 2017 onwards** then go straight to Section 9 

No ▶ Answer Question 8.4

Question 8.4: Please tell us about the employment status of your parent(s)/guardian(s) mentioned in Section 4

Parent 1 Employed  Self Employed  Private Pension  Not Employed

Parent 2 Employed  Self Employed  Private Pension  Not Employed

If they are employed, please send copies of their last three months' payslips with your application.

If they are self employed, please send a copy of their 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.

If they receive a private pension, please provide a copy of information from the pension scheme administrators outlining their gross pension per year.

Section 9—Supporting Information

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

Section 10—Student Declaration

Please carefully read the following and sign/print your name in the boxes below. By signing,

YOU CONFIRM THAT:

- The information you have given on this form is—to the best of your knowledge—correct and true

YOU UNDERSTAND THAT:

- You may be committing an offence if you fail to disclose any information that may affect your application
- Awards from the Learner Support Fund are made on a loan basis; if you successfully complete your course, the loan may be converted into a non-repayable grant
- Any equipment provided must be returned to the academic department at the end of your course
- If you leave your course early, the College may ask you to return any money, equipment or travel pass given to you from the Learner Support Fund
- **All awards made from the Learner Support Fund are conditional on your continued adherence to the College's ABC rules (Attendance, Behaviour and Completion of work) - support will be halved if attendance falls below 90% and stopped completely if below 85%**

Student signature

Student name (print)

Today's Date

 / /

Adviser Details


If someone from the College or any other organisation has helped you complete this form, please write their details here:

Adviser's Name

Job Title

Tel. No.

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. Please note:

- 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 at your local centre


Confidentiality: applications are only seen by staff involved in the delivery of Financial Support. 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.

Data Protection Act 1998: The Sheffield College is a data controller in terms of the 1998 legislation. Financial Support staff follow College Policy in matters of Data Protection. The data requested on this form and any other supporting information is covered under the notification provided by the College under the Data Protection Act. Personal Data will be used solely for the purposes related to your application for financial support.

The data you provide will not be passed to any other third party without your prior consent, except where the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Data Protection Officer.

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) 260-2211/2288/2216



Visit Student Services at your local College



Visit our website: www.sheffcol.ac.uk

ⓘ Alternative formats of this application form are available on request