

Higher Education Financial Assistance Fund Application 2019/20

IMPORTANT

- Please read the accompanying guidance notes before completing this form.
- Your application will not be considered if you do not answer all the appropriate sections.
- Please provide all relevant documentation.

1) Your Student Details

Student No				Address			
Title							
Surname							
First Name(s)				Post Code			
Date of Birth	/	/		Age on 31 Aug 2019			
Email Address							
Is this:	Your email address		Parent's email		Somebody else's email		
Can we email you about your application using this email address?					Yes		No
Your mobile No				Home Tel. No			

2) Course Details

Name of Course							
Full Time (please tick if applicable)		Part Time (please tick if applicable)					
Campus:	Warrington		Winsford				
Have you paid for your course?					Yes		No
If Yes, how	Student Loan		Standing Order		Employer paid		Paid in full

3) Nationality & Residency

3.1 Were you born in the UK?					Yes		No
3.2 Have you lived in the UK for the last 3 years?					Yes		No
If you answered YES to 3.1 and 3.2, go to Question 4, otherwise go to Question 3.3							
3.3 Which Countries have you lived in during the last 3 years?							
3.4 What is your nationality?	UK		Go to Question 4				
	EU/EEA		(Please provide evidence) Go to question 4				
	Other		Go to Question 3.5				
3.5 What is your current immigration status in the UK? (tick one) Evidence is required							
Asylum Seeker		Discretionary Leave to Enter/Remain		Leave to enter as a student			
Refugee		Exceptional Leave to Enter/Remain		Leave to enter as a visitor			
Humanitarian Protection		Indefinite Leave to Remain/Enter					
Leave to enter to accompany spouse/parent							
3.6 Have you been accessed by the international office?					Yes		No

4) Household Members

Who do you live with? (Please tick all that apply)

Mum	<input type="checkbox"/>	Dad	<input type="checkbox"/>	Brother/Sister	<input type="checkbox"/>	Partner/Spouse	<input type="checkbox"/>
Step-mum	<input type="checkbox"/>	Step-dad	<input type="checkbox"/>	Grandparent(s)	<input type="checkbox"/>	My child/children	<input type="checkbox"/>
I live by myself	<input type="checkbox"/>	Foster carers	<input type="checkbox"/>	I live in supported housing/hostel			
I live with somebody else (* give details)				*			

5) DependentsDo you have any children who are financially dependent on you? Yes No Do you have any adults who are financially dependent on you? Yes No

If you have dependents, please complete section 5.1

5.1 Name of child/adult	Age	Relationship to You

6) Disability**6.1** Do any of the following apply to you?**6.2** Do you have a disability (including long-term health condition) or specific learning difficulty such as dyslexia? Yes No **6.3** Have you applied for Disabled Student's Allowance (DSA)? Yes No **6.4** Do you wish to apply for financial assistance to help pay for specialist equipment or other support not covered by the DSA, or to help with the cost of diagnostic assessment, e.g. dyslexia? Yes No **6.5** If you have answered YES to 6.4, please provide additional information

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7) Income**7.1) We need to have details of the income for both the student and partner (if applicable).****Types of income assessed include:**

Maintenance Loan -State the maximum loan you are eligible to receive. If eligible, you **must** have applied for and accepted all available funding before requesting support from the fund. If you are only eligible for the non means-tested element of loan, this does not make you ineligible for support from the fund. However, further information may be required before we can assess your application.

Disability Benefits - Only include payments made to your bank account. Do not include payments made directly to a supplier.

State Benefits - Include all benefits you are receiving and supply documentary evidence for each.

Partner's net earnings -Provide evidence of partner's earnings e.g. last three months' pay slips. Also provide three months' most recent statements for partner's bank accounts and any joint current / savings accounts (including ISAs), with an explanation of all transactions of £100 or more.

Parental / partner contribution - If you do not receive the full amount of means-tested loan, the difference should be entered as parental / partner contribution. If your parents are unable to provide this expected contribution, they should complete the Parents' Pro Forma, section 15) available at the end of this form.

Savings - Include all savings, for both you and your partner, even those without immediate access e.g. ISAs, bonds. Provide three months' most recent statements with explanations for all transactions of £100 or more.

Pension - Specify the type of pension e.g. occupational, and provide evidence of your annual income from this.

Other Income - Include any other income such as savings and specify what that income is. This should include income from property or room rental, share dividends etc.

Bank Statements - Include copies of your most recent, three consecutive months' bank statements for every account you hold (and for your partner if applicable) up to the application date. These statements must show your name and bank details (mini statements are not acceptable). Applications submitted without relevant bank statements will not be considered. Also provide an explanation for all amounts of £100 or more, paid in or out, for each account.

7.2) Income Details

Income	Per Week*	Per Year	Additional Information
Maintenance Loan			Financial Support Notification and Payment Schedule for 2018/19
Adult Dependant's Grant			As above
Parent's Learning Allowance			As above
Childcare Grant			As above
Disability Benefits			Only include payments made to your bank account. Do not include payments made directly to a supplier
Job Seekers Allowance			Assessment Notice for 2018/19
Income Support			As above
Housing Benefit			As above
Universal Credit			As above
Child/Working Tax Credit			As above
Child Maintenance/CSA			As above
Partner's Net Earnings (After NI & Tax)			Read part 7.1 for more information
Parental/Partner contribution			Read part 7.1 as you may need to submit the Parent/Partner Pro Forma
Savings			Include all savings, even those you do not have immediate access to e.g. ISAs. You will need to provide evidence
Pension			Please specify the type of pension and provide evidence
Other Income			EG, from work, property rental, share dividends - please specify and provide evidence

***To work out the weekly amount, multiply the monthly amount by 12 and divide by 52**

8) Expenditure**8.1) We need to have details of the income for both the student and partner (if applicable).****Types of income assessed include:**

Rent / mortgage - Provide a copy of your rent / mortgage agreement. We can include rent payments for students living with parents: £30 per week if living with both parents, £40 per week if living with lone parent; only if evidence of rent / keep can be supplied.

Council Tax - If you are not exempt, please provide an explanation and supply a copy of your 2018/19 Council Tax bill.

Composite living costs (CLC) -We can include CLC payments to cover items such as food, clothing, utility bills, mobile phone, entertainment etc. up to a maximum ceiling as follows: £76 per week for single or lone parent student, £120 per week for student with partner.

Childcare costs - We can include childcare costs up to a maximum ceiling as follows: £175 per child per week, £300 for two children per week.

Life insurance - An allowance will only be considered for students with children. Evidence must be provided.

Private vehicle costs - For students with dependants and/or course placements, we can include car costs up to a maximum ceiling as follows: £45 per week for one person, £65 per week for a couple.

Car Finance - For students with dependants and/or course placements, may be included if a student has purchased a car and has an on-going, finance agreement with a reputable company. Documentary evidence of the formal agreement MUST be provided.

8.2) Expenditure Details

Expenditure	Per Week*	Per Year	Additional Information
Rent/Mortgage			Proof of tenancy/mortgage. Read part 8.1 for more information.
2018/19 Council Tax (if applicable)			Most full time students are not liable for council tax. If you are paying this, please provide a copy of your 2018/19 bill.
Food/Household/Laundry			These are your Composite Living Costs. Read part 8.1 for more information
Utilities (gas/electricity/ water)			
Broadband/Phone/TV Licence			
Mobile Phone			
Clothes/Entertainment			
Contents Insurance			
Disability costs not covered by DSA			Read part 7.1 for more information
Childcare Costs			As Above
Life Insurance (if you have children)			As Above
Private Vehicle Costs (not fuel)			As Above
Car Finance			Read part 8.1 for more information
Travel: Term time			To college
Course Costs			Please specify
Personal Loans/Debts/Credit Cards			Specify minimum weekly payment & provide evidence. Read part 9 for further help with debts
Other Costs			Please specify

***To work out the weekly amount, multiply the monthly amount by 12 and divide by 52**

11) Supporting Statement

State why you are in financial difficulty and why you believe your situation to be exceptional, and to merit additional support

12) Payment Details

Payments are made by BACS transfer and must be made into a bank account in your name, or an appointee (if appointee evidence MUST be provided, e.g. court documentation).

Account Name														
Sort Code							Account No.							
Bank Name							Branch							

13) Declaration

- Confidentiality - applications are seen only by the Panel, although it may be necessary for additional supporting information be sought from other college staff in order for the Panel to reach a decision.
- Warrington & Vale Royal College is a data controller in terms of the Data Protection Laws – The General Data Protection Regulation (Regulation (EU) 2016/679). The Student Services Department follows college policy in matters of data protection. The data requested in this form is covered by the notification by the college under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic records keeping.
- The data will not be passed to any other third party without your consent, except when the college is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Director of Support, Personal Development and Progression

I certify to the best of my knowledge (please tick relevant boxes)

SECTION A

- I am a UK National
- There are no restrictions on my stay and I am therefore *settled within the UK. (Have the right of abode in the UK or have indefinite Leave to Enter/Remain ((ILE/R)) in the UK).
- I have been recognised by the UK Government as a Refugee and hold Full Refugee Status/ILR as a result
- I have Exceptional Leave to Enter/Remain in the UK/Humanitarian Protection/Discretionary Leave (ELE/R/H P/DL)

*Settled - on the first day of the first academic year of your course.

SECTION B

- I have been ordinarily resident within the UK and Islands for three years immediately before the start of my course. (Anyone with ELE/R/HP/DL or anyone recognised by the UK Government as a Refugee should have maintained 'Ordinary Residence' from the date this status was granted).
- None of this time was wholly or mainly for the purpose of receiving full time education or, if it was, I was resident in the EEA immediately prior to this three-year period.

SECTION C

- I can confirm that I am supporting the child/children named in part 5
- I confirm that I am not living with a spouse/partner
- I confirm that I am registered and in attendance on the course described in part 2 of this form

I declare that the information I have provided on this form is correct and complete to the best of my knowledge.

I understand that failing to disclose all relevant information and/or giving false information will automatically disqualify my application, and may lead to disciplinary procedures. I further undertake to repay any awards made to me as a result.

Student Signature		Date	/ /
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Please return this form to *Welfare Team* at the campus you study at and ensure you include all supporting evidence/paperwork

14) Supporting Documentation

It is important that supporting documentation is enclosed with your application form. Please do not send original documents in the post, if you post the application to us please provide legible scans or photocopies.

Applications that do not include supporting documents are incomplete and will not be processed until the necessary documentation has been received.

Please tick each type of evidence you have submitted



<input checked="" type="checkbox"/>	SFE / SLC Support Notification, including all allowances and Payment Schedule If you are not eligible for the Maintenance Grant and your partner/parents are not making the expected contributions, please ask them to complete the Parent Pro Forma.
<input type="checkbox"/>	SFE / SLC Part time Student Support Notification
<input type="checkbox"/>	Partner/Parent Pro Forma If you do not receive the full amount of means-tested loan and/or grant, the difference should be entered as parental / partner contribution. If your partner/parents are unable to provide this expected contribution, they should complete the Pro Forma overleaf to explain their circumstances and the reasons why they are unable to do so.
<input type="checkbox"/>	Evidence of Benefits e.g. Housing Benefit Job Seekers allowance, Universal Credit (Provide a photocopy of the full assessment notice).
<input type="checkbox"/>	Evidence of Rent or Mortgage e.g. Tenancy Agreement
<input type="checkbox"/>	Council Tax If you pay this you must provide a photocopy of your 2018/19 bill
<input type="checkbox"/>	Bank / Building Society statements Provide photocopied statements for all current and savings accounts, including ISAs, which you (and your partner) hold. These MUST cover the last three consecutive months and you MUST include an explanation for any withdrawals or credits of £100 or more. If your overdraft limit is not printed on the statements please confirm this.
<input type="checkbox"/>	Students with children Provide photocopies of birth certificates or your child benefit assessment notice.
<input type="checkbox"/>	Evidence of Child Care costs If you are paying childcare costs, provide photocopies of the last three months' invoices along with photocopied evidence of actual payments. If your childcare costs are variable, please submit a letter/email from your childcare provider to confirm the average monthly cost. If your child has special needs you should provide evidence.
<input type="checkbox"/>	Student ID Enclose a photocopy of your student ID.
<input type="checkbox"/>	Income Provide evidence of your income (part time undergraduate and postgraduate students only) and evidence of your partner's income.
<input type="checkbox"/>	Other income Provide photocopied evidence of any other income e.g. earned from property or room rental, share dividends etc.
<input type="checkbox"/>	Other information relevant to the application e.g. evidence of particular course requirements which have caused financial need, evidence of circumstances relevant to your financial need e.g. letters from landlords or other creditors, eviction notices etc.

15) Parent /Partner Pro Forma

You should have applied for a means-tested assessment by Student Finance. If this assessment confirms that you only qualify for the minimum loan, then it is expected that your parents' /guardian/ partner will make up the shortfall in funding.

This amount should be entered as parental/partner contribution on your Financial Assistance Fund form. However, if your parents/partner are unable to provide this expected contribution, or you did not apply for a means-tested assessment, please ask them to complete the details below and submit this form with your application.

Completed Pro Forma should be submitted with the Financial Assistance Fund Application where necessary.

Did your son/daughter/partner request a means-tested assessment by Student Finance? Assessed household incomes up to £58,215 may qualify for the higher rate of maintenance Loan from student Finance. Students should therefore, apply for a means-tested assessment	Yes/No If no, please explain below
Parent / Partner's expected contribution, following means-tested assessment?	£
How much are you actually able to contribute to your son/ daughter / partner's funding this academic year?	£
Please provide a clear account of your situation, including the main reasons why you are unable to provide the expected contribution to make up your son/ daughter / partner's means-tested funding. If your son/daughter/partner did not apply for a means-tested assessment, please provide an explanation here. If you have evidence to support your statement, please provide this.	
<i>Please continue overleaf if necessary</i>	
Student's Name	
Parent/Partner's Name	
Parent/Partner's Signature	Date