

FINANCIAL ASSISTANCE APPLICATION FORM – 2022/23

Please note that financial assistance is discretionary, and will be given in the form of **College meals, travel costs, materials/kits where required and printing credits**. Please ensure you provide **evidence** as indicated overleaf or your application will not be processed.

Section 1: Student's Details			
Name of Student	<input style="width: 95%;" type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/> Other <input type="checkbox"/>
Address inc Postcode	<input style="width: 98%;" type="text"/>		
Date of Birth	<input style="width: 30%;" type="text"/>	Age as at 31 st August 2022	<input style="width: 30%;" type="text"/>
I am aged 19-25 and have an Education Health and Care Plan	Yes <input type="checkbox"/>		No <input type="checkbox"/>
Phone No	<input style="width: 20%;" type="text"/>	Email	<input style="width: 30%;" type="text"/> Mobile <input style="width: 20%;" type="text"/>
Are you a -	British Citizen <input type="checkbox"/>	EU/EEA Citizen* <input type="checkbox"/>	Other* <input style="width: 20%;" type="text"/> *Please supply a passport copy

Parental status if the student is aged 16-18, or Student if over 19+				
Marital Status	Single <input type="checkbox"/>	Married or living with Partner <input type="checkbox"/>	Separated or Divorced <input type="checkbox"/>	
Who do you live with?	Mother/Step Mother <input type="checkbox"/>	Father/Step Father <input type="checkbox"/>	Both <input type="checkbox"/>	Partner <input type="checkbox"/> Alone <input type="checkbox"/>
Other, please specify	<input style="width: 95%;" type="text"/>			

Section 2: Course Details		
Course Title	<input style="width: 55%;" type="text"/>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Include Level	<input style="width: 95%;" type="text"/>	

Section 3: What assistance is available?			
Assistance is based on the student's age, course and personal circumstances . Subject to specific conditions support is available for <u>Travel, Meals, Materials/Equipment, Educational Visits</u> and for students aged over 20, <u>Childcare support</u> . Students under 20 who need Childcare support should apply to Care to Learn for funding.			
Did you have Financial assistance from the College last year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
19+ only: Do you require assistance with Childcare (if yes, please complete additional Childcare form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
19+ only: Do you require assistance with your Tuition fees	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Section 4: Vulnerable Bursary – to qualify, the student must meet one of the following criteria		
I am in receipt of Income Support or Universal Credit in my name (aged 16-18 only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I am a Care Leaver or currently looked after in Care (aged 16-18 only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I receive both Employment Support Allowance/Universal Credit & Disability Living Allowance/Personal Independence Payments (aged 16-18 only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<u>You must provide copies of these documents with your application</u>		

Section 5: Financial Statement (You must provide evidence for your application to be approved)

Your **household income** is one of the criteria which will help us to assess your application. Please tick what type of evidence you have provided. If you live with both parents/guardians please provide evidence for both.

Full Tax Credit Notice for 2022/23 ESA or JSA Letter Wage/Salary slips (last 2 months)

Other Benefits/ Pension (dated within 3 months of start) Universal Credit screenshots (dated within 3 months of start) Other (specify)

Please include any further information to support your application:

Confidentiality

Applications are seen only by Student Services staff. It may be necessary for additional supporting information to be sought in order for a decision to be made.

General Data Protection Regulation (GDPR) 2018

Macclesfield College is a data controller in terms of the 2018 General Data Protection Regulation (GDPR) legislation. Student Services follows College policy in matters of data protection. The data requested in this form is covered by the notification provided by the College under the General Data Protection Regulation (GDPR) 2018. Personal Data will be used solely in the College for statistical purposes and record 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 College Data Protection Officer (DPO).

Section 6: Declaration

- I certify that the information in this application is true and accurate
- I understand that I do not have an automatic entitlement to bursary payments, and all payments are based on the information I have provided
- I understand that funding is not guaranteed and should demand for funds exceed the College's Learner Support Fund allocation, funding may be reduced or withheld.
- I understand that my funding is conditional on my enrolment on a valid College programme and subject to minimum standards of attendance and behaviour.
- I understand the monies I receive under the scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave learning all financial support will stop.
- I understand that it is my responsibility to inform Student Services if I withdraw from my course and that I may be required to repay any monies awarded to me or to return equipment purchased for me.
- I understand that if my monthly attendance level drops below 90% I will lose that month's funding. If I fail two monthly attendance checks in a row, I understand that my funding may be stopped.
- I understand it is my responsibility to advise Student Services of changes to my circumstances which may affect my claim.
- I understand that it is my responsibility to tell the DWP about any direct support I am receiving (19+ only)

Signature Date

Please note: You must provide the correct evidence as requested. Failure to do so will delay your application. Please send copies of documents as the College is unable to return originals.

Please send application and evidence to:

Finance Application
Macclesfield College
FREEPOST SK1504
Park Lane
Macclesfield
SK11 8YA

For any further queries or evidence submission, please email studentservices@macclesfield.ac.uk