



Application for Financial Support 2018/2019

Please return this form with evidence attached:
Visit: Student Hub, Whittingham Road
 Student Hub, Shenstone House
Email: studentservices@halesowen.ac.uk.
Post: Student Services, Halesowen College, FREEPOST,
 Whittingham Road, Halesowen, B63 1BR.

Please complete this form clearly and accurately using BLOCK CAPITALS and BLACK INK.

Part 1 Student Details

First name(s) _____ Surname _____
 Date of Birth _____ Age (on 31/08/18) _____

Part 2 Household Income

Please tick all of your household income. **If someone in the household is in receipt of one or more of the income in the table below, we will only need to see evidence of that income.**

Income	Tick	Evidence Required with Application Form
Job Seeker's Allowance	<input type="checkbox"/>	All pages of an official letter showing an ongoing benefit for 2018 onwards. We cannot accept bank statements for these types of income as we need to see that the benefit is Income Based.
Employment and Support Allowance	<input type="checkbox"/>	
Income Support	<input type="checkbox"/>	
Pension Credit (Guaranteed Element)	<input type="checkbox"/>	
Housing Benefit	<input type="checkbox"/>	All pages of the 2018-19 Tax Credits Award.
Child Tax Credit AND NOT receiving Working Tax Credit AND Income under £16,190 per year	<input type="checkbox"/>	
Working Tax Credit	<input type="checkbox"/>	All pages of the Universal Credit Award Notice for 2018 onwards.
Universal Credit AND Income under £7,400 per year	<input type="checkbox"/>	
Vulnerable Students	<input type="checkbox"/>	Social Services/Support Worker Documentation.

If you are not in receipt of any of the incomes above, please tick all of your household income in the table below. **We will need to see evidence for each income. Payslips and bank statements must be dated within 3 months from the date the form is submitted.**

Income	Tick	Evidence Required with Application Form
Employment	<input type="checkbox"/>	2018 P60 or 2 monthly pay slips or 4 weekly pay slips.
Self-Employment	<input type="checkbox"/>	2018 audited accounts or 2018 official tax return or Tax Credits Award 2018-19 showing Self Employment Income.
Pension	<input type="checkbox"/>	All pages of an official letter showing an ongoing pension dated 2018 onwards.
Child Tax Credit AND Income above £16,190 per year	<input type="checkbox"/>	All pages of the 2018-19 Tax Credits Award or bank statements showing 3 consecutive payments.
Child Benefit	<input type="checkbox"/>	All pages of an official letter showing an ongoing benefit for 2018 onwards or bank statements showing 3 consecutive payments.
Council Tax Reduction	<input type="checkbox"/>	All pages of an official letter showing an ongoing benefit for 2018 onwards.
Universal Credit AND Income above £7,400 per year	<input type="checkbox"/>	All pages of the Universal Credit Award Notice for 2018 onwards.
Other (Please Specify Below)	<input type="checkbox"/>	All pages of an official letter showing an ongoing benefit for 2018 onwards or bank statements showing 3 consecutive payments.

Part 3 Additional Information

Please tick yes or no to the following statements:

Statement	Yes	No
I have an Education, Health and Care Plan (EHCP).		
I am aged 16 – 18 and am in care or have recently left care.		
I am aged 16 – 18 and receive Income Support or Universal Credit myself.		
I am aged 16 – 18 and receive Disability Living Allowance/Personal Independence Payments myself AND Employment and Support Allowance/Universal Credit myself.		

Childcare	Yes*	No
I am aged 20 or over and need support towards Childcare costs.		
*You will also need to complete a childcare application form to received funding towards childcare. Please visit the Student Hub, Block 2 or contact us on 0121 602 7688.		

Part 4 Declaration

I wish to apply for Financial Support in order to support the costs of attending Halesowen College, as I am experiencing financial difficulty.

I confirm that the above statements are true, accurate and supported by evidence of income. **I agree to repay funds awarded should I withdraw from Halesowen College before successfully completing my course or if my attendance and/or behaviour are unsatisfactory.**

I agree for Halesowen College to store and process the financial information provided to substantiate the financial support application. I agree for this information to be used for the purpose of administering financial support.

Please note, for students aged under 18, both the student AND parent/guardian/support worker should sign this form.

Signature of Student _____ Date _____

Signature of Parent/Guardian (For students aged under 18) _____ Date _____

Signature of Support/Social Worker (If applicable) _____ Date _____

Office Use Only						
Received By _____	Received Date _____					
Associate ID _____	Student enrolled <input type="checkbox"/>	Evidence provided <input type="checkbox"/>				
Course _____	F/T	P/T				
Course Funding	16-18	19+ Returner	19+ L1/2	EHCP	FFL3	Loan Approved
Assessed by _____						
Signed _____	Date _____					
Band _____	Fund 16-18 <input type="checkbox"/>	19+ <input type="checkbox"/>	Learning Loan <input type="checkbox"/>			



Tel: 0121 602 7688
Email: studentservices@halesowen.ac.uk

Dear Student,

Application for Financial Support at Halesowen College 2018/2019

For the purposes of compliance with the new General Data Protection Regulations, please complete the slip below and return it to the Student Hub, Halesowen College, FREEPOST, Whittingham Road, Halesowen, B63 1BR. If you are under 18 and living with parent(s) or guardian(s), it will be necessary for them to provide evidence of income and therefore, we also need their permission to hold their data.

Please complete this slip to enable us to assess your Financial Support application. Return the slip as soon as possible.

If you have any queries, please contact us on the above details.

Yours sincerely,

The Student Hub

Financial Support Application Declaration

Student Name: _____ Date of Birth: _____

I agree for Halesowen College to store and process the financial information provided to substantiate the financial support application. I agree for this information to be used for the purpose of administering financial support.

Student Signature: _____ Date: _____

I am the parent/guardian of the above student and hereby give my permission for my personal data to be stored, processed and retained by Halesowen College to support this application for financial support.

Parent/Guardian Signature: _____ Date: _____

Return to Student Hub, Halesowen College.

STUDENT BACS DETAILS



Account details must be in the student's name only.

Please complete this form clearly and accurately using BLOCK CAPITALS and BLACK INK.

Student's Details

Name	<input type="text"/>
Student ID	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>Leave blank if unknown</i>
Address	<input type="text"/> <input type="text"/> <input type="text"/>
Postcode	<input type="text"/>
Date of Birth	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <i>(dd/mm/yyyy)</i>

Bank Details

Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Student's Name As It Appears On Bank Card	<input type="text"/>
I agree for this information to be processed and stored for the purpose of administering financial support.	
Signature of Student	<input type="text"/>

Please return this form to: Student Hub, Halesowen College, Whittingham Road, Halesowen, West Midlands, B63 3NA

<i>Office use only</i>	Input by	<input type="text"/>	Date	<input type="text"/>
	Checked by	<input type="text"/>	Date	<input type="text"/>

The College will hold student bank details for the purpose of paying discretionary awards, bursaries and similar funds