

# FOR ONGOING SUPPORT

FOR STUDENTS WHO HAVE COMPLETED THE FULL APPLICATION



DERBY college

ACADEMIC YEAR 2017/18

## PART A

### SITE ATTENDED:

Joseph Wright Centre  Johnson Building  Hudson Building  Other - please specify   
 Roundhouse  Broomfield Hall  Ilkeston   
 Term applied for: Term 2  Term 3

**A new claim must be made at the beginning of each term - with recent proof of household income/benefits dated within the last 3 months if your financial situation has changed. Incomplete forms will not be processed and will be returned to you.**

All applicants must be home students or have special residency status under the Bursary guidelines and cannot be supported through another Government Training Scheme or undertaking a waged Apprenticeship. Applicants can only be supported if their course is funded by the Funding Body.

### YOUR DETAILS:

Student Identification Number:

Date of Birth:  Current Age:

Surname / Family Name:

First Name:

Address:

Postcode:

Home Telephone Number:  Mobile Number:

#### Have these details changed since your first application?

My residency status is the same. Yes  No  If No, please provide current residency proof.

I attend the same course. Yes  No

Course Name:

How many days per week do you attend?

## GUARANTEE PRIORITIES:

You are a priority for funding if you can tick any of the following:

- You are in Care (looked after by the local authority).
- You are a Care Leaver.
- You receive Income Support (in your own name).   
**Evidence required: Benefit confirmation letter and bank statement.**
- You are in receipt of Universal Credit in place of Income Support (in your own name).   
**Evidence required: Benefit confirmation letter and bank statement.**
- You receive Disability Living Allowance (DLA) or Personal Independence Payment (PIP) **and** Employment Support Allowance (ESA) or Universal Credit combined.   
**Evidence required: Benefit confirmation letter and bank statement.**

**If you have ticked one of the above please move on to Bank Details.**

## PART B

### FINANCIAL INFORMATION:

**You must provide proof of current household income/benefit dated within the last 3 months if your financial situation has changed.**

The financial situation in my household **has not** changed since my previous application.

The financial situation in my household **has** changed since my previous application.

Parent/Guardian Signature:

Print Name:

**Your support will now be reviewed. Please move onto Bank Details.**

### BANK DETAILS:

**Please tick the option that applies to you.**

My bank details **have not** changed since my previous application.

**Please move on to Part C.**

My bank details **have** changed. I confirm that I would like payment made to the bank details below:

Bank Name:

Bank Address:

Name on Account:

Sort Code:

Account Number:

Roll Number (Building Society only):

**Note: If bank details are unclear or incorrect, we may not be able to retrieve payments sent due to this error.**

# PART C

## ASSISTANCE REQUIRED:

Please tick the assistance you would like:

- **Mandatory equipment / kit support** (Not all equipment can be supported)

Receipts included

Items still to be purchased

- **Mandatory trips support**

Optional trips are not supported

- **Travel support**  Please complete an Attendance Review if your attendance is below 90%.

You must access appropriate saver fare (e.g b\_line, Student Mango etc) and live more than 1 mile from the College.

- **Meal support**

Loaded onto your Student ID Card

**Please note that there is limited funding available, and you will not necessarily be able to obtain all the support requested.**

## ADDITIONAL INFORMATION:

Please use this space to tell us anything else that we may need to know to support your application.

# PART D

## DECLARATION:

I declare that the information I have given is correct with nothing being omitted that would affect this application.

Any false applications will be subject to disciplinary action.

I understand that any assistance provided is subject to enrolling on the course of study and maintaining satisfactory progress and levels of attendance at 90%, and agree that consultation may take place with my Tutor. I understand I need to use the Attendance Review procedure to report absence to the Student Support Fund Team. Failure to do so may result in non-payment.

I declare that the bank details given are correct and I confirm this is the account I would like my payments made to.

I understand that all or part of any financial assistance provided may be repayable or stopped if I withdraw from my course for any reason during the Academic Year. Any amount repayable will be determined by Derby College.

I give permission to speak to my parent/guardian or a named person.

**Nominated Guardian/Key Worker name**

**Student Signature:**

**Print Name:**

**Date:**

## NOTES:

Any information provided will be used for data processing relevant to the College and is subject to the Data Protection Act 1998.

### Appeals Procedure

If you wish to appeal against the outcome of your application you can appeal in writing to the Head of Student Support Services, Derby College, The Roundhouse, Roundhouse Road, Pride Park, Derby DE24 8JE.

Your completed application form, along with any documentation requested can be returned to Student Services at any of the following sites:

**Roundhouse Campus, Roundhouse Road, Pride Park, Derby DE24 8JE**

**Joseph Wright Campus, Cathedral Road, Derby DE1 3PA**

**Broomfield Hall Campus, Morley, Ilkeston DE7 6DN**

**The Johnson Building, Locomotive Way, Pride Park, Derby DE24 8JH**

**Ilkeston Campus, 2 Pimlico, Ilkeston DE7 5JS**

## OFFICE USE ONLY:

Appeal:	<input type="text"/>	Approved: Yes <input type="radio"/>	No <input type="radio"/>	Specify Support:	<input type="text"/>
Refused - please give reason:	<input type="text"/>				
Relevant Documents checked:	<input type="text"/>				
Staff signature:	<input type="text"/>				
Date complete application received:	<input type="text"/>				
Date student advised of outcome:	<input type="text"/>				
Vouchers issued:	<input type="radio"/>				
Stationery:	<input type="text"/>				
Attendance level acceptable <input type="radio"/>	Guarantee Group <input type="radio"/>	Homeless <input type="radio"/>	Nottingham Postcode <input type="radio"/>		
(Please investigate further)					

## OTHER INFORMATION: