

PART A

SITE ATTENDED:

Joseph Wright Centre	<input type="radio"/>	Hudson Building	<input type="radio"/>	St James Centre	<input type="radio"/>
Roundhouse	<input type="radio"/>	Broomfield Hall	<input type="radio"/>	Other - please specify	<input type="radio"/>
Johnson Building	<input type="radio"/>	Ilkeston	<input type="radio"/>	<input type="text"/>	

Term applied for:

Term 1 (September - Christmas)

 Term 2 (January - Easter)

 Term 3 (Easter - Summer Break)

An Ongoing Application Form must be submitted at the beginning of each term for travel payments to continue.

All applicants must be home students, ie ordinarily resident in the UK for purposes other than education for the past 3 years with no restrictions on your stay in the UK, or have special status under Support Fund guidelines. Applicants cannot be prisoners on day release or on prescribed HE courses. Applicants should not be accessing Job Centre Plus mandated training or on a waged Apprenticeship which is funded through another source. If you are eligible for the Advanced Learner Loan any agreed funding will be supported by the Advanced Learner Loan Bursary. Applicants can only be supported if their course is funded by the Funding Body.

STUDENT DETAILS:

Student Identification Number:

Surname / Family Name:

Male Female

First Name:

Address:

Postcode:

Home Telephone Number: Mobile Number:

Date of Birth: Age on 31st August 2017:

Who do you live with? (please tick)

Alone

 Parent(s)

 Foster parent(s)

 Partner

Children (under 18). Please put names and ages:

Other relative - please state:

How many adults live in the household?

RESIDENCY STATUS:

- A** Have you been a permanent resident in the European Union (including the UK) for the past three years?
Evidence required – Copy of passport if from any country outside of the UK
- B** Have you been granted Refugee status by the UK Government and have been ordinarily resident in the UK since so recognised, or the spouse or civil partner of such a person?
Evidence required – Home Office document confirming Refugee status
- C** Have you been granted Discretionary Leave or Exceptional Leave to enter or remain and have been ordinarily resident in the UK since so recognised, or the spouse or civil partner of such a person?
Evidence required – Home Office document confirming status
- D** Are you the spouse of a person with settled status, who has been both married and resident in the UK for 1 year?
Evidence required
- Copy of marriage certificate (translated)
 - Copy of spouse's proof of UK citizenship
 - Copy of passport showing date of entry to UK.
- E** Are you an Asylum Seeker who has legally been in the UK for longer than 6 months while awaiting a decision?
Evidence required – Home Office document confirming status
- F** None of the above
You are not eligible to apply for help from the Support Fund. Do not proceed any further with the application form.

YOUR COURSE DETAILS:

Are you undertaking a waged Apprenticeship?

No Please continue with the application.

Yes **Apprenticeships cannot be funded from the Learner Support Fund. Please do not continue with the application**

Course applied for:

Qualification level:

College start date:

College finish date:

Days per week attending course:

I am aged 19 or over and studying a course at Level 3 or above and have applied for the Advanced Learner Loan.

Yes No

PLEASE TICK IF ANY OF THE FOLLOWING APPLY TO YOU:

- You are aged under 25 and in Care or have recently left Care
- You are aged 19-23 and are taking your first full Level 2 qualification
- You are aged 19-23 and are taking your first full Level 3 qualification
- You are medically ill, or have learning difficulties or are disabled
- You are completing the 2nd year of a 2 year course
- You are progressing to the next level of a related course.

Please note that you will also need to show that you are facing financial difficulty.

PART B

FINANCIAL INFORMATION:

Do you receive one of the following?

- Income-based Job Seekers Allowance (work group related)
- Employment Support Allowance (work group related)
- Income Support
- The **Guarantee** element of State Pension Credit
- Universal Credit
- Support under part VI of the Immigration and Asylum Act 1999
- None of the above but the annual net household income is under £20,000

Evidence required - photocopies of your benefit letter, or 3 pay slips, or your Tax Credits letter. All evidence must be dated within the last 6 months.

If your household is not in receipt of the above but would face financial hardship, please provide further financial information and your application will be reviewed by a Management Panel.

If you live independently or with a partner how much is the net annual household income?
Do not include any income from Disability Living Allowance

£

Please deduct £2,500 per dependent child (under 19)

£

Divide this by the number of adults dependent upon this income

£

Please provide proof of income as above.

BANK DETAILS:

Please complete this section if you are applying for help with travel costs and reimbursement.

If you do not have a bank account you will need to open one before you apply for help from the Support Fund. Payments will be made directly into your bank account or building society account. Please make sure that your bank can accept BACS Direct Credits. **Please write clearly.**

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 will not be supported.

- **Tuition fees support**

Excluding registration and exam fees.

- **Stationery support**

You will receive a code to order online from the Students' Union website.

- **Travel support**

You must access appropriate saver fares (e.g. Mango, Arriva Saver) and live at least 1 mile from the College.

Bus / train ticket

You must attach a ticket to this form.

Travel by car

Parking costs are not supported.

- **Books support**

This is subject to a maximum funding limit.

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.

ADDITIONAL INFORMATION CONTINUED:



PART D

DECLARATION:

I declare that the information I have given is correct with nothing being omitted that would affect this application. I understand that all information is confidential and cannot be divulged to a third party without my permission. 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 of at least 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 Learner 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 agree that this support is only available if I have no outstanding debts with Derby College.

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.

Signed:

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 Learner 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 Learner 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 / Hudson Building, Locomotive Way, Pride Park, Derby DE24 8JH

Ilkeston Campus, 2 Pimlico, Ilkeston DE7 5JS

OFFICE USE ONLY:

Appeal:

Approved: Yes No Specify Support:

Refused - please give reason:

Relevant Documents checked:

Staff signature:

Date complete application received:

Date student advised of outcome:

Equipment:

Stationery:

OTHER NOTES:

OTHER NOTES:

