

FOR ONGOING SUPPORT

FOR STUDENTS WHO HAVE COMPLETED THE FULL APPLICATION



ACADEMIC YEAR 2018/19

PART A

SITE ATTENDED:

Joseph Wright Centre Johnson Building St James Centre Hudson Building
 The Roundhouse Broomfield Hall Ilkeston College Other - please specify
 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, 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.

YOUR DETAILS:

Student Identification Number: Surname / Family Name: Male Female First Name: Address: Postcode: Home Telephone Number: Mobile Number: Date of Birth: Age on 31 August:

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?

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

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.

Has the financial situation of your household changed since your previous application? Yes No

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.

ADDITIONAL INFORMATION:

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

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

You must access appropriate saver fares (e.g. Student 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.

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 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 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.

Student Signature:

Print Name:

Date:

NOTES:

Any information provided will be used for data processing relevant to the College and is subject to the General Data Protection Regulations (GDPR) 2018.

All original documentation sent in will be returned to you by standard post and Derby College accepts no liability for the loss of any of these items.

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:

The Roundhouse, Roundhouse Road, Pride Park, Derby DE24 8JE

The Joseph Wright Centre, Cathedral Road, Derby DE1 3PA

Broomfield Hall, Morley, Ilkeston DE7 6DN

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

Ilkeston College, 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:

Vouchers issued:

Stationery:

Attendance level acceptable:

OTHER INFORMATION: