

Financial Support for Students 2016-2017



Before you complete this form please read this information carefully. You must complete all sections or we will not be able to assess your entitlement to financial support. Where we ask for documentary evidence, you must provide this when you bring your application form in to the Student Services (evidence e.g. P60, Student ID Card, original bank details).

Please note: DO NOT post this form to the College, you must bring this form and other documentary evidence required to the Student Services to enable us to fully assess your application. This process may take several weeks. You will receive confirmation of this assessment by letter.

Personal Information

Forename:

Surname:

Course Name:

Student ID:

Please note: Proof of address required.

Address:

Contact Number:

Email:

Date of Birth:

Age at 31st August 2016:

What funding do you wish to apply for? (see information and guidelines)

16-18 West Lancashire College Award (WLMA)

16-18 Bursary (independent young people)

16-18 Meal Allowance

19-25 Meal Allowance (LDA or EHC Plan)

19+ Bursary (those in receipt of an Advanced Learning Loan)

Course Equipment

Childcare (additional form also required)

Travel – please tell us how you travel to College, in additional comments box, i.e; car, train etc – please include costs for public transport.

Have you been resident in the UK for the last 3 years?

Yes

No

Do you live with, or are financially dependant on, parents/guardian/partner?

Yes

No

Are you a young parent (under 19)?

Yes

No

Are you in, or leaving care?

Yes

No

Who you live with

Please list below the names of the people living in your household, apart from yourself. Write 'not applicable' if you live alone.

Name of person:	Age:	Relationship to you:

Household income

This section relates to any earned income and/or benefits that the household you live in receives. **You will need to provide documentary evidence of this income** (P60, TCAN 2015, recent benefit entitlement letter) when you return your completed application to the Student Services.

Are you or any member of your family claiming any of the following benefits? (tick all that apply):

- Income Support Income-based JSA Income-related ESA Guarantee Pension Credits
- Working Tax Credits Child Tax Credits (gross income of less than £16,190) Universal Credit
- Support under part VI of the Immigration and Asylum Act 1999

Do you or any supporting parent/guardian/partner have any income from employment? Yes No

If yes, please give details:

Gross Annual Income (you):

Gross Annual Income (supporting partner/guardian/partner):

Payments

For WLMA and LSF, payments will begin as soon as we have verification from College registers that you have commenced your course. This may take up to 6 weeks. Further payments will depend upon continued required satisfactory attendance on the course.

Once receiving support you must notify the Student Services of any change in circumstances:

- Switching to another course
- Timetable changes
- Changes in your family's financial circumstances
- Leaving your course before completion
- Changing your address
- Changing your bank account

Declaration

- I hereby undertake to attend regularly and to complete my course.
- I must notify Student Services of any change in circumstance or course, that may affect my eligibility.
- Should I stop attending College, I should return any monies as determined by the Student Services.
- I understand the monies I receive has been awarded to give me financial assistance to support my studies/training at West Lancashire College, and should be spent appropriately.
- Appropriate use of LSF and WLMA includes expenditure such as travel to and from College, text books, essential equipment and trips for my course.
- I understand receiving payments is subject to me continuing as a student at West Lancashire College.
- I understand I must have acceptable attendance over each payment period to receive that payment.
- I recognise false statements may lead to withdrawal/refusal of support and may leave me open to prosecution.
- I understand I will be allocated 1 meal per full day in College if I receive the meal allowance.

Signed:

Date:

If you have any queries, please call in to the Student Services telephone 01695 52393, or email ask-the-adviser@westlancs.ac.uk

Please add any additional comments that you feel have not been covered in this application:

Banking

Payments for equipment will generally be made directly to suppliers. Other payments will be made by BACS directly into your bank account. This information will be securely stored and later destroyed.

Please ensure your bank account accepts BACS payments. **Please provide evidence of your account number with your application.**

Student name:

Student ID:

Name on account:

Bank/building society:

Sort code:

Account number:

Office use only

Received:

Total annual income verified:

Bank details verified:

Enrolment verified:

Allocation awarded:

Signed:

Dated:

Letter sent:

Additional notes: