

COLLABORATIVE FUNDING APPLICATION FORM 2018-19

STUDENT NAME:..... STUDENT ID NUMBER:.....

Enrolling on a course can be expensive, therefore before a student starts a course consideration should be given to costs such as course fees, travel costs, equipment, uniform and childcare. Students will be expected to cover the cost of travel until the Bursary is awarded and may also be expected to contribute towards the cost of some of these items even if they are awarded with a Bursary.

To ensure that finance is not a barrier to enrolment, funding is provided to South Essex College by the Government so that they are able to support students who would find it difficult to come to college because of the extra costs involved. South Essex College administers these Funds at its discretion and in line with the published guidelines, it is important to remember that funding is not guaranteed.

THERE IS NO ENTITLEMENT TO A BURSARY.

Each application will be assessed and if funds are available, a Bursary will be allocated subject to meeting minimum college standards. There are several funds available to help different groups of students and the rules for each are different. Therefore, please be aware that you might get a different level of support to other students who are on the same course.

This application form should be used to apply for all types of financial support. We are unable to accept incomplete applications (which includes those with missing evidence) so please seek advice from the Funding Team if you are unsure about any of the questions or require help. Household income, for the purpose of this application is defined as gross taxable income for the household including taxable benefits. It does not include means tested benefits or Disability Living Allowance/Personal Independence Payments.

If you are aged 19 or over on 31/8/18 and you are applying for an Advanced Learning Loan for your Level 3 course, your loan needs to be approved before you are eligible for support.

WHAT TO DO NEXT – All students should :-

- Complete all relevant sections, if you are unsure, please ask the Funding Team
- Supply household income evidence as required and **colour passport sized** photographs if you are applying for assistance with a bus pass or train season ticket.

Eligibility is based on age, residence, household income and previous level of qualification although exceptional circumstances will be considered. Where students are applying for support with travel, distance will be used to establish if support is essential. You must live more than 3 miles from your campus of study; this is calculated by looking at the safest walking distance on GoogleMaps.

You must provide evidence that you have a specific financial difficulty and are unable to cover the cost of your studies. If you are in receipt of welfare benefits it is your responsibility to declare to HMRC any payments made to you.

Your household income needs to be less than £20,000 (if you are under 19 years old at 31/8/18) or £25,000 if you are (19+ at 31/8/18). If there are dependent children under the age of 23, in full time education a higher annual income may be considered.

Due to the volume of applications, we are UNABLE to discuss applications or answer questions regarding financial support over the phone.

If you wish to speak with a member of the Funding Team, please visit Student Services or email Funding@southessex.ac.uk

What happens next?

How will I know if my application is successful?

Once the assessment has been completed, you will be sent notification that your application form has been processed via email or post. This email or letter will outline the payment schedule for those funds which are split across the year.

When will I be paid?

Those eligible for the 16-18 Vulnerable Bursary and Childcare will be prioritised ahead of other applications which will be processed in order of submission date. We endeavor to make payments as quickly as possible, but we ask you to be patient at this busy time. If you are going to struggle to pay for your travel costs while waiting for your application to be assessed, please see Student Services who may be able to assist you temporarily.

Payment Criteria

Please note that some of your awards could be withheld if your attendance falls below the required level. You are expected to have 100% attendance, excellent behavior and keeping on top of your work. If your attendance falls below 100%, or you are subject to serious behaviour management within the college policy; your funding can be, temporarily, suspended. If you withdraw from your college course after receiving an award, you will be asked to pay it back, or return the equipment you have purchased. If the amount remains outstanding, it will affect any future funding applications you make.

Will I be awarded the same funding as others in my class?

No, not necessarily. All applications are assessed against strict criteria, taking into account many different factors such as household income and the number of dependents in the household. We may also take into account other personal information such as whether a student has a social worker or if they're a Looked after Child.

I'm unhappy with my award, what can I do?

We fully understand that sometimes it can be very disappointing to find out that you might not receive as much money as you think you should. However, the reality is that funding is limited and restricted by rules and regulations. With this in mind it is important that you carefully consider how funding might impact on your ability to study – it might be necessary to re-evaluate your options.

Please contact The Money Advice Service at www.moneyadviceservice.org.uk or on 0300 500 5000 for further guidance.

COMPLAINTS AND APPEALS

If you make an application and are unhappy about the way in which your funding assessment has been handled, or you think we've done something wrong, there are 3 steps to follow:-

- 1. Ask for a Re-Assessment** – it's really important that you give us the correct information first time, but if you think we've made a mistake with your assessment, tell us and we'll reassess your application.
- 2. Appeal** – if you are still unhappy with the outcome of your assessment and strongly believe that there are specific circumstances, which mean that you should be supported, then you should appeal in writing to the Funding Team Leader. You can email Funding@southessex.ac.uk (please put Appeal as the subject) or write a letter which you can hand to a Funding Administrator. Your case will then be given further consideration.
Appeals may not be looked at until January 2019. Your appeal will be acknowledged within 3 working days and a letter informing you of the outcome will be sent after a decision has been made. Please be aware that an appeal may not result in a change to the outcome of your funding application. If successful any award will start from the day of the appeal outcome not the date the application was submitted. You will not be supported whilst your appeal is pending.
- 3. Complaint** – if you feel that you have been poorly or unfairly treated and having gone through steps 1 and 2 are still dissatisfied with the service you have received; you are entitled to make a formal complaint in writing to the Quality Improvement Team, by emailing yoursay@southessex.ac.uk or by using a complaint form, which can be obtained from reception. The College Compliments and Complaints Procedure can be found on C-Space/Moodle. Please be aware that a complaint may not result in a change to the outcome of your funding application.

OFFICE USE ONLY

Date Received:		Evidence Complete:	YES/NO
Intuition Input Date:		Staff Initials:	
Eligible for FCM:	YES/NO	Date added for FCM:	

The **closing date** for completed applications is **Friday 19th October 2018**
The Funds may re-open, subject to funding still being available.

Collaborative Funding Application Form 2018/19

Student Personal Details

Unique Learner No:

First name: Surname:

Date of Birth: Age on 31/08/18:

Home Address:

Postcode:

Email address:

Do you have regular access to this email? If not, please use another email address. This is important as we may communicate via email about your application. Please check your email messages regularly.

Telephone Number: Alternative:

Course Details

What course are you studying in 2018/19?:

Course Code:

Course Start date: Course End date:

No of days per week: No of weeks:

Where are you studying?:

Office use only

Income Evidence

Household Details

To be eligible for a Discretionary Bursary (which could include funding towards travel or equipment costs), you need to have a household income below **£20,000 per annum** if you are Under 19 as at 31/8/18 or **£25,000 per annum** if you are 19+ as at 31/8/18 (as calculated by South Essex College).

Financial allowances are made for all dependent children, so please accurately complete the answers below. Discretionary Bursaries are awarded on an individual basis, considering many factors and are only designed to be a contribution to the various costs you may face as a student. You should therefore be prepared to pay towards your costs and not compare your award to those of your peers.

Number of adults living in the house. This must include all persons over the age of 18 (including you, the student) who are not in full time education living in the house:

Full Name:	Relationship to you:	Do they have an income Y/N
<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"/>	<input type="text"/>	<input type="text"/>

Number of dependent children in the household, this will include you and also those who are still in full time education under the age of 25, either living in the house or away studying at university:

Evidence of household income **MUST** include **ALL** pages and be from the list below and dated within the timescale (as detailed below). Any applications handed in with **out-of-date** or **missing** evidence, will not be processed and your award may be delayed. We will contact you directly if we require any further evidence, but accept no responsibility for any delays caused by this, or reduction in funding.

Household income for the purpose of this application is defined as gross taxable income for the household including taxable benefits. It does not include Disability Living Allowance/Personal Independent Payments

Please ✓ the boxes of any evidence you are providing.

The following evidence must be dated within the current tax year 2018/19 unless stated otherwise:

- ☐ Housing Benefit
- ☐ Council Tax Reduction
- ☐ Working Tax Credit (income below £16,190)
- ☐ Child Tax Credit
- ☐ Pension/Pension Credit
- ☐ Self Employed *An accountants letter is needed stating projected earnings for 2018/19 or a photocopy of your Self-assessment Tax Return or audited company accounts for the last financial year?*

The following evidence must be dated within the last 2-3 months:

- ☐ Universal Credit
- ☐ Income Support
- ☐ Job Seekers Allowance
- ☐ Income Based Incapacity Benefit
- ☐ Employment and Support Allowance
- ☐ Wage slips (Either 2 monthly or 8 weekly)

16-18 Applicants

If you are aged 16 – 18 as of 31/08/18, and if you have ticked any of the statements below, and supplied evidence, you may be eligible for a **VULNERABLE BURSARY** (VB) worth up to £1,200 (this is reduced if your course is less than 30 weeks). The value of any Discretionary Bursary (including travel and course costs) awarded will be deducted from the VB total before calculating any possible weekly payment amount.

Vulnerable Bursary

Please ✓ any of the statements below that apply to the student's personal circumstance:-

- ☐ **I am a person under 19 who is looked after by the Local Authority:**
You must supply a letter from your Local Authority confirming you are in care
- ☐ **I am a person under 19 who is looked after by the Leaving Care Team:**
You must supply a letter from your Local Authority confirming this status
- ☐ **I am a person under 19 who is an unaccompanied asylum-seeker who is looked after by the Local Authority:**
You must supply a letter from your Local Authority confirming this status
- ☐ **I am a person under 19 who is in receipt of Income Support/Universal Credit in my own name:**
You must supply a recent Income Support/Universal Credit letter, dated within the last 3 months
- ☐ **I am a person under 19 who is in receipt of both Employment Support Allowance/Universal Credit and Disability Living Allowance/Personal Independence Payments in my own name:**
An ESA/UC letter and a recent DLA/PIP letter, dated within the last 3 months
- ☐ **I am aged between 16 and 18 on 31st August 2018 and I am funded through the European Social Fund (ESF)**

Free College Meals

If you have ticked any one of statements below and supplied the necessary evidence, you may be eligible for **FREE COLLEGE MEALS** (FCM). If eligible, you will be able to take advantage of the meal deal within 24 hours of submitting this completed form. Meal deals are available from Scoff/#Chill at each campus. If you are starting any agreed Work Placement, you must notify the Funding Team so that they are able to make BACs payments to you in place of your Scoff/#Chill meal deal. You will be asked to collect an Oliver the Owl lunch sticker to assist you in the collection of your meal.

- ☐ **I am/My parent is/My guardian is in receipt of Income support**
- ☐ **I am/My parent is/My guardian is in receipt of Income Based Jobseekers Allowance**
- ☐ **I am/My parent is/My guardian in receipt of Income related Employment and Support allowance(ESA)**
- ☐ **I am/My parent is/My guardian is in receipt of Universal Credit and have an annual household income less than £7,400:**
You will need to supply all pages of the relative award dated within the last 2-3 months
- ☐ **I am/My parent is/My guardian is in receipt of Support under Part VI of the Immigration and Asylum Act 1999:**
A letter from your Local Authority confirming this status
- ☐ **I am/My parent is/My guardian is in receipt of The guarantee element of State Pension Credit:**
You will need to supply all pages of the guarantee element of State Pension Credit award dated within the current tax year 2018/19
- ☐ **I am/My parent is/My guardian is in receipt of Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs:**
or
- ☐ **I am/My parent is/My guardian is in receipt of Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit:**
You will need to supply all pages of the child tax credit award dated within the current tax year

16 – 18 Travel

Travel Bursary not required as I live under 3 miles from college and/or walk/cycle to college: ☐

If you have ticked any of the statements below, and you are awarded a travel bursary through the college; this may be in the form of a bus or train ticket, a contribution paid directly to your local authority or a BACs payment into your specified bank account.

The college reserve the right to select the most cost efficient method of award, and the award will not exceed £1500.

BACs payments will only be awarded in exceptional circumstances, will be limited to a maximum contribution equivalent to the cheapest travel cost and will be decided on, by the College.

Please ✓ the statement that applies to you:

- ☐ **I am aged between 16 – 18 and I have applied to my Local authority and have been refused:**
Please supply a copy of the refusal letter
- ☐ **I am aged between 16 – 18 and I am not eligible to apply to Local Authority (I do not receive the correct benefits)**
- ☐ **I am aged between 16 – 18 and although I have been awarded a travel pass from the Local Authority I request assistance with the cost of the contribution I am required to make:**
Please supply a copy of the council award letter stating the fee payable. If eligible the college will make the payments directly to the Local Authority on your behalf
- ☐ **I am eligible for free travel from another source (e.g. Oyster Card/Social Services):**
Please state which

How do you travel to College?

Please ✓ which method applies to you:-

Bus:

☐ **First** ☐ **Arriva** ☐ **Ensign**

Bus daily and weekly Cost:

Train*:

☐ **Greater Anglia** ☐ **C2C**

Which station do you depart from:

Train daily and weekly Cost:

*For either a train pass or a bus pass with First, you will be required to have a Photocard. If you already have one, please insert your Photocard ID number here:

If you do not have one you will be required to provide us with a passport sized photo of yourself.

☐ **Car**

Weekly Cost:

☐ **Motorbike**

Weekly Cost:

☐ **Oyster**

Weekly Cost :

☐ **Other**

Please state which other method of travel:

Weekly Cost:

You will be required to submit to Student Services a minimum of 1 weeks' worth of travel tickets/receipts to evidence the cost before any travel funding will be paid to you.

Please note that the amount paid may not necessarily cover the full cost of your travel.

If you are applying before the start of your course you **must** supply tickets at a later date.

19+ Applicants

Eligibility

If you have ticked the statements below and you are awarded a travel bursary through the college; this may be in the form of a bus or train ticket, or a BACs payment into your specified bank account.

The college reserve the right to select the most cost efficient method of award, and the award will not exceed £1500.

Where possible, we will purchase rail travel tickets, or bus tickets.

BACs payments will only be awarded in exceptional circumstances, will be limited to a maximum contribution equivalent to the cheapest travel cost and will be decided on by the College.

☐ **I live more than 3 miles from the campus I am attending**

☐ **I am aged over 19 and therefore not eligible to apply to the Local Authority**

How do you travel to College?

Please ✓ which method applies to you:-

☐ **Bus:**
Weekly Cost:

☐ **Train:**
Weekly Cost:

☐ **Car**
Weekly Cost:

☐ **Motorbike**
Weekly Cost:

☐ **Oyster**
Weekly Cost :

☐ **Other**
Please state which other method of travel:

Weekly Cost:

You will be required to submit to Student Services a minimum of 1 weeks' worth of travel tickets/receipts to evidence the cost before any travel funding will be paid to you.

Please note that the amount paid may not necessarily cover the full cost of your travel.

If you are applying before the start of your course you **must** supply tickets at a later date.

19+ Meals and Fees

Free College Meals

If you can tick the statement below and can supply the necessary evidence, you may be eligible for **FREE COLLEGE MEALS** (FCM). If eligible, meal payments will be made weekly via BACs, and will only be backdated to the date the completed application form was received by the college.

If you are starting any agreed Work Placement, you must notify the Funding Team so that they are able to make BACs payments to you.

- ☐ **I am aged between 19 and 25 and I am subject to an Education Health & Care Plan (EHC Plan)**
If the college does not already have this information you will be asked to supply a copy of the EHCP prior to being awarded FCM.

Course Fees

Not all students are eligible for support with Tuition Fees, and even if you are eligible, funds are limited. For more information please ask for a copy of the 2018/19 Funding Policy for reference.

If you're applying for financial support with your fees, please ✓ the relevant box below.

Do you support yourself financially?

- ☐ Yes
☐ No

Do you work?

- ☐ Full time
☐ Part Time
☐ N/A

Have you paid your tuition fees?

- ☐ Yes
☐ No
☐ 10% Deposit Paid

If no, how will your tuition fees be paid?

- ☐ College Fee Remission
☐ Direct Debit
☐ Applying for Funding
☐ Advanced Learning Loan

If you are 19+ and about to study a level 3 - 6 course, have you applied for your Advanced Learner Loan?

- ☐ Yes
☐ No
☐ Will be applying

Bank Details

Name on Account:

Name of Bank:

Account Number:

Sort Code:

Please take the time to copy these details correctly as payments will not be re-issued if this is your mistake.

Should you wish to change them at any point you **MUST** email the Funding Team at funding@southessex.ac.uk with the new details.

Please note that this should be a current account belonging to the student, we can only make payments to third parties under exceptional circumstances authorised by the Head of Student Services.

Declaration

TERMS OF THE AWARD

- Attendance will be monitored and must be 100%. Should your attendance fall below this level or if you withdraw, financial support may be stopped and you may be asked to pay back any financial support received.
- It is your responsibility to notify us of any changes to your timetable. Any changes in awards will only be backdated to the beginning of the week in which information was received.
- Meals are made via BACs payment and only back dated to the date when the completed application form was received by the college
- South Essex College reserves the right to withdraw support due to misbehaviour, fraud or if the reputation of the College is brought into disrepute.
- Any items purchased through South Essex College remains the property of South Essex College and you may be asked to return them at the end of your course.
- Where the College makes a financial contribution to your studies, any financial shortfall (the difference between the contribution made and the actual cost) is solely your responsibility.
- If you are submitting this form after the closing date of Friday 19th October 2018, processing your application will take considerably longer and your award may be restricted or refused due to lack of available funding.
- If you submit this form without all the necessary in date, correct and accurate evidence, your application will not be processed. This may lead to your award being restricted or refused due to lack of available funding when you do submit all of the required evidence.
- The Funding Team will share information regarding your funding award with your Tutors.
- Where your attendance falls below 50% for 2 consecutive weeks, all payments will be withheld until you make contact with a Funding Administrator to discuss reasons for the absences.
- Bursary payments will be split into 3 awards. One in term 1, one payment early in January and the final payment after Easter. Payments 2 and 3 will be made following checks on attendance. Attendance **MUST** be 90% or above in order to receive payments 2 and 3. For some high cost courses full payment will be made in term 1 and not split into 3 payments.

I confirm that I agree to the above terms and conditions and that the details contained in this application are accurate and I am aware that if I choose to discontinue my studies during the period for which the assistance was given, I will be required to repay any support provided.

Student Signature:.....

Date:.....