Student Support Fund **19+ Students**

Application Form 2018/19



FS01

Complete this form in <u>BLACK INK</u> and in <u>BLOCK CAPITALS</u> Answer all of the questions required—enter N/A where appropriate Make sure you <u>SIGN</u> and <u>DATE</u> the application on the back page

Section 1—Student Details

Student No. (on your I	D card)	0	0						
First Name (in full)									
Surname (in full)									
Date of Birth]/[/				Age (in years) on <u>31st August 2018</u>	
Home Address							Home	e Phone	
	Destanda					Mobile Phone			
Postcode									
Email						 _			

We will contact you about your application / award via this email address if you have one-please ensure it is correct

Section 2—Student Bank Details

Please be aware, the bank details provided must be the student's own account—we cannot pay anyone else (unless in exceptional circumstances). If the student does not have their own account they must open one to receive payment.

Bank Name (e.g. Barclays)	
Account Holder Name (e.g. J Bloggs)	
Sort Code (always 6 digits)	
Account Number (always 8 digits)	
Roll Number (building society only)	

Section 3–Residential Status

EU/EEA Citizen

Please tick <u>one</u> of the following:

Section 4–Course Details

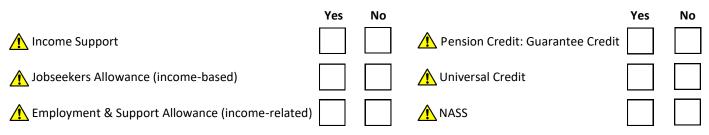
Course Title					
College Campus					
City Hillsborough Peaks Olive Grove Fir Vale Eyre Street Subud					
Advanced Learner Loan					
Are you studying on a Level 3 course?					
Yes No If no, proceed to Section 5					
If yes, have you previously achieved a Level 3 qualification?					
Yes No					
If yes, or if you are over 24, have you successfully applied for an Advanced Learner Loan?					
Yes Please send a copy of a letter from Student Finance England confirming your loan has been approved					
No To apply for the Student Support Fund, and if you have previously achieved a Level 3 qual. or are over 24,					
you must have <u>successfully</u> applied for an Advanced Learner Loan (to cover all or part of your tuition fees) To apply please visit www.gov.uk/advanced-learner-loan or call 0300 100 0619					
Section 5—About the other people living in your home					
Question 5.1: Do you live with your parent(s)/guardian(s)? Yes No Question 5.2: Do you live with a partner?					
Question 5.2: Do you live with a partner?					
Question 5.2: Do you live with a partner? (A partner is defined as someone you are married to or in a civil partnership with, or co-habit with as though you are married to/in a civil partnership)					
Question 5.2: Do you live with a partner? (A partner is defined as someone you are married to or in a civil partnership with, or co-habit with as though you are married to/in a civil partnership) Yes ▶ Please complete section 5A below ▼, then go to Question 5.3					
Question 5.2: Do you live with a partner? (A partner is defined as someone you are married to or in a civil partnership with, or co-habit with as though you are married to/in a civil partnership) Yes > Please complete section 5A below ▼, then go to Question 5.3 No > Go to Question 5.3					
Question 5.2: Do you live with a partner? (A partner is defined as someone you are married to or in a civil partnership with, or co-habit with as though you are married to/in a civil partnership) Yes > Please complete section 5A below ▼, then go to Question 5.3 No > Go to Question 5.3 Section 5A: About your partner					
Question 5.2: Do you live with a partner? (A partner is defined as someone you are married to or in a civil partnership with, or co-habit with as though you are married to/in a civil partnership) Yes > Please complete section 5A below ▼, then go to Question 5.3 No > Go to Question 5.3 Section 5A: About your partner					
Question 5.2: Do you live with a partner? (A partner is defined as someone you are married to or in a civil partnership with, or co-habit with as though you are married to/in a civil partnership) Yes Please complete section 5A below ▼, then go to Question 5.3 No Go to Question 5.3 Section 5A: About your partner First Name Surname Relationship to student					
Question 5.2: Do you live with a partner? (A partner is defined as someone you are married to or in a civil partnership with, or co-habit with as though you are married to/in a civil partnership) Yes Please complete section 5A below ▼, then go to Question 5.3 No Go to Question 5.3 Section 5A: About your partner First Name Surname Question 5.3: Are there any children under 18 living in your home for whom you/your partner have parental responsibility?					
Question 5.2: Do you live with a partner? (A partner is defined as someone you are married to or in a civil partnership with, or co-habit with as though you are married to/in a civil partnership) Yes Please complete section 5A below ▼, then go to Question 5.3 No Go to Question 5.3 Section 5A: About your partner First Name Surname Question 5.3: Are there any children under 18 living in your home for whom you/your partner have parental responsibility? Yes If yes, how many?					
Question 5.2: Do you live with a partner? (A partner is defined as someone you are married to or in a civil partnership with, or co-habit with as though you are married to/in a civil partnership) Yes Please complete section 5A below ▼, then go to Question 5.3 No Go to Question 5.3 Section 5A: About your partner First Name Surname Question 5.3: Are there any children under 18 living in your home for whom you/your partner have parental responsibility? Yes If yes, how many?					
Question 5.2: Do you live with a partner? (A partner is defined as someone you are married to or in a civil partnership with, or co-habit with as though you are married to/in a civil partnership) Yes Please complete section 5A below ▼, then go to Question 5.3 No Go to Question 5.3. Section 5A: About your partner First Name Surname Relationship to student Question 5.3: Are there any children under 18 living in your home for whom you/your partner have parental responsibility? Yes If yes, how many? No Section 6—About how you are planning to get to/from College					

Section 7—Household Income

In order for us to process your application as quickly as possible, please ensure you complete this section carefully—answer all the required questions in order and follow the instructions below.

Make sure you include photocopies of the relevant supporting evidence where you see the *symbol*.

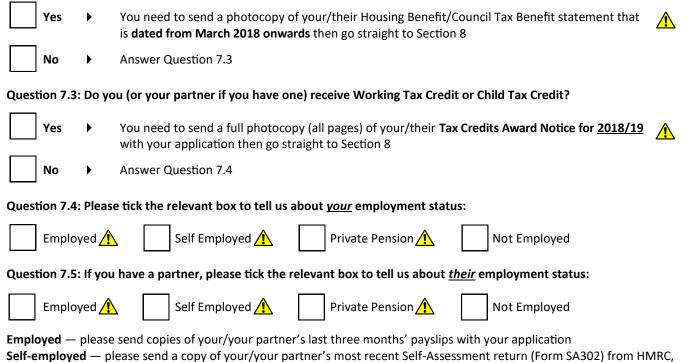
Question 7.1: Do you (or your partner if you have one) receive any of the following benefits?



If you have ticked 'Yes' to any of these categories, please send a photocopy of a letter (dated within the last three months) from Jobcentre Plus, the Pension Service or the Home Office confirming your/their entitlement. Please proceed to Section 8.

If you have ticked 'No' to all of these, please go to Question 7.2.

Question 7.2: Do you (or your partner if you have one) receive Housing Benefit or Council Tax Benefit?



this can be printed off if they do their tax return online or requested by phoning 0300 200 3310 **Private Pension** — please provide a copy of your/your partner's annual pension statement or 3 monthly pension statements

Section 8–Supporting Information

Please use the space below to give information in support of your application if not covered by the previous sections.

Section 9—Declaration

Please carefully read the following and sign/print your name in the boxes below. By signing, you confirm that you have read and understood the following statements:

- The information I have given on this form is—to the best of my knowledge—correct and true
- If I give incorrect or incomplete information, or if I withdraw from my course early, I may be liable to repay any amount paid to me or on my behalf
- It is my responsibility to immediately inform the Financial Support team of any changes to my circumstances that may effect my application
- All awards made from the Student Support Fund are conditional on my continued adherence to the College's ABC rules (Attendance, Behaviour and Completion of work). I am aware that support will be stopped if my attendance record is below 85%

GDPR

The information we collect is used solely for the purpose of processing your application for the Student Support Fund. By submitting your application, you are agreeing that The Sheffield College can use, share and process this information. The college is fully compliant with the General Data Protection Regulations May 2018 and will hold your data safely and securely.

Generally the legal basis which we collect and use your personal information and parental/partner information, is processed as part of our public interest task of providing education to you and providing you with student support funding which is provided by the Government. We will keep your personal information and parental/partner information for students who do enrol, the college would keep the data in line with the enrolment data, which can be kept for up to 15 years plus the current year as required by the funding body.

We may share the personal information you give us with the following organisations (or types of organisation) for the following purposes.

Organisation / type of organisation:	Purpose:
Education and Skills Funding Agency and Department for Education	As part of a legal and contractual obligations to gain funding
Local Authority	As part of our legal obligation under the Education Act 1996 section 507B for compulsory education for under 18 year olds
Taxi companies (if LSF pay for a taxi for you)	In order to book your taxis and pay for the service

The college would not normally share parental or partner information unless requested by the Education and Skills Funding Agency. All applications are treated as confidential and will only be seen by the staff responsible for processing the applications, however it may be necessary to discuss your case with other college staff in order to process it correctly. We may need to discuss your application or award with people named in the form such as parents/guardians or partners to verify information.

I agree that my application can be processed and I understand the privacy statement and declarations set out above.

Student signature	
Student name (print)	
Today's Date	

What to do when you have completed this form:

Please check you have provided all relevant supporting evidence, if you see the A then you may need to supply additional evidence

- All evidence should be marked with the name and date of birth of the applicant or their student number on each page
- Send good quality photocopies, not originals. If originals are sent, we will presume we can keep these on file—they will NOT be returned automatically

Send your completed form to:

Financial Support, The Sheffield College, Livesey Street, Sheffield S6 2ET

*Please ensure you use the correct postage as it may cost more than a 1st class stamp

Or hand it in to Student Services or Reception at your local centre

If you need any further information or help with making an application, please contact us:

Email us: financial-support@sheffcol.ac.uk

7

- Visit Student Services at your College
- Call Financial Support on (0114) 260-2518/2288/2211
- Visit our website: www.sheffcol.ac.uk

port on	(0114)	200-2219	o/ 2288/ 2	2211	VISIL

 Evidence Seen?

 U
 I confirm I have seen evidence that proves this student meets the criteria for SSF

 Evidence for GB MUST be retained for file