

Student Support Fund/Free College Meals

16-18 Students

or 19-24 Students with an EHC Plan

Application Form 2018/19



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

Section 1—Student Details

Student No. (on your ID card)

First Name (in full)

Surname (in full)

Date of Birth / / Age (in years) on 31st August 2018

Home Address

Postcode

Home Phone

Mobile Phone

Email

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

Do you have an Education, Health & Care (EHC) Plan? Yes No

Are you an accompanied Asylum Seeker? Yes No

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—Course Details

Course Title

College Campus

City Hillsborough Peaks Olive Grove Fir Vale

Section 4—About the other people living in your home

Question 4.1: Do you live with at least one parent/guardian?

Yes ▶ Please complete all of Section 4

No ▶ Go to Question 4.4

Question 4.2: About your parent(s)/guardian(s)

First Name

Surname

Relationship to student

Question 4.3: How many brothers or sisters (under the age of 18) live in the household?

Question 4.4: Are you a Young Carer? (e.g. caring responsibilities for a relative with a long-term physical or mental illness)

Yes No

Section 5—About how you are planning to get to/from college

Bus Car Cycle Train Tram Walk Taxi

Do you hold a Disabled Person's Travel Pass/Mobility Pass that already entitles you to free travel? (NOT 16-18 Travel Pass)

Yes No

Section 6—Free College Meals

Do you wish to apply for Free College Meals while you are studying at The Sheffield College? Yes No

If you wish to apply, you will need to answer Questions 8.1 & 8.2 and provide evidence of all relevant benefits received so we are able to assess your eligibility.


Section 7—Students for Priority Help

The College prioritises applications for certain vulnerable students. Please tick **Yes** or **No** to the following statements:







	Yes	No
I, the student, am in care/classed as a 'Looked After Child' by the Local Authority Please provide a letter from the Local Authority (e.g. a social worker) to confirm this	<input type="checkbox"/>	<input type="checkbox"/>
I, the student, have been in Care and I am now classed as a 'Care Leaver' Please provide a letter from the Local Authority (e.g. a social worker) to confirm this	<input type="checkbox"/>	<input type="checkbox"/>
I, the student, receive Income Support in my own name Please provide a copy of a letter from the Jobcentre, dated within the last 3 months, to confirm this	<input type="checkbox"/>	<input type="checkbox"/>
I, the student, receive BOTH ESA and DLA (or PIP) in my own name Please provide a copy of a letter from the Jobcentre and DWP, dated within the last 3 months, to confirm that you receive <u>both</u> of these benefits (please do not tick 'Yes' if you only receive DLA/PIP)	<input type="checkbox"/>	<input type="checkbox"/>

Section 8—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 8.1: Do you or your parent(s)/guardian(s) mentioned in Section 4 receive any of the following benefits?

	Yes	No		Yes	No
 Income Support	<input type="checkbox"/>	<input type="checkbox"/>	 Pension Credit: Guarantee Credit	<input type="checkbox"/>	<input type="checkbox"/>
 Jobseekers Allowance (income-based)	<input type="checkbox"/>	<input type="checkbox"/>	 Universal Credit	<input type="checkbox"/>	<input type="checkbox"/>
 Employment & Support Allowance (income-related)	<input type="checkbox"/>	<input type="checkbox"/>	 NASS	<input type="checkbox"/>	<input type="checkbox"/>

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 9.


If you have ticked 'No' to all of these, please go to Question 8.2.

Question 8.2: Do you or your parents(s)/guardian(s) mentioned in Section 4 receive Working Tax Credit or Child Tax Credit?

Yes ▶ You need to send a full photocopy (all pages) of your/their **Tax Credits Award Notice for 2018/19**  with your application then go straight to Section 9




No ▶ Answer Question 8.3




Question 8.3: Do you or your parent(s)/guardian(s) mentioned in Section 4 receive Housing Benefit or Council Tax Benefit?

Yes ▶ You need to send a photocopy of your/their Housing Benefit/Council Tax Benefit statement that is **dated from March 2018 onwards** then go straight to Section 9 

No ▶ Answer Question 8.4

Question 8.4: Please tell us about the employment status of your parent(s)/guardian(s) mentioned in Section 4

Parent 1 Employed  Self Employed  Private Pension  Not Employed

Parent 2 Employed  Self Employed  Private Pension  Not Employed

Employed — please send copies of their last three months' payslips with your application

Self-employed — please send a copy of their most recent Self-Assessment return (Form SA302) from HMRC, 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 their annual pension statement or 3 monthly pension statements

Section 9—Supporting Information

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

Section 10—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  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

 Call Financial Support on (0114) 260-2211/2288/2518

 Visit Student Services at your College

 Visit our website: www.sheffcol.ac.uk

For Office Use Only

Signed	GB	Income	Travel	FCM	Code	NUS/SU
B&E	DBS	Uni	Print	Trip	Oth	Assessed By

Evidence Seen?	
I confirm I have seen evidence that proves this student meets the criteria for SSF	
Evidence for GB MUST be retained for file	