

# Student Support Fund

**+Free College Meals for 16-18 Students  
(or 19-24 Students with an EHC Plan)  
Application Form 2023/24**



Your application is not classified complete until the form is filled out with all information required, signed and the correct evidence is provided.

Please fill out all information that is relevant to you with an Asterix (\*) next to it.

If you are returning student who received financial support last Year, please complete SSF Form 2

## STUDENT DETAILS \*

Student No. (on your ID card)\*

First Name(s)\*

Surname\*

Date of birth\*   /   /     Age (on 31st Aug 2023)\*

Home Address\*   
Postcode\*

Do you have an EHC Plan?\*  Yes  No

Residency Status\*  British Citizen  EU/EEA Citizen  Leave To Remain  Refugee  Asylum Seeker

Do you require support with a laptop or internet access to help you study at college this year?\*

Laptop  Internet  Both  Not required

## BANK DETAILS \*

Only provide student's own bank account—we cannot pay anyone else. If you are an asylum seeker, please do not fill out the information below

Bank Name

Account Holder Name

Sort Code    -   -   Account No.

## CAMPUS STUDYING AT \*

Campus  City  Hillsborough  Olive Grove  Fir Vale  Pennine 5  Subud

## TRAVEL INFO \*

How do you travel to college? \*  Bus  Tram  Train  Car  Cycle  Walk  Taxi

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

Yes  No

## 16—17 TRAVEL PASS (Only for 16—17 year olds) \*

Do you have a 16—17 travel pass?  Yes  No

Please provide your Travel Pass number below. If you don't have a pass, you will need to apply for one

# Students aged 16-18 (or 19-24 with an EHC plan) on 31/08/23

## HOUSEHOLD SITUATION

Do you live with at least one parent or guardian and are financially dependent on them? \*  Yes  No

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

First Name	Surname	Relationship to student
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## VULNERABLE STUDENT BURSARY (16-18 Students only)

I, the student, am in care/classed as a 'Looked After Child' by the Local Authority  Yes  No

Provide a letter from the Local Authority (e.g. a social worker) to confirm this

I, the student, have been in Care and I am now classed as a 'Care Leaver'  Yes  No

Provide a letter from the Local Authority (e.g. a social worker) to confirm this

I, the student, receive Universal Credit (or Income Support) in my own name  Yes  No

Provide a copy of a letter from the Jobcentre, dated within the last 6 months, to confirm this

I, the student, receive BOTH ESA and DLA (or PIP) in my own name  Yes  No

Provide a copy of a letter from the Jobcentre and DWP, dated within the last 6 months, to confirm that you receive both of these benefits (do not tick 'Yes' if you only receive DLA/PIP)

## HOUSEHOLD INCOME

Please provide an estimate of the annual income of your household

Do you or your parent(s)/guardian(s) receive any of the following benefits?

Benefit	Evidence Required
Income Support	<input type="checkbox"/>
Jobseekers Allowance (income-based)	<input type="checkbox"/>
Employment & Support Allowance (income-related)	<input type="checkbox"/>
Pension Credit (guaranteed element)	<input type="checkbox"/>
NASS	<input type="checkbox"/>
Universal Credit	<input type="checkbox"/> Provide copies of your/their <b>last 6 monthly assessments</b> from DWP—please ensure you provide a full copy of all 3 statements
Tax Credits	<input type="checkbox"/> Provide a photocopy of your/their <b>Tax Credits Award Notice 2023/24</b> —please ensure you provide a full copy of this document (all pages)
Housing Benefit	<input type="checkbox"/> Provide a photocopy of a <b>letter from the Local Authority (dated from March 2023 onwards)</b> which confirms your/their entitlement
Council Tax Benefit	<input type="checkbox"/>

Please tell us about the employment status of your parent(s)/guardian(s):

Parent/guardian 1  Employed  Self-employed  Pension  Not employed

Parent/guardian 2  Employed  Self-employed  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

**Private Pension** — please provide a copy of their annual pension statement or 3 monthly pension statements

# Students aged 19+ on 31/08/23

## HOUSEHOLD SITUATION

Do you live with at least one parent or guardian and are financially dependent on them?\*  Yes  No

Do you live with a partner?\*  Yes  No

About your partner:

First Name

Surname

Do you have any children, under 18, who are living in your home for whom you/your partner have parental responsibility?\*

Yes ▶ If yes, how many:

No

## HOUSEHOLD INCOME

Please provide an estimate of your annual income (including your partner if you have one)

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

Benefit	Evidence Required
Income Support	<input type="checkbox"/>
Jobseekers Allowance (income-based)	<input type="checkbox"/>
Employment & Support Allowance (income-related)	<input type="checkbox"/>
Pension Credit (guaranteed element)	<input type="checkbox"/>
NASS	<input type="checkbox"/>
Universal Credit	<input type="checkbox"/>
Tax Credits	<input type="checkbox"/>
Housing Benefit	<input type="checkbox"/>
Council Tax Benefit	<input type="checkbox"/>

Please tell us about your employment status:\*

Employed  Self-employed  Pension  Not employed

If you have a partner, please tell us about their employment status:

Employed  Self-employed  Pension  Not employed

**Employed** — please send copies of your/your partner's last three months' payslips with your application

**Self-employed** — please send a copy of your/your partner's most recent Self-Assessment return (Form SA302) from HMRC

**Private Pension** — please provide a copy of your/your partner's annual pension statement or 3 monthly pension statements

## ADVANCED LEARNER LOAN (Level 3-6 courses only) \*

Have you successfully applied for an Advanced Learner Loan?  Yes  No

If yes, please send a copy of a letter from Student Finance England confirming your loan has been approved

Please note, this section is only relevant if you are studying on a Level 3-6 qualification (including Access to HE)

## SUPPORTING INFORMATION

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

## 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 from the Student Support Fund
- It is my responsibility to immediately inform Financial Support 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 SSF 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\*

Print name\*

Date\*   /   /

## WHEN YOU HAVE COMPLETED THE FORM:

Send your completed form to:


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


\*Please check your postage as it may cost more than a 1st class stamp

Or hand it in to Student Central/Reception at College

## CONTACT US:

If you need any further information or help with making an application, please get in touch:

 Email: [studentsupportfund@sheffcol.ac.uk](mailto:studentsupportfund@sheffcol.ac.uk)

 Call Financial Support on  
(0114) 260-2600

 Visit Student Central/Reception at College

 Visit our website: <https://tinyurl.com/TSCSF23>



## Checklist

### CHECKLIST\*

- \* **Have you filled out all the information relevant to your situation?\***   
(Pages 1 and 2 if 16– 18 or 19-24 with EHCP)  
(Pages 1 and 3 if 19+ and over)
  
- \* **Have you signed and dated the back of your application?\***   
(Page 4)
  
- \* **Have you provided the correct evidence we require?\***   
You can double check whether the evidence you are providing is correct,  
by looking at our website; <https://tinyurl.com/TSCSF23>  
or if you have a QR capable phone, you can scan the QR code below.



### **If you have ticked all the of the checklist above**

- You can hand your application form in at **Student Central/Reception** at your local College campus
- Or post your form to :  
**Financial Support**  
**The Sheffield College**  
**Livesey Street**  
**Sheffield**  
**S6 2ET**

### **If you haven't ticked all of the checklist above**

Please be aware that we are unable to process incomplete application forms. You will be sent an email to the email address , you provided during enrolment, asking you to provide the correct information we require to process your application.

Please make sure that you provide a working email address that you can access, when you come in to enrol.

**Please make sure that you provide us with clear photocopied copies of your evidence, as we cannot guarantee that we can return the original copy to you.**



## Frequently Asked Questions

### How long will it take to assess my application when I have handed it in?

If you have provided a completed application, fully filled out, signed and the correct evidence, we aim to assess the application within 2 weeks. Please be aware that between September and December, it is a very busy period for the team so it could be delayed.

If you haven't provided everything we require, we are unable to process your application.

We will be in contact via email asking for the correct evidence we require.

**Please make sure that you provide a working email address that you can access, when you come in to enrol.**

### I haven't heard anything about the status of my application/Please could you confirm that you have received my application

We will be in contact with you via email or letter as soon as possible, so please make sure your contact details are up to date.

You can also pop into your local Student Central (At City, upper student central next the Library and Hills, located behind reception), who will be able to tell you the status of application.

### Does my attendance affect my application being processed?

Yes it does.

When signing the application form, you are agreeing to our terms and conditions, that are based on your attendance, behaviour and completion of work.

If your attendance is low, your application will be put On Hold until your attendance has improved.

### What funding am I entitled to?

Each person's circumstances are individual.

We mainly offer help with travel costs, free college meals (for 16 – 18-year-olds and EHCP students up to the age of 24, whose family or themselves are in receipt of certain benefits) and any kit/equipment/trips that the curriculum have deemed essential.

### Will I get my payments back dated to the beginning of the academic year?

When we have received and processed your complete application form, we will only back date this to the start of the half term.

We will be unable to backdate it any earlier, if the application is not complete, when first handing in.

Also, you will need to make sure you are attending all your lessons, as that will affect whether you can be backdated or not.

### Asking about funding options for my course fees

You will need to speak to Data Services, who will be able to tell you about different ways you can fund your course fees. Their contact details are [dataservices@sheffcol.ac.uk](mailto:dataservices@sheffcol.ac.uk)