



# Student Support Fund

+Free College Meals for 16-18 Students  
(or 19-24 Students with an EHC Plan)  
Application Form 2024/25



## FOR RETURNING STUDENTS WHO RECEIVED FINANCIAL SUPPORT LAST YEAR \*

- Are you a returning student?  Yes  **No - Please complete SSF Form 1**
- Did you receive financial support last year?  Yes  **No - Please complete SSF Form 1**
- Is your household financial circumstance still the same as last year?  Yes  **No - Please complete SSF Form 1**

## STUDENT DETAILS \*

Student No. (on your ID card)\*

First Name(s)\*  Surname\*

Date of birth\*   /   /      Age (on 31st Aug 2024)\*

Home Address\*   
Postcode\*

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

## 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

## CAMPUS STUDYING AT \*

Campus  City  Hillsborough  Olive Grove  Fir Vale  Pennine 5  Subud  Peaks

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

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

South Yorkshire students must provide their Zoom number or Travel Support will be delayed

## CONFIRMATION OF BANK DETAILS \*

Please confirm your 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.

Please turn over, so you can sign the application, agreeing to our terms and conditions



**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%
- We hold the right to request evidence if required for awaiting purposes.

**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.

| <b>Organisation / type of organisation:</b>                      | <b>Purpose:</b>   |
|--|---|
| 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\***   /   /



**Office Use only**

Evidence uploaded on Pay My Student for 23/24 year?