



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 Asterisk (\*) 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 2024)\*

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  Peaks

**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.

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

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

## 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

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

I, the student, am in care/classed as a 'Looked After Child' by the Local Authority

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

Yes

No

I, the student, have been in Care and I am now classed as a 'Care Leaver'

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

Yes

No

I, the student, receive Universal Credit (or Income Support) in my own name

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

Yes

No

I, the student, receive **BOTH** ESA and DLA (or PIP) in my own name

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)

Yes

No

## HOUSEHOLD INCOME

Please provide an estimate of the annual income of your household



SCAN ME

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 3 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 2024/25</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 2024 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 31/08/24

## 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



## HOUSEHOLD INCOME

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"/>

Provide a photocopy of a **benefit letter (dated within the last 6 months)** which confirms your/their entitlement from:  
Jobcentre Plus  
The Pension Service  
Home Office

Provide copies of your/their **last 3 monthly assessments** from DWP—please ensure you provide a full copy of all 3 statements

Provide a photocopy of your/their **Tax Credits Award Notice 2024/25**—please ensure you provide a full copy of this document (all pages)

Provide a photocopy of a **letter from the Local Authority (dated from March 2024 onwards)** which confirms your/their entitlement

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\*

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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## 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://sites.google.com/sheffcol.ac.uk/student-support-fund/home>