

STUDENT DETAILS

First Name (s):		
Surname:		
Student Reference No:		
Address:		
Postcode:		
Date of Birth:		
Age as at 31/08/18		
Home Telephone Number:		
Mobile Number:		
Email Address:		
Mode of study (tick)	Full time course <input type="checkbox"/>	Part time course <input type="checkbox"/>
Name and Level of Course		
Have you applied for an ADVANCED LEARNING LOAN to pay for your Course Fees	YES – date you applied NO – not required	

16 – 18 ONLY GUARANTEED VULNERABLE BURSARY APPLICANTS ONLY:
Please tick relevant boxes below that apply to you as an individual

Are you currently in care (Foster Care or Local Authority Care)?	
Care Leavers (Are you aged 16 and 17 and been looked after for at least 13 weeks since the age of 14?)	
Receiving Income Support or Universal Credit in your own right? (please provide evidence)	
Are disabled and receive BOTH Disability Living Allowance or Personal Independence Payments AND Employment and Support Allowance or Universal Credit in your own right?	

PAYMENT DETAILS – STUDENT MUST COMPLETE
BANK ACCOUNT MUST BE IN THE NAME OF THE STUDENT

Full name of account holder	
Name of bank	
Sort code (6 numbers NN-NN-NN)	
Account number (8 numbers)	
Signature of account holder and date	

HOUSEHOLD DETAILS AND RESIDENTIAL STATUS – please tick status on both sides

WHO DO YOU LIVE WITH? (Please tick)		RESIDENTIAL STATUS (Please tick)	
<input type="checkbox"/>	Parents	<input type="checkbox"/>	I am a British Citizen (I was born in the UK and have been living in the UK for 3 or more years)
<input type="checkbox"/>	Legal Guardians	<input type="checkbox"/>	I am an EU/EEA Citizen (I was born in the EU/EEA and have been living in the UK/EU/EEA for 3 or more years)
<input type="checkbox"/>	Alone	<input type="checkbox"/>	I was born outside the UK but have settled* status and have been ordinarily resident in the UK for 3 or more years
<input type="checkbox"/>	Spouse/Partner	<input type="checkbox"/>	I am a refugee and have been living in the UK since being given refugee status
<input type="checkbox"/>	Family	<input type="checkbox"/>	I am an asylum seeker
<input type="checkbox"/>	Other please specify.....	<input type="checkbox"/>	Other immigration status (please specify).....

N.B. If you were born outside the UK please provide your passport or Home Office documents.
* settled means having either indefinite leave to enter or remain or having the right of abode in the UK.

FINANCIAL INFORMATION

Please tick all income categories that all members of the household receive and provide original documentation of this evidence. (all original documentation will be handed back to the student)

Income	Evidence Required	Please tick
INCOME SUPPORT	Most recent letter issued in 2018 within the last 3 months, all pages showing name, address and amount of Income Support received.	<input type="checkbox"/>
EMPLOYMENT SUPPORT ALLOWANCE	Most recent letter issued in 2018 within the last 3 months, all pages showing name, address and amount of Employment Support received.	<input type="checkbox"/>
JOB SEEKERS ALLOWANCE	Most recent letter issued in 2018 within the last 3 months, all pages showing name, address and amount of Job Seekers received.	<input type="checkbox"/>
CHILD BENEFIT	Award letter (only required if not claiming tax credits)	<input type="checkbox"/>
CHILD MAINTENANCE	Most recent CSA letter or 3 months bank statements	<input type="checkbox"/>
WORKING, CHILD OR PENSION TAX CREDITS	Full award notice letter headed ' TAX CREDITS AWARD FOR 06/04/2018 TO 05/04/2019' (we cannot accept award letters from the previous years)	<input type="checkbox"/>
INCOME FROM FULL/PART TIME EMPLOYMENT	P60 dated April 2018, or three consecutive wage slips after April 2018	<input type="checkbox"/>
SELF EMPLOYED INCOME	Most recent SA302	<input type="checkbox"/>
ANY PENSIONS/OTHER INCOME	Most recent letter issued, all pages showing name, address and amount of pensions received, OR information on other income.	<input type="checkbox"/>
UNIVERSAL CREDITS	Please log into your Universal Credit account and print out the most recent 3 months FULL statements in 2018	<input type="checkbox"/>
DISABILITY LIVING ALLOWANCE	Most recent letter issued in 2018 within the last 3 months, all pages showing name, address and amount of DLA received.	<input type="checkbox"/>
COUNCIL TAX BENEFIT	Most recent letter issued from April 2018, showing name, address and amount of Council Tax received.	<input type="checkbox"/>
HOUSING BENEFIT	Most recent letter issued from April 2018, showing name, address and amount of Housing Benefit received.	<input type="checkbox"/>

WHAT FINANCIAL ASSISTANCE IS REQUIRED (please tick)

Type of assistance required	Please tick one if travel required	Please provide brief details (if known)
Travel (if you live more than 3 miles from College)	Arriva Bus	
	North Yorkshire Bus	
	Bus fare equivalent/Petrol	
Essential Kit		
Childcare (students over age of 20 on start of course)		PLEASE PICK UP SEPARATE CHILDCARE APPLICATION FORM FROM STUDENT FINANCE.
Childcare through Care to Learn (student under age of 20 on start of course)		PLEASE PROVIDE STUDENT FINANCE WITH COPIES OF YOUR CHILD'S BIRTH CERTIFICATE.
Uniforms		(Hair and Beauty students have to purchase own uniforms)
Books (up to £50)		
DBS		
Meals (19+ students eligible if household income below £10,000)		

LEARNER DECLARATION

- I declare that the information on this form is true and accurate to the best of my knowledge. I have made this claim for a Bursary fully aware that any false statements can lead to withdrawal/refusal of any financial support and may lead to me being prosecuted.
- I understand that if I refuse to provide information which may be relevant to my claim, the application will not be accepted.
- I understand that monies I receive under the Bursary Scheme will be paid on condition of standards of attendance and behaviour. **ATTENDANCE HAS TO BE ABOVE 85% or financial support will be suspended.**
- **HOLIDAYS WILL BE UNPAID.**
- **THE BANK ACCOUNT DETAILS PROVIDED MUST BE IN THE NAME OF THE STUDENT.**
- I will attend regularly and complete the course for which my bursary is supporting me.
- I will notify Student Finance immediately with any changes to my Bank/Building Society Details
- I will notify Student Finance immediately with any change of address details.
- I understand that monies I receive under the Bursary Scheme have been awarded to provide me with financial support to allow me to continue in learning, and if I leave financial support will stop.
- I understand that I do not have an automatic entitlement to Bursary payments, and all payments are based on the information I have provided.
- I am clear that the Bursary payments I receive are to provide me with the means to remain in learning and are to be used for items such as: books, equipment, meals, additional costs, i.e. trips, miscellaneous course costs.
- I understand I have the right to appeal if I disagree with the outcome of my Bursary application. This appeal should be made to Student Services Manager and if I feel I have not been treated fairly I can follow the College Complaints Procedure.
- I understand that this application process will be repeated for each year of study.
- **If I withdraw from the course I MUST RETURN ALL ESSENTIAL KIT back to Student Finance.**

I confirm I have read the information provided and I agree to the conditions of this application.

Student signature		Date:
Parent/Carer signature		Date:
Parent/Carer name		Date:

PLEASE HAND APPLICATION FORM AND ALL SUPPORTING EVIDENCE TO:

Student Finance
Darlington College
Central Park
Haughton Road
Darlington
DL1 1DR

How to contact us: 01325 503037
Or email: Studentfinance@darlington.ac.uk

For office use:

Received by Student Finance:	Date:
Assessment Completed by:	Date: