

HE Student Support Fund 2020 – 2021

Application Form

Data Protection: for information about why WCG collects your personal data, who it will be shared with and why, the lawful basis of that processing and record retention please see our General Data Protection Regulation (GDPR) Policy. This Policy is freely available on the WCG intranet and website at the following link: <https://wcg.ac.uk/page/464/publication-scheme> , under the heading 'Our policies and procedures'. Contact details for WCG's Data Protection Officer can also be found on the WCG intranet and website.

WHAT IS THE STUDENT SUPPORT FUND?

- The Student Support Fund is a **discretionary and cash limited fund** administered by WCG to support HE students who experience financial difficulty whilst at college. Awards from the Student Support Fund do not need to be repaid. Any student who is eligible to apply to the fund can submit an application if they are able to demonstrate that they are experiencing financial difficulties
- We invite applications from a number of targeted groups of students, including care leavers, disabled students, estranged students, final year students, lone parents and carers. We are unable to support every application we receive, or meet all the costs experienced by each applicant
- Students can apply for Student Support Bursary to a maximum of £250 if they are in receipt of the maximum entitlement of maintenance loan and have applied for **all** available help from Student Loan Company (SLC). Maximum entitlement to Student Finance indicates that the student's household income is £25,000 or less
- Evidence of Student Finance entitlement must be submitted with your application
- Students can also apply for help towards the cost of unplanned or unexpected expenditure and for support with day to day expenditure that is not already covered by the Student Loan. In order to qualify for this support students must provide further evidence of their financial circumstances as outlined in the application form

CAN I APPLY? If you meet the following eligibility criteria, you can apply:

- Are you a home student OR an EU student in receipt of a maintenance loan from The Student Loans Company (SLC) **IMPORTANT – You must be in receipt of Support from the SLC. The fund cannot assist if you are self - funding, have not have not taken out the full allocation of your Student Funding or the SLC have refused funding**
- Are you enrolled on a full time or part time course that is a minimum of 1 year and pay fees to WCG?
- Unless extenuating circumstances apply attendance should be 80% or more
- Part Time Students can only apply for help with course relates costs e.g. travel and equipment

HOW DO I APPLY?

Please complete the attached form and **include evidence where asked** to support your application. If you are applying for the low household income bursary it is only necessary to send a copy of your Student Finance notification. If you require further support for unplanned expenses or to help with day to day living costs not covered by the student loan then you are required to provide further evidence as outlined in the form. If you live with a partner you will be required to provide evidence of their earnings.

Instructions on how to complete your application can be found on the form.

HOW LONG WILL IT TAKE TO RECEIVE A DECISION?

The time in which you will receive a decision will depend on the complexity of your application. Applications will also be delayed if evidence is missing. All applications follow a process:

- 1: Your application is checked. Incomplete applications will be delayed
- 2: Your application is complete and ready to be assessed.
- 3: A decision is made. This will take 4 working weeks from when you get to number 2.

We will only use the college email address to let you know when if any additional information is needed, so please ensure this account is checked regularly (including your inbox AND trash).

HOW MUCH WILL I GET?

Awards from the fund are discretionary so there is no guarantee that you will receive an award. Any award that you may be allocated will only be a contribution towards some of your essential costs. The fund is not able to meet the full financial deficit experienced by any student. Applications are assessed on an individual basis, and awards vary depending on the personal circumstances of each individual student.

The Student Support Fund should not be viewed as a reliable source of income.

HOW WILL I BE PAID?

If your application is successful, your award will be paid directly into your bank account. A letter will be sent to your correspondence address confirming the outcome of your application and the award amount where applicable.

WHERE DO I SUBMIT MY FORM?

Completed application forms, together with all supporting evidence should be submitted to:

Emma Williamson, Careers Team Manager at Leamington Centre – 0330 135 6080

You may also use WCG's internal post and take your application to the Careers Adviser/Student Services at your Centre.

You can email your form and supporting evidence to ewilliamson@wcg.ac.uk

Please note: If you are posting your application form, please ensure you take it to the Post Office so that it is weighed and the correct postage is paid. It is your responsibility to ensure that it arrives by the closing date. Applications received after the closing date due to insufficient postage payments will not be accepted.

PART 1: PERSONAL DETAILS

STUDENT ID	
First Name	
Surname	
Date of birth	
Correspondence address Or where you want any letters sent	
Postcode	
Telephone	
College Email address	
We will contact you via this one in the first instance	
Personal email address	

PART 2 COURSE DETAILS

COURSE TITLE			
Department			
Centre			
Tutor Name			
Full time		Part time	
			Can only apply for course related costs
Year of course e.g. (1,2.3)		No of days at college	
Is this a placement year	Yes	No	

IMPORTANT

I am applying for:	Please Tick		*Full Maintenance Loan Amounts
Low household income bursary and I am in receipt of full maintenance loan (indicating that household income is below £25,000) (evidence needed) *		Go to straight to section 9	Living with parents = £7,747
If you are eligible for the Support fund bursary you are also eligible for the Book Bursary – tick here if you would like to apply for that (payable in February 2021)			Or Not living with parents = £9,203
Unplanned / Unexpected Expenditure (evidence needed)		Complete all sections	
Support to meet day to day needs not covered by student loan (evidence needed)		Complete all sections	

Please include all relevant evidence

PART 3: PERSONAL CIRCUMSTANCES

Please Tick any that apply

I live in college accommodation	
I live alone with no other adults or children	
I live with my parents or guardian	
I live with my partner/spouse only	
I am a lone parent	
I am estranged from my parents	
I live in shared accommodation	
Before starting this course I had been in care of a local authority or was a foster resident	
I am currently caring , unpaid for a friend or family member who due to illness, disability, mental health problem or an addiction and cannot cope without my support	
Other (please specify)	

PART 4: YOUR DEPENDANTS

Do you have any children you are financially dependent on you?

Name of child	Date of Birth	Relationship to you

E : please provide copies of birth certificate or passport or NHS medical card

Income for dependants

Child / Working Tax Credit (award letter)	£
Child Maintenance CSA (CSA letter or bank statements)	£
Other income	£

Do you have any adults who are financially dependent on you? Yes or No

If yes please give details

PART 5: DISABILITY

Do you have a disability (including a long term health condition, mental health condition or specific learning difficulty eg. Dyslexia)	Yes	No
Have you applied for Disabled Students Allowance	Yes	No
Do you wish to apply for financial assistance to help pay for specialist equipment or other support not covered by the DSAs or to help with the cost of a diagnostic assessment (e.g. dyslexia)	Yes	No

If Yes Please give details

Please continue on a separate sheet if needed

PART 6A YOUR INCOME

Please tick the following statement and tick to confirm you agree

I confirm that I am in receipt of my maximum entitlement from Student Finance England in 2020/21 and <u>have attached my Student Finance entitlement summary to my application to confirm this.</u>	Tick here
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Annual amounts	
Net Earnings from Paid Work : wage slips required	£
Disabled Students Allowance (award letter)	£
Parental / Partner Contribution to child(ren)	£
Professional Career Development Loan (bank letter)	£
Scholarships / Trusts/ Grants (copy of amount)	£
Weekly Amount	
Universal Credit /Employment Support Allowance / Job Seekers Allowance / Income support (evidence of amount)	£
Housing Benefit (copy of award letter)	£
Disability Benefits (award letter)	£
Other Please Specify	£

PART 6B PARTNERS INCOME

Net Earnings (after tax & national insurance) Provide P60 or 3 recent Wage slips	
Other Income / Savings (please Specify)	

Part 7: YOUR EXPENDITURE

Monthly Rent (tenancy agreement)	£
Monthly Mortgage (bank statement)	£
Board (email from parent / guardian)	£
Council Tax	£
Evidence of Rent or Mortgage Payments required e.g. Tenancy agreement, Bank statement / email/letter from parents	
Course Costs Books / Equipment	£
Evidence of Essential Course costs Equipment : Books : trips etc	
Childcare Costs	£
Debts (Please only list Priority Debts e.g. secured loans, rent arrears, council tax, fines, utility debts, TAX and VAT Hire purchase agreements for essential items only) Non priority debts cannot be included in the assessment eg.Credit/store cards, debts to family, personal loans and mobile phones	£
	£
	£
Travel	
Do you have a car or motorbike?	Yes / No
If yes what is your weekly mileage to attend your course?	
If no, what are your public transport costs? (receipts required)	
Does your partner run a car?	Yes / No
If yes what is their weekly mileage?	
If No what is their weekly transport costs (receipts required)	
Other Expenditure Please specify and provide evidence	

PART 8 SUPPORTING STATEMENT**You MUST submit a supporting statement.****Explaining your reason(s) for applying and what you would like assistance with.**

Please explain your financial situation in detail. Giving as much information to support your application for funding that you consider relevant. It is important that you clearly highlight your reasons for applying for financial assistance and for what particular costs you are applying (e.g. Fees, childcare, travel, accommodation, course costs). If there are any anticipated changes in the next 12 months (new job, moving house, having a baby), you may be asked for additional information or evidence to support your statement. Please also outline in this statement if you have not been able to attend your course on a regular basis.

Continue on separate sheet if needed

PART 9 BANK / BUILDING SOCIETY DETAILS

*Name of Bank or Building Society			
Branch title (eg name of town)			
Account Number			
Sort Code			

- I confirm the information that I have given is correct and complete to the best of my knowledge
- I understand that giving false information will automatically disqualify my application. I further undertake to repay any award obtained by me as a result

Your Name	
Signature	
Date	

PROVIDE 3 MONTHS BANK STATEMENTS FOR THE ABOVE ACCOUNT

PART 10 : DECLARATIONS

It is very important that all the relevant boxes are ticked – this helps determine eligibility for support from the fund. If you have lived in the UK for at least three years before the 1st day of the 1st academic year of your course and have no restrictions on your stay (or have been granted refugee status) you will normally meet the eligibility criteria. If you have been notified that you are eligible for support from Student Loans Company then you definitely meet the criteria.

If you are unsure and would like clarification regarding your personal eligibility, please contact ewilliamson@warwickshire.ac.uk

How long have you lived in the UK before you started year 1 of the course

	Please Tick
5 years or more	
Less than 5 years	
If less than 5 years please give date you first lived in the UK	
Are you a non- UK European National	Yes / No
Have you ever has any restrictions on your length of stay in the UK	Yes / No

Final evidence check:

This is your last chance to make sure your application is complete. Incomplete applications will delay processing and may be rejected.

	Have you provided the last 3 months bank statements for ALL accounts that you (and /or your partner if applicable) own?
	Have you provided a copy of your Student Finance Entitlement Summary
	Have you provided a personal statement to support your application
	Is the evidence you have provided of good quality i.e. easy to read and contains the requested information.

Applications can be accepted throughout the academic year 2020 -2021 from 9th September 2020 until 30th June 2021 subject to availability of funds.

- **The Fund** cannot usually accept original documents and you are therefore asked to supply legible photocopies.
- We do not accept emailed applications
- In certain circumstances you may be contacted separately by the Student Support Fund Administrator and asked to supply relevant original documents.
- If you have any questions on what documents you need to produce please contact
- Applications can take up to 4 weeks to process from date of receipt

**Emma Williamson Careers Team Manager at Leamington Centre,
Telephone 01926 318080 ewilliamson@warwickshire.ac.uk**