

Weymouth College Discretionary Support Fund 2019 - 2020

Please complete all relevant sections of the form to avoid delays and return your completed application with the income evidence required to Student Finance, Student Services, Weymouth College, Cranford Avenue, Weymouth, DT4 7LQ. Tel: 01305 764807 or collegebursaries@weymouth.ac.uk.



Personal and Contact Details									
Full Name			Student ID Number						
Date of Birth			Age on 31 Aug 2019						
Address			Postcode						
			Mobile No						
Email			Home Tel. No						
Household details & residential status									
Who do you live with? (Please tick)									
<input type="checkbox"/> Parents					<input type="checkbox"/> Alone				
<input type="checkbox"/> Legal Guardians					<input type="checkbox"/> Spouse / Partner				
<input type="checkbox"/> Other please specify									
Residential status (Please tick)									
<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"/> I was born outside the UK (please provide your passport or Home Office documents)									
Course details for academic year 2019 - 2020									
Name of your course									
Have you taken out 19+ Adult Learner Loan? Y/N									
Days in college	Monday		Tuesday		Wednesday		Thursday		Friday
Course Expenses (books, equipment, trips, overalls, other resources) Please see guidance booklet									
Free Meals (if eligible) only whilst timetabled at college			Number of days						
Travel Costs - (how do you travel - bus, other)			£ per day		Receipt		Yes/No		
Petrol costs cannot be reclaimed unless in extenuating circumstances									
Books & equipment, uniform, steel toe caps			£		Receipt		Yes/No		
Trips/Educational visits			£		Receipt		Yes/No		
DBS, other, please specify			£		Receipt		Yes/No		
Total			£						
Household income (Please tick or circle)									
Please also provide information and evidence on all household income including spouse/partner and any benefits you are in receipt of. Applications will NOT be processed without supplying household income evidence									
<input type="checkbox"/> Working and or Tax Credit & Child Tax credit Full award Notice and (all pages) TC602 or TC603									
<input type="checkbox"/> Income from employment/ self-employment – Previous year's tax (gross) Annual Tax Summary or SA302									
<input type="checkbox"/> Proof of JSA- Most recent letter issued within the last 3 months for benefits received.									
<input type="checkbox"/> Proof of ESA - Most recent letter issued within the last 3 months for benefits received.									
<input type="checkbox"/> Proof of Universal Credit- -PIP, Most recent letter issued within the last 3 months for benefits received.									
<input type="checkbox"/> Other please specify.....and provide evidence.									
Your Bank Account Details - For refunds if eligible and applicable									
Bank Name		Name of Account Holder							
Sort Code		Account No							

Childcare Expenses- Age 20+ Only. Under 20 please refer to www.gov.uk/care-to-learn									
Name of Child				Date of Birth		Cost per child-per week			
						£			
						£			
						£			
Childcare Provider Setting Name						OFSTED registration No			
Contact Name of Provider		Address		Town		Post Code		Contact NO	
Sessions – Please tick								Total Weekly Cost	
Monday		Tuesday		Wednesday		Thursday		Friday	
am	pm	am	pm	am	pm	am	pm	am	pm

Allocation of funds will be subject to the availability of funds
Terms and Conditions

- Funding is limited and offered on a first come first served basis. Except the Guaranteed Bursary (GB)
- Funds are administered by the college at its discretion to assist students experiencing financial hardship and it is to help towards course associated-costs. Funds are not an entitlement and distributed fairly to assist as many students as possible.
- Students should be aware that any payments from the Discretionary Support Fund may affect their entitlement to other benefits. (e.g. JSA, ESA, universal credit) **It is your responsibility to declare any funds received from discretionary support to the appropriate agency.**
- Each application to the discretionary support fund will be individually assessed.
- All awarded funds including the GB are subject to your behaviour, conduct and a minimum attendance of 90%
- Financial support will be reduced, suspended, or stopped for bad conduct or behaviour. If a student withdraws from a course, the college reserves the right to request all monies paid and any equipment purchased by the college to be returned.
- Students are required to inform us of any change in circumstances throughout the academic year as they may affect eligibility.
- Any item funded by the college – **remains college property, unless otherwise stated.**

Please note: If you should lose your bus pass you will be expected to pay for a replacement
(Please see guidance booklet) No refunds are given if you fail to renew your bus pass in good time.

Additional terms and conditions where applicable (childcare)

- All Childcare providers must be OFSTED registered.
- All eligible students will be expected to contribute to the cost of their childcare provision.** If you also require Kit etc. for your course, payments will be reduced to childcare payments to reflect this.
 - All payment contribution will be made directly to the childcare provider by BACS each month on receipt of an invoice
 - Retainer and holiday cover costs cannot be claimed for.
 - Extra meals not already included in the daily price, are not covered and must be paid in full by you to the provider.
 - You must use any free early learning childcare funding entitlement first before applying for funding.
- For consistent absences childcare funding will be withdrawn and you will be liable for any outstanding fees.**
- You are responsible for your childcare funding** until your application has been assessed; this may take up to 4 weeks, any relevant refunds will be made accordingly if your application is approved.
- Please advise your provider you have applied for funding from the College.**
 - If you are required to give 1 month's written notice prior to leaving/finishing your course please adhere to this as the contract is between YOU and the Childcare Provider NOT the college and the Provider.

Notes

Student Signature		Dated.	
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