

Weymouth College Discretionary Support Fund 2023 -2024

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 2023						
Address					Postcode				
					Mobile No				
Email					Home Tel. No				
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 2023/2024									
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) <i>Petrol costs, cannot be claimed, unless in extenuating circumstances.</i>			£ per day		Receipt		Yes/No		
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 details - Please provide with application household income including spouse/partner and any Universal Credits you are in receipt of. Applications will NOT be processed without supplying household income evidence.									
Working and or Tax Credit & Child Tax credit Full award Notice and (all pages) TC602 or TC603									
Income from employment/ self-employment – Previous year's tax (gross) Annual Tax Summary or SA302									
Proof of JSA- Most recent letter issued within the last 3 months for benefits received.									
Proof of ESA - Most recent letter issued within the last 3 months for benefits received.									
Proof of Universal Credit- -PIP, Most recent letter issued within the last 3 months for benefits received.									
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 Vulnerable Bursary.
- The college at its discretion to assist students experiencing financial hardship administers funds 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. 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 **vulnerable bursary** are subject to 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, please speak with a member of the student services team.**

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. See further information booklet.
- 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

Notes									
Student Signature					Dated.				