

Application for Financial Assistance 2023-2024

SECTION 1 - LEARNER DETAILS

Title (Mr, Mrs, Miss, Ms)		
Surname		
First Name(s)		
Home Address		
Post Code	Home Tel. No.	
Mobile No.	Email Address.	
Date of Birth	Age at 31/08/23	

Are you currently 16-18 and:-

a) A Young Parent or Carer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
b) In Local Authority Care or a Care Leaver	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
c) An Unaccompanied Asylum Seeker	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
d) In receipt of Free School Meals in Year 11	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
e) In receipt of Universal Credit (U.C.)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
f) Receiving Disability Living Allowance or Personal Independence Payments and Employment Support Allowance or Universal Credit	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

If you have ticked 'YES' to b, c or d please provide a letter from your Local Authority. If you have ticked 'YES' to e or f, please ensure you complete section 5b. Learners in receipt of U.C. must also provide evidence of either a tenancy agreement, utility bill, child benefit award or child's birth certificate.

SECTION 2 - TRANSPORT

How will you travel to and from College

Public Transport	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Own Transport	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Walk	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Other (please state) _____				

Do you have the Go North East mobile App	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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SECTION 3 - COURSE DETAILS

Course Title	<input type="text"/>			
Course Level	<input type="text"/>	Course Tutor	<input type="text"/>	
First Level 3	<input type="checkbox"/>	Second Level 3	<input type="checkbox"/>	
Full-Time	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>	J.C.P Referral
				<input type="checkbox"/>
Apprenticeship	<input type="checkbox"/>			
J.C.P Referral Days Attending	Mon	<input type="checkbox"/>	Tues	<input type="checkbox"/>
	Wed	<input type="checkbox"/>	Thu	<input type="checkbox"/>
	Fri	<input type="checkbox"/>		
Are you in receipt of an Advanced Learner Loan?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Advanced Learner Loan Customer Reference Number	<input type="text"/>			

Please note: Learners aged 19+ studying a second level 3 qualification and learners aged 24+ studying at level 3 should apply for an Advanced Learner Loan to fund course fees. Learners who have had a loan approved and who meet the Colleges' eligibility criteria may be eligible for support from the College Advanced Learner Loan Bursary Fund.

SECTION 4 - HOUSEHOLD INCOME

Only complete this section if you, your co-habiting partner or parent(s)/guardian(s) are working and not in receipt of the benefits listed in Section 5b.

Applicants' gross annual income	£
1 st Parent/Guardian gross annual income	£
2 nd Parent/Guardian gross annual income	£
Partners gross annual income	£
Other	£
Total	£
Number of dependent children	

Please enclose a copy of a P60, week 52 or month 12 payslip from 2022-2023 for all earners in the household.

SECTION 5 - HOUSEHOLD BENEFIT

Only complete this section if you or your household are in receipt of any of the benefits listed in section 5b. If you live with parent(s) or guardian(s) please ask them to complete this section. If you live independently or are financially independent, you must complete this section. Please note: applications cannot be processed without evidence.

If you **live** with or are **financially dependent upon your parent(s)/guardian(s)**, please ask them to complete both section **5a** and **5b**. If you live independently or are financially independent, complete section **5b** only.

If you claim benefit in your own right, you will be assessed as financially independent.

Section 5a

Parent(s)/Guardian(s) name(s)	
Address (if different from section 1)	
Post Code	
Telephone Number	
Number of dependent children	

Section 5b

Please tick the benefit/s you receive. You must provide evidence which proves current entitlement e.g. Award Notice, Official Benefit Letter or Council Tax Bill. This can be an original document, photograph, scanned copy, or screenshot.

Important: Where possible, please provide evidence of a benefit listed 1 to 8, if you are not in receipt of one of the benefits listed 1 to 8 then please supply evidence of a benefit listed 9 to 13. If you are working and in receipt of Universal Credit the evidence supplied must show earnings.

1. Income Support	<input type="checkbox"/>	9. Council Tax Benefit	<input type="checkbox"/>
2. Universal Credit (earnings below £7,400)	<input type="checkbox"/>	10. Housing Benefit	<input type="checkbox"/>
3. Income based Job Seekers Allowance	<input type="checkbox"/>	11. Universal Credit	<input type="checkbox"/>
4. Income-Related Employment Support Allowance	<input type="checkbox"/>	12. Personal Independence Payments (learner)	<input type="checkbox"/>
5. Child Tax Credit (if not eligible for Working Tax Credit and income is below £16,190)	<input type="checkbox"/>	13. Disability Living Allowance (learner)	<input type="checkbox"/>
6. Pension Credit (Guaranteed Element)	<input type="checkbox"/>		
7. Support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>		
8. Working Tax Credit Run-On (paid for 4 Weeks after eligibility for WTC stops)	<input type="checkbox"/>		

Learners in receipt of welfare benefits e.g. Income Support or Housing Benefit should declare any College funded financial support to the relevant agency.

SECTION 6 - ASSISTANCE REQUIRED

Please tick the support you require. Hardship funding is for learners who are experiencing financial difficulty or in exceptional or emergency situations. **(N.B. Eligibility does not guarantee entitlement).**

Travel	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Meals (biometric consent required – see appendix 1 for information)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Kit	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Bursary (Books & Equipment)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Childcare (separate application form required) *	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hardship (attach a letter outlining request)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Course Trip	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

* Application forms are available on the College website or from the Finance Department

SECTION 7 - LEARNER BANK DETAILS

Awards are paid direct to learners via BACS; therefore, all learners must have their own bank account.

Full Name of Account Holder	<input type="text"/>
Bank/Building Society Name and Branch	<input type="text"/>
Sort Code	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Account Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Roll Number (if applicable)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

SECTION 8 - DECLARATION

Please read the following declaration carefully and sign below.

- I/we certify that the information/evidence given in this application is true and accurate. If information is found to be false or misleading I/we may be liable to repay any awards made.
- It is my/our responsibility to inform the Finance Department if any of my/our particulars change or if I withdraw from College. I/we understand that funding will stop, and I/we may be required to repay some, or all of the money awarded and any outstanding debt to the College.
- I/we understand that any financial assistance given is subject to satisfactory attendance and behaviour and may be withdrawn if required levels are not met. **Attendance must be 90% or above.**
- I/we are aware that the College will treat all applications confidentially and record and securely hold any information of a personal or sensitive nature.
- I/we understand that permission will be sought before information is passed to others in College and I/we understand that this will be done on a need-to-know basis only.
- I/we have read and understand the guidelines for the collection of biometric information (see appendix 1) and give consent for this to be used for learner support purposes only.

Signature of Learner	<input type="text"/>	Date	<input type="text"/>
Signature of Parent/Guardian (If under 18 years and applicable)	<input type="text"/>	Date	<input type="text"/>

IMPORTANT: Please ensure you have completed this form in full and provided the necessary evidence. Original documents will be copied and returned once your application has been processed. Evidence can be scanned, photographed or screenshot and emailed to the address below. Funding is approved after enrolment and attendance is confirmed. If your application is unsuccessful, you can appeal. Appeal forms are available from the Finance Department and must be submitted to the address below.

Completed forms and evidence can be forwarded to:

Email: financial.support@derwentside.ac.uk

Post: Finance Department, Derwentside College, Front Street, Consett, DH8 5EE

Queries: via email as above or caroline.swainson@derwentside.ac.uk - telephone 01207 585900, ext. 971

FOR OFFICE USE ONLY

Learner Name **Age** **Learner Number**

Apprentice	Yes	<input type="text"/>	No	<input type="text"/>
16-18 In receipt of Income Support/Universal Credit	Yes	<input type="text"/>	No	<input type="text"/>
16-18 In receipt of UC or ESA and DLA or PIP	Yes	<input type="text"/>	No	<input type="text"/>
16-18 In Care or Care Leaver (including Asylum Seeker)	Yes	<input type="text"/>	No	<input type="text"/>
16-18 In receipt of Free School Meals in Year 11	Yes	<input type="text"/>	No	<input type="text"/>
A Young Carer/Parent	Yes	<input type="text"/>	No	<input type="text"/>
Student/Parent in receipt of benefit	Yes	<input type="text"/>	No	<input type="text"/>
Student/Parent in receipt of low income	Yes	<input type="text"/>	No	<input type="text"/>
Advanced Learner Loan (A.L.L.)	Yes	<input type="text"/>	No	<input type="text"/>

Application Approved Rejected Amended

CATEGORIES OF SUPPORT

Travel	<input type="text"/>
Meals	<input type="text"/>
Kit	<input type="text"/>
Bursary (vulnerable)	<input type="text"/>
Bursary (mainstream)	<input type="text"/>
A.L.L. Bursary	<input type="text"/>
Hardship	<input type="text"/>
Course Trip	<input type="text"/>

AWARDS MADE

Bursary	% Attendance	Date Checked	Payment	Payment Date
			£	
			£	
			£	
			£	
			£	
			£	
			£	
			£	
			£	
			£	
			£	
			£	
			£	
			£	

Travel	Ticket authorised	Ticket cancelled
	<input type="text"/>	<input type="text"/>

Kit	<input type="text"/>
Course Trip	<input type="text"/>
Hardship	<input type="text"/>

Processed by:	<input type="text"/>	Date	<input type="text"/>
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Authorised by:	<input type="text"/>	Date	<input type="text"/>
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Notes:

NOTIFICATION OF INTENTION TO PROCESS LEARNERS' BIOMETRIC INFORMATION

Derwentside College wishes to obtain a copy of each learners finger print as part of an automated (i.e. electronically-operated) recognition system. **This is for the purposes of providing access to support with the cost of meals from our catering facilities in College.** The information from you/your child that we wish to use is referred to as 'biometric information'. Under the Protection of Freedoms Act 2012, we are required to notify each learner (18+) or parent/carer of a child (Under 18) and obtain written consent from the learner (18+) or one parent/carer (Under 18) before being able to use biometric information for an automated system.

Biometric information and how it will be used.

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, in this case from their fingerprint. The college would like to obtain and use information from the learners fingerprint for the purpose of providing access to our catering facilities.

The information will be used as part of an automated biometric recognition system. This system will take measurements of the learners fingerprint and convert these measurements into a template to be stored on the system. An actual image of the learners fingerprint is not stored. The template (i.e. measurements taken from the fingerprint) is what will be used to permit access to services.

You should note that the law places specific requirements on the college when using learners' information for the purposes of an automated biometric recognition system.

For example:

- (a) the college *cannot* use the information for any purpose other than those for which it was originally obtained and made known to the learner, parent or carer (i.e. as stated above);
- (b) the college must ensure that the information is stored securely.
- (c) the college must tell you what it intends to do with the information.
- (d) unless the law allows it, the college cannot disclose personal information to another person/body

Providing your consent/objecting

As stated above, in order to be able to use the learners' biometric information, the written consent of the learner (18+) or at least one parent/carer (Under 18) is required. However, consent given by one parent/carer will be overridden if the other parent/carer objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the college cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can object to the proposed processing of the biometric information at a later stage or withdraw any consent you have previously given. Therefore, if you give consent but later change your mind, you can withdraw this consent, and this must be given in writing except where the objection or withdrawal of consent is from a child (Under 18). We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The college is also happy to answer any questions you or your child (under 18) may have. If you do not wish your child's biometric information to be processed by the college, or the learner objects to such processing, the law says that we must provide reasonable alternative arrangements for children (Under 18) who are not going to use the automated system to access our catering facilities.

If you wish to apply for support with the cost of meals, you must give consent to the processing of you/your child's biometric information. In order to do this please complete, sign and return the **Application for Financial Assistance along with the required evidence** to financial.support@derwentside.ac.uk or hand it to the Finance Department in College. The application form is available on the College website under School Leavers and/or Adults/Student Support/Financial Support.

Please note that when you/your child leaves the college, or if for some other reason you/they cease to use the biometric system, their data will be securely deleted.