

Application for Financial Assistance 2025-2026

SECTION 1 - LEARNER DETAILS

Title (Mr, Miss, Mrs, Ms)			
Surname			
First Name(s)			
Home Address			
Post Code			
Mobile Tel. No.			
Email Address			
Date of Birth		Age at 31/08/25	

Are you currently 16-18 and: -

a) A Young Parent or Carer	Yes		No	
b) In Local Authority Care or a Care Leaver	Yes		No	
c) An Unaccompanied Asylum Seeker	Yes		No	
d) In receipt of Free School Meals in Year 11	Yes		No	
e) In receipt of Universal Credit (U.C.)	Yes		No	
f) Receiving Disability Living Allowance or Personal Independence Payments and Universal Credit in your own right	Yes		No	

If you have ticked 'YES' to b or c, 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 Universal Credit must also provide evidence of either a tenancy agreement or utility bill or if a young parent, a child benefit award or birth certificate for any dependent children.

SECTION 2 - TRANSPORT

How will you travel to and from College

Public Transport	Yes		No	
Do you have the Go North East App	Yes		No	
Own Transport	Yes		No	
Walk	Yes		No	
Other (please state) _____				

Please note: If you are 16-18 and only applying for travel support, please ignore sections 4 and 5 of this application form as we do not require any financial information or evidence.

SECTION 3 - COURSE DETAILS

Course Title			Course Level		
First Level 3		Second Level 3			
Full-Time		Part-Time		J.C.P Referral	
				Apprenticeship	
Are you in receipt of an Advanced Learner Loan	Yes		No		
Advanced Learner Loan Customer Reference Number					

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 2024-2025 for all earners in the household. This can be an original document, photograph, scanned copy or screenshot.

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 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 No.	
Email Address	
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 3 months earnings from employment.

1. Income Support	<input type="checkbox"/>	8. Pension Credit (Guaranteed)	<input type="checkbox"/>
2. Universal Credit (earnings below £7,400)	<input type="checkbox"/>	9. Council Tax Benefit	<input type="checkbox"/>
3. Income based Job Seekers Allowance	<input type="checkbox"/>	10. Housing Benefit	<input type="checkbox"/>
4. Income-Related Employment Support Allowance	<input type="checkbox"/>	11. Universal Credit	<input type="checkbox"/>
5. Support under part V1 of the Immigration and Asylum Act 1999	<input type="checkbox"/>	12. Personal Independence Payments (learner)	<input type="checkbox"/>
6. Support under part VI of the Immigration and Asylum Act 1999	<input type="checkbox"/>	13. Disability Living Allowance (learner)	<input type="checkbox"/>
7. Working Tax Credit Run-On (paid for 4 Weeks after eligibility for WTC stops)	<input type="checkbox"/>		

SECTION 6 - ASSISTANCE REQUIRED

Please tick the support you require to enable you to attend your chosen course of study.

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 & Equipment	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Books & Stationery	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Childcare (separate application form required) *	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hardship (Support in emergency or exceptional situations)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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

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 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. Any original documents submitted will be returned once your application has been processed. Funding will be approved after enrolment and attendance is confirmed. If your application is unsuccessful or payments withheld, you can appeal in writing at financial.support@derwentside.ac.uk

Completed forms and evidence can be forwarded to:

Main Reception in College

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 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 Parent/Carer	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/Equipment	<input type="text"/>
Vulnerable Bursary	<input type="text"/>
Books & Stationery	<input type="text"/>
A.L.L. Bursary	<input type="text"/>
Hardship	<input type="text"/>

AWARDS MADE

Books & Stationery	% Attendance	Date Checked	Payment	Payment Date
			£	
			£	
			£	

Hardship	Date Requested	Date Approved	Payment	Payment Date
			£	
			£	
			£	
			£	
			£	

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

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