Application for Financial Assistance 2026-2027

SECTION 1 - LEARNER DETAILS - Please complete in BLOCK CAPITALS

Title (Mr, Miss, Mrs, Ms)	
Surname	
First Name(s)	
Home Address	
Post Code	
Mobile Tel. No.	
Email Address	
Date of Birth	Age at 31/08/26

Do you have an Education Health & Care Plan (EHCP) Yes ☐ No ☐

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 Universal Credit (U.C.)	Yes ☐	No ☐
e) 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) _____

SECTION 3 - COURSE DETAILS

Course Title ☐ Course Level ☐

First Level 3 ☐ Second Level 3 ☐

Full-Time ☐ Part-Time ☐ Apprenticeship ☐

Are you in receipt of an Advanced Learner Loan Yes ☐ No ☐

Advanced Learner Loan Customer Reference Number ☐

SECTION 4 - HOUSEHOLD INCOME

Complete this section if you, your co-habiting partner or parent(s)/guardian(s) are working and not in receipt of the benefits listed 2 to 7 in section 5b. If you claim a Universal Credit top up this will be added to income from earnings to calculate your overall household income.

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

Please enclose a copy of a P60, week 52 or month 12 payslip from 2025-2026 for all earners in the household. If you claim a Universal Credit top up, you must also provide 3 recent Universal Credit statements as these will be used to calculate overall income.

SECTION 5 - HOUSEHOLD BENEFIT

Complete this section if you or your household are not in employment and 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, <u>you</u> 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: If you are in receipt of Universal Credit (UC) you must supply 3 recent UC statements which show that you do not have income from employment.

1.Universal Credit		5. Pension Credit (Guaranteed)	
2.New Style Job Seekers Allowance		6. Council Tax Benefit	
3.New Style Employment Support Allowance		7. Housing Benefit	
4.Support under part V1 of the Immigration And Immigration Act			

SECTION 6 - ASSISTANCE REQUIRED

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

Travel	Yes	☐	No	☐
Meals (biometric consent required – see appendix 1 for information)	Yes	☐	No	☐
Course Kit & Equipment	Yes	☐	No	☐
Childcare (separate application form required) *	Yes	☐	No	☐
Field Trips **	Yes	☐	No	☐
UCAS Application Fee**	Yes	☐	No	☐
Hardship (for additional kit or support in emergency situations) **	Yes	☐	No	☐

* Application forms are available from the Finance Department, or College website.
** Applications must be made via email to financial.support@derwentside.a.uk

SECTION 7 - LEARNER BANK DETAILS

Awards other than those in-kind are paid by BACS; and so, all learners must have their own bank account

Full Name of Account Holder	
Bank/Building Society Name and Branch	
Sort Code	☐☐☐☐☐☐
Account Number	☐☐☐☐☐☐☐☐
Roll Number (if applicable)	☐☐☐☐☐☐☐☐☐☐

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 any awards.
- I/we understand that financial assistance is based upon **eligibility** and **actual need** and is **not guaranteed**.
- I/we understand that any financial assistance given is subject to satisfactory attendance and behaviour.
- Attendance will be monitored and assistance may be withdrawn if levels are below **the College target of 90%.**
- 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		**Date**	
Signature of Parent/Guardian (If under 18 years and applicable)		**Date**	

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

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

Apprentice	Yes	No
16-18 In receipt of Universal Credit	Yes	No
16-18 In receipt of UC or ESA and DLA or PIP	Yes	No
16-18 In Care or Care Leaver (including Asylum Seeker)	Yes	No
A Young Parent/Carer	Yes	No
Student/Parent in receipt of benefit	Yes	No
Student/Parent in receipt of low income	Yes	No
Advanced Learner Loan (A.L.L.)	Yes	No

Application | Approved | Rejected | Amended

CATEGORIES OF SUPPORT

Travel
Meals
Kit/Equipment
Childcare
Field Trips
UCAS
Hardship
Vulnerable Bursary

AWARDS MADE

Kit & Equipment

£ Award	Evidence

Field Trips

£ Award	Evidence

Hardship

£ Award	Evidence

	Ticket Authorised	Ticket Cancelled
Travel		
Date		

Attendance

% Attendance	Date Checked

Processed by: **Date**

Learner informed of decision **Date**

Notes: