



HSDC Discretionary Financial Assistance (DFA) Application Form 2023 – 2024

For Office Use Only	
Approved	
Not approved	

- The DFA may provide financial support for students with proven financial hardship and/or welfare reasons that prevent them from participating in learning. It is specifically designed to meet certain priority groups such as:
 - Young carers
 - Young parents
 - Young people that have suffered parental bereavement
 - Students that have a significant diagnosed mental health condition
 - Students in exceptional and severe financial/welfare difficulties, who may have experienced a sudden change in circumstances such as a redundancy in the family home or a domestic emergency.
- If you do not meet one of the above priority groups, but there is financial hardship and the annual household income is below £28,000 (including all wages/benefits received and any significant savings), you may still complete the form to see if there is any help available.
- The College cannot offer cash payments but may be able to support with the costs of college related items such as travel, books, stationery, essential equipment/uniform.
- If you apply for help from the DFA fund, financial documents (wage slips, bank statements, etc.) must be provided to assess your claim.
- You must declare any savings and/or lump sums of money (e.g., redundancy payments, investments) as these will be considered when assessing your claim for financial help.
- The DFA is very limited and can only be allocated whilst funding lasts.
- Funding cannot be guaranteed in cases of over-demand or where the course code begins with SC/HC or HND/HNC, some Level 4/5 courses and Treloar-funded courses.

Section 1 - Student Details		
Surname:	First Name (s):	
Address:		
	Postcode:	Date of Birth:
Home Tel No:	Mobile No:	Age on 31 st August 2023:
Course Title:		Full or Part Time:
Parent/Carer Mobile No. (if applicable):		Student Reference No:
Email address (this is how we will contact you):		
Campus of study: Alton Campus <input type="checkbox"/> Havant Campus <input type="checkbox"/> South Downs Campus <input type="checkbox"/>		

Section 2 - Student Status	Please tick		Please tick
Living with parent(s)/carer(s)		Has dependent children, please state their ages	
Living alone		Other (please state) (e.g., homeless)	
Living with a partner			

Section 3 – Please indicate if the <u>student</u> meets any of the following:	Please tick
Lone parent	
Carer for an adult or child relative	
In care or has recently left care	

Section 4 - Please fully state the reason as to why you are requesting financial assistance (for example, recent redundancy, estrangement from family, etc.) This statement is vital in supporting your application so please provide as much detail as possible.

Please also clearly state the items you are asking for financial assistance with, such as a travel pass, books, essential uniform, etc.

Please provide as much detail as you can:

Section 5 - Do you (the student), your partner or the people you are dependent on (e.g., parent/carer) receive any of the following? If yes, please indicate the amount received per month. *Evidence of the below must be supplied (e.g., a confirmation letter from the benefit agency); only applications that have provided all the necessary evidence will be assessed*

	£ per month		£ per month
Carers Allowance		Child Benefit	
Child Tax Credit		Council Tax Support (other than single occupancy)	
Employment & Support Allowance		Housing Benefit	
Incapacity Benefit		Income Support	
Income from Savings		Job Seekers Allowance	
Maintenance Payments for any children within the household		Private/Occupational Pension	
Pension Credit (guarantee element)		Working Tax Credit	
State Retirement Pension		Universal Credit	
Any Other Benefit/Savings (give details)			

Section 6 - Please give details of any monthly earnings, before Tax & NI deductions that you, your partner, or the people you are dependent on (living in the same household) received for the last three months.

- **Please provide the last 3 months' payslips as evidence of the figures stated below**
- **Please provide the last 3 months' bank statements for any responsible adults in the household – if there are multiple accounts, we will need to see statements for all active accounts.**

A financial assessment cannot be made unless these documents are supplied.

	You	First parent/carer	Second parent/carer (Married or living with a partner)	Partner
£ Month 1				
£ Month 2				
£ Month 3				
TOTAL				

Section 7 - Checklist:

Please make sure you have:



Completed the student details in section 1	
Provided a detailed reason as to why financial assistance is being requested in section 4	
Stated which college items you need financial help with, in section 4	
Stated which benefits/income (if any) the household receives in section 5 and provided evidence of these	
Provided the last 3 months' wage slips (if necessary) for any responsible adults in the household	
Provided the last 3 months' bank statements for any responsible adults in the household – if you have multiple bank accounts, we will need to see statements for all the accounts.	
Read the below agreement and signed/dated the application	

I confirm that all the information I have given is correct and complete to the best of my knowledge. I understand that giving any false or incomplete information which may lead to wrongfully claiming financial help from the college may result in any incorrectly paid funds being recovered and using false information may result in a referral to the police. I give permission for college staff and if appropriate, Parents/Carers to be consulted over this application. I agree to HSDC processing personal data contained in this application form for the purpose of administering Financial Assistance. I understand that, if applicable, any bank details (sort code & account number) requested in the future by the Student Travel & Support Department will only be used for processing refunds and the college will adhere to relevant data protection policies & procedures. Should you require any further information, regarding the processing of your personal data, then please contact dataprotection@hsrc.ac.uk

Awards from the Discretionary Financial Assistance scheme are granted on the following conditions: that there is a proven need for College Financial Assistance, that your attendance record is satisfactory, you produce all assignments/homework on time and conform to the College's rules and regulations. If, at any time, your attendance, work or behaviour is considered to be unsatisfactory, the funding may be withdrawn or suspended.

Signature (of the person completing this application):	Date:
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Please return this form to the relevant campus with your evidence to: HSDC, Student Travel & Support,

- **Alton Campus, Old Odiham Road, Alton, GU34 2LX**
- **Havant Campus, New Road, Havant, PO9 1QL**
- **South Downs Campus, College Road, Waterlooville, PO7 8AA**

If you have any general enquires about this application, you may email:

Alton Campus on travelandsupport@alton.hsrc.ac.uk or

Havant & South Downs Campuses on travelandsupport@hsrc.ac.uk