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| For Office Use Only |  |
| Approved            |  |
| Not approved        |  |

## College Financial Assistance Application 2023 - 2024 (Part Time Students & Full/Part Time Advanced Learner Loan Students)

- College Financial Assistance is limited and can only be allocated whilst funding lasts. Funding cannot be guaranteed in cases of over-demand.
- All applications will be considered individually with a proven need for Financial Assistance.
- Funding is not available for the following courses; where the code begins with SC/HC or HNC/HND, some Level 4/5 courses that are funded as Higher Education and Treloar-funded courses.
- If you are applying for a 19+ Advanced Learner Loan Bursary, please provide your Loan approval letter.

| Section 1 - Student Details   |                 |                                   |
|---|-----------------|-----------------------------------|
| Surname:  | First Name (s): |                                   |
| Address:  |                 |                                   |
|   |                 | Postcode:                         |
| Home Tel No:  | Date of Birth:  | Age on 31 <sup>st</sup> Aug 2023: |
| Mobile No:  | Course Title:   |                                   |
| Email Address:  |                 |                                   |
| Please tick the box if you have applied for an Advanced Learner Loan<br><input type="checkbox"/> (please supply a copy of your loan approval letter)  |                 | Student Reference No:             |
| Please indicate which Campus you will be studying at by ticking one of the following boxes:<br>Alton <input type="checkbox"/> Havant <input type="checkbox"/> South Downs <input type="checkbox"/> Victory Business Centre <input type="checkbox"/> Leigh Park Learning Centre <input type="checkbox"/> |                 |                                   |

| Section 2 - Financial Assistance - Please indicate below if you are in receipt of any of the following benefits and supply the evidence as requested below: |                          |   |
|---|--------------------------|---|
| Eligible Benefit  | Please Tick              | Evidence Required<br>(before financial assistance can be awarded – please supply at least one of the below which must clearly show your name and address)   |
| Income Support  | <input type="checkbox"/> | Letter dated from 1 <sup>st</sup> April 2023 stating you currently receive this benefit   |
| Job Seekers Allowance<br>(income based)   | <input type="checkbox"/> | <b>All</b> pages of your notification, dated from 1 <sup>st</sup> April 2023 – please do not send one page, we must see all the pages   |
| Employment & Support Allowance<br>(income related)  | <input type="checkbox"/> | <b>All</b> pages of your notification, dated from 1 <sup>st</sup> April 2023 – please do not send one page, we must see all the pages   |
| Pension Credit<br>(Guarantee element)   | <input type="checkbox"/> | <b>All</b> pages of your State Pension Credit (guarantee element), issued by the Pension Service, dated from 1 <sup>st</sup> April 2023   |
| Working Tax Credit<br>(not solely Child Tax Credit)   | <input type="checkbox"/> | <b>All</b> pages of your Tax Credit Award Notice for April 2023 - April 2024 showing that you receive Working Tax Credit; we cannot accept just Child Tax Credit. Alternatively, <b>all</b> pages of your <b>Annual Review for 2023</b> (if it provides payments for 2023/2024) <b>plus</b> a <b>bank statement</b> (from <b>July 2023 onwards</b> ) showing a payment of Working Tax going in.   |
| Council Tax Support<br>(other than single occupancy)  | <input type="checkbox"/> | Letter or annual bill dated from April 2023   |
| Housing Benefit   | <input type="checkbox"/> | Local Council letter dated April 2023 to March 2024   |
| Universal Credit<br>(other than Child Tax element)  | <input type="checkbox"/> | Your last <b>3</b> most recent <b>monthly</b> Award Statements which can be printed from your online account. Please print the <b>full</b> breakdown of your monthly award statement (by clicking on the relevant month under the payment section) – the statement will show how your Universal Credit payment was calculated (showing name/address, housing element/children/employer earnings/ deductions (as applicable). <b>The total household income must not exceed £28,000 per annum</b> (this amount must include any universal credit payments, wages & benefits received). |

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|---|---|
| <b>Section 3 - Please state the support you require</b>   | ✓ |
| College Financial Assistance towards childcare costs whilst studying your course  |   |
| College Financial Assistance towards UCAS fees and travel expenses for Open Days/Auditions (up to 3 visits and capped at £25 each) when going on to University  |   |
| Refund of transport costs between your home and the course venue as appropriate:<br><b>Full time course</b> – you may be entitled to a bus pass purchased by the college; please complete a bus pass application form or speak to the Student Travel & Support Team<br><b>Part time course</b> – you may be entitled to one of the below (please tick which option): <ul style="list-style-type: none"> <li>• public transport refunds (bus/train fare tickets will need to be supplied) <input type="checkbox"/></li> <li>• car mileage costs (refunded based on attendance at 40p per mile, capped at £10 per day) <input type="checkbox"/></li> </ul> <p><i>The college reserves the right to offer the most economical use of funding for travel. A 'Travel Expenses Claim Form' will need to be completed for each travel refund request (public transport fares or mileage) – these can be completed fortnightly/monthly. A Travel Expenses Claim Form can be obtained via the Student Travel &amp; Support Office at each campus or we can email you a copy.</i></p> |   |
| Refund towards essential books required for your course   |   |
| Refund of Association of Accountancy Technician (AAT) membership fees   |   |
| Part refund of <u>compulsory</u> Uniform and Equipment up to a specified amount ( <i>if you leave before completing your course you will be asked to return any kit/equipment purchased or refunded by the College</i> )  |   |
| Compulsory/Essential day trips or residentials as advised by the trip organiser   |   |

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| <b>Section 4 – Bank Details</b> (please provide your bank account details for BACS refunds): -<br>(Refunds will only be made on supply of receipts/proof of payment) |             |
| Name of Account Holder (including title):  |             |
| Sort Code:   | Account No: |

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@hxdc.ac.uk](mailto:dataprotection@hxdc.ac.uk)

Awards from the College Financial Assistance scheme are granted on the following conditions: that there is a proven need for 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: | Date: |
|------------|-------|

**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 [travellandsupport@alton.hxdc.ac.uk](mailto:travellandsupport@alton.hxdc.ac.uk) or Havant & South Downs Campuses on [travellandsupport@hxdc.ac.uk](mailto:travellandsupport@hxdc.ac.uk)