



For Office Use Only

Approved

Not approved

College Financial Assistance Application 2025 - 2026

(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 have applied 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 st Aug 2025:
Mobile No:	Course Title:	
Email Address:		
Please tick the box if you have applied for an Advanced Learner Loan ☐ (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:		
Alton ☐ Havant ☐ South Downs ☐ Leigh Park Learning Centre ☐		
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 (before financial assistance can be awarded – please supply at least one of the below which must clearly show your name and address)
Income Support	☐	Letter dated from 1st April 2025 stating you currently receive this benefit
Job Seekers Allowance (income based)	☐	All pages of your notification, dated from 1 st April 2025 – please do not send one page, we must see all the pages
Employment & Support Allowance (income related)	☐	All pages of your notification, dated from 1 st April 2025 – please do not send one page, we must see all the pages
Pension Credit (Guarantee element)	☐	All pages of your State Pension Credit (guarantee element), issued by the Pension Service, dated from 1 st April 2025
Working Tax Credit (not solely Child Tax Credit)	☐	All pages of your Final Tax Credit Award Notice for April 2025 - April 2026 (we cannot accept 'Provisional' notices) showing that you receive Working Tax Credit; we cannot accept just Child Tax Credit. Alternatively, all pages of your Annual Review for 2025 which must show payments for 2025/2026 plus a bank statement from July 2025 onwards showing a payment of Working Tax going in.
Council Tax Support (other than single occupancy)	☐	Letter or annual bill dated from April 2025
Housing Benefit	☐	Local Council letter dated April 2025 to March 2026
Universal Credit (other than Child Tax element)	☐	Your last three most recent monthly Award Statements which can be printed from your online account. Please print the full breakdown of your monthly award statement (by clicking on the most recent months under the payment section) – the full statement will show how your Universal Credit payment was calculated and will show name/address, housing element/children/employer earnings/deductions (as applicable). The total household income must not exceed £32,000 per annum - this total amount must include any universal credit payments, wages & benefits received within the household.

Section 3 - Please tick the financial support you may require	✓
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 £50 each) when going on to university	
Refund of transport costs between your home and the course venue as appropriate: Full time course – 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 Part time course – you may be entitled to one of the below (please tick which option): • public transport refunds (evidence of bus/train fare tickets will need to be supplied) • car mileage costs (refunded based on attendance at 40p per mile, capped at £10 per day) <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 – please do not leave claims longer than a month. A Travel Expenses Claim Form can be obtained via the Student Travel & Support Office at each campus, or we can email you a copy.</i>	☐ ☐
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	

Section 4 – Bank Details (please provide your bank account details for BACS refunds): - (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@hsrc.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:
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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 enquiries about this application, you may email Alton Campus on travelandsupport@alton.hsrc.ac.uk or Havant & South Downs Campuses on travelandsupport@hsrc.ac.uk