

## 12. DECLARATION

By signing in the box below

### YOU CONFIRM THAT:

- The information that you have given on this form is— to the best of your knowledge—correct and true
- You will inform student services, in writing, of any changes to your personal, family or financial circumstances.

### YOU AGREE THAT:

- The award offered is dependant on satisfactory behaviour, conduct and an attendance of no less than 90% (Please refer to the bursary and hardship policy)
- Student Services are able to speak to your parent(s) /guardian(s) about your bursary application where they have supplied their income as evidence.

PRINT (Student)

SIGN (Student)

DATE

**WHEN YOU HAVE COMPLETED THIS FORM AND GATHERED YOUR SUPPORTING EVIDENCE PLEASE HAND IT INTO STUDENT SERVICES AS SOON AS YOU ENROL.**

**IF YOU HAVE COMPLETED THE FORM EARLY YOU CAN POST IT IN—SEE ADDRESSES BELOW (Please remember to send copies of your evidence of income as we cannot be held responsible for the loss of the originals)**



**Student Services**  
Welsh Bridge Campus  
Priory Road  
Shrewsbury  
Shropshire  
SY1 1RX  
  
**Telephone:** 01743 235491  
**Email:** adminteam@ssfc.ac.uk



**Student Services**  
London Road  
Shrewsbury  
Shropshire  
SY2 6PR  
  
**Telephone:** 01743 342323/342321  
**Email:** studentservices@shrewsbury.ac.uk



**SHREWSBURY**  
COLLEGES GROUP



## APPLICATION FOR FINANCIAL ASSISTANCE

### FOR OFFICE USE ONLY

STUDENT ID	
DATE RECEIVED	
MOBILE TICKET REQUIRED?	YES/NO
COURSE CODE	

### APPLICATION DEADLINE: SEPTEMBER 2018\*

- This application deadline is for students commencing courses in September 2018.
- **Applications for help will, however, be considered throughout the year.**

#### The household income thresholds for bursary applications are:

- £26,000 for students aged 16-18
- £21,000 for students aged 19+

All sections of the form **MUST** be completed in full and **ALL** income evidence submitted.

Forms will be returned to students if not fully completed which will result in a delay to your application being processed.

If you need help completing this form please contact Student Services (contact details are at the end of this form)

We advise you to bring photocopies of evidence as we will not be liable for loss of original copies.

### 1. PERSONAL DETAILS

Title  Age at  Date Of Birth  dd  mm  yy

Forename  Surname

Home Address  Telephone

Mobile

Post Code  Email

**Confidentiality:** Applications are only seen by staff involved in the delivery of the bursary. From time to time it may be necessary for additional supporting information to be sought from other college staff for a decision to be made.

**Please tick all appropriate boxes:**

- I live at home with my parents:
- I live with my partner/spouse:
- I live on my own/ shared house:
- I have a child/children:
- I support myself financially
- I am normally resident in the UK

**Household Details:** Please state who lives with you and their relationship to you:

NAME	RELATIONSHIP	AGE IF 18 OR UNDER

**11. FINANCIAL DETAILS (To be completed by parent/guardian)**

You will need to provide full evidence of income—please confirm which ones of the following apply to you.

**IMPORTANT NOTE:**

You must include evidence for ALL the types of income that apply to your household. If you do not have the specified evidence, please contact Student Services to discuss possible alternative evidence options.

TYPES OF INCOME	Please tick if applicable	Used as part of income calculation	Used to confirm eligibility for Government Free School Meals	EVIDENCE REQUIRED
<b>Parent (s) / Guardian (s) Income</b>	<input type="checkbox"/>	✓	<input type="checkbox"/>	Latest 3 monthly payslips OR if self-employed copy of the latest official tax return or P60 (April 2018)
<b>Working Tax Credit/Child Credit</b>	<input type="checkbox"/>	✓	<input checked="" type="checkbox"/> Child Tax Credit only	ALL PAGES of the HM Revenue & Customs Tax Credit Award Notice dated April 2017– April 2018
<b>Partner / Spouses' Income</b>	<input type="checkbox"/>	✓	<input type="checkbox"/>	Latest 3 payslips OR if self-employed copy of the latest official tax return
<b>Income Support (IS) / Universal Credit (US)</b>	<input type="checkbox"/>	✓	✓	Award letter (ALL PAGES) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (within last 3months) showing amount credited to account
<b>Job Seekers Allowance (JSA)</b>	<input type="checkbox"/>	✓	<input checked="" type="checkbox"/> Income based only	Award letter (ALL PAGES) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (within last 3months) showing amount credited to account
<b>Employment Allowance (ESA)</b>	<input type="checkbox"/>	✓	✓	Award letter (ALL PAGES) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (within last 3months) showing amount credited to account
<b>Support under Part VI of the Immigration and Asylum Act 1999</b>	<input type="checkbox"/>	<input type="checkbox"/>	✓	
<b>State Pension / Pension Tax Credit</b>	<input type="checkbox"/>	✓	<input checked="" type="checkbox"/> Guaranteed element of State Pension Credit	Award letter (ALL PAGES) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (within last 3months) showing amount credited to account
<b>Other—Please Specify (Do not include Child Benefit, Maintenance or CSA payments)</b>	<input type="checkbox"/>	✓	<input type="checkbox"/>	Award letter (ALL PAGES) dated within the last 3 months showing name, address and benefit received OR outdated letter plus a recent bank statement (within last 3months) showing amount credited to account

## 9. OTHER FINANCIAL SUPPORT OPTIONS

Do you require support towards any of the following?

	YES	NO
BOOKS/TRIPS/COURSE MATERIALS* (For residential trips assistance will be for the deposit only )	<input type="checkbox"/>	<input type="checkbox"/>
CHILDCARE (Please contact Student Services for a separate application form)	<input type="checkbox"/>	<input type="checkbox"/>
MILEAGE (only available to students 19+ who are not on a public or college bus route)	<input type="checkbox"/>	<input type="checkbox"/>
FEES	<input type="checkbox"/>	<input type="checkbox"/>

\*If you have already purchased books or course materials you may be eligible for a contribution. You will need to provide proof of payment. Please refer to the Student Hardship Fund Policy.

## 10. FREE SCHOOL MEALS

	YES	NO
Did you receive free meals at school?	<input type="checkbox"/>	<input type="checkbox"/>
Would you like support towards meals whilst at college? (Please note—you may be eligible for support towards meals at college even if you did not receive them at school)	<input type="checkbox"/>	<input type="checkbox"/>

**You must now complete the financial details overleaf (section 10) and sign the declaration (section 11).**

## 2. GROUPS FOR PRIORITY HELP

The college prioritises applications for some groups of people. Please tick yes or no to the following statements:

	YES	NO
A) I am in Care/ classed as 'Looked After Child' by the Local Authority	<input type="checkbox"/>	<input type="checkbox"/>
B) I have been in care and am now classed as a Care Leaver	<input type="checkbox"/>	<input type="checkbox"/>
C) I am in receipt of Income Support or Universal Credit in my own right	<input type="checkbox"/>	<input type="checkbox"/>
D) I am a teenage parent, my child lives with me and I am in receipt of income Support or Universal Credit in my own right	<input type="checkbox"/>	<input type="checkbox"/>
E) I am a disabled young person in receipt of both Employment Support Allowance / Universal Credit AND Disability Living Allowance/Personal Independence Payments	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked 'YES' to any of the above, you must provide evidence as proof as follows :

<b>You are a young person in care of a care leaver</b>	Written confirmation of your current or previous looked- after status from the local authority which looks after you or provides your care leaving services.
<b>You are disabled young person in receipt of ESA/UC and DLA/PIP</b>	Awards letters for each benefit (all pages required) dated within the last 3 months showing your name, address and title of the benefit received OR an outdated letter plus a recent bank statement (dated within the last 3 months) showing amount credited to your account.
<b>You are a young person in receipt of Income Support/ Universal Credit</b>	Awards letters for each benefit (all pages required) dated within the last 3 months showing your name, address and title of the benefit received OR an outdated letter plus a recent bank statement (dated within the last 3 months) showing amount credited to your account.

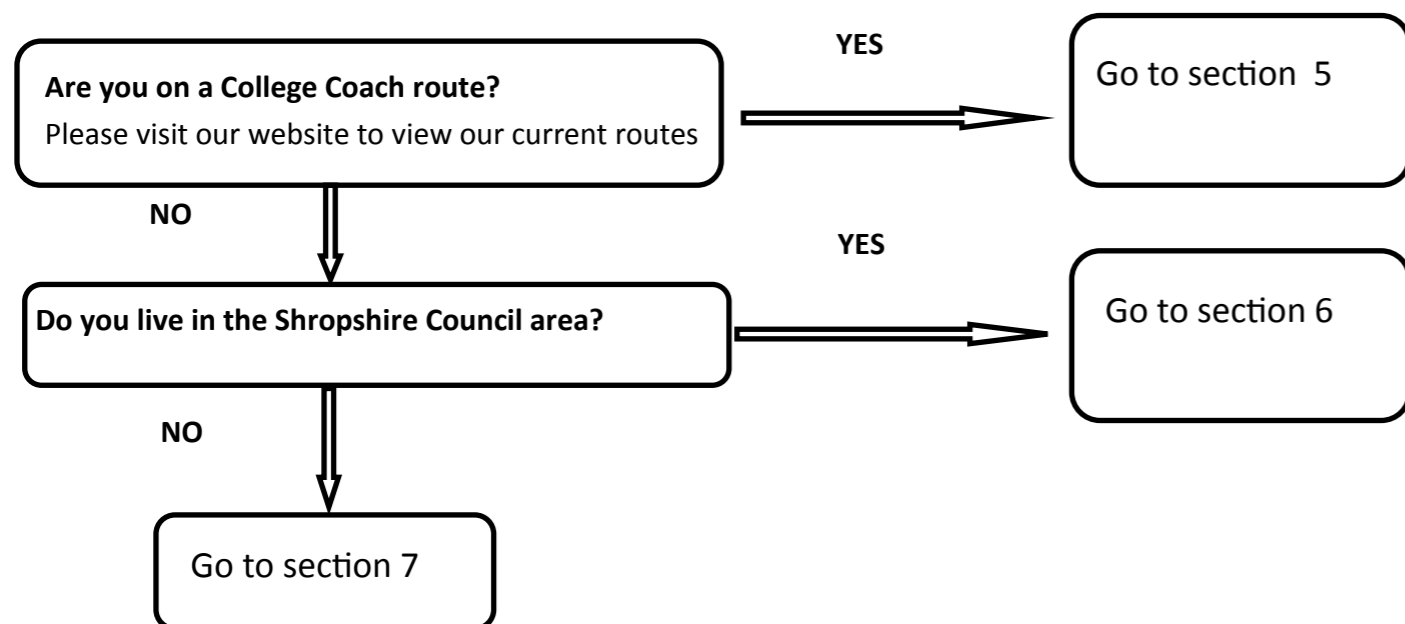
### 3. DO YOU LIVE IN WALES?

YES  NO

If **YES** you may be eligible for EMA. Please visit [www.studentfinancewales.co.uk](http://www.studentfinancewales.co.uk)

Please note if you do qualify (even if you choose not to apply for EMA) you will be unable to apply for financial assistance.

### 4. TRANSPORT ASSISTANCE OPTIONS - Available to students who live more than 2.5 miles away from college



### 5. TRANSPORT ASSISTANCE—On a College Coach Route

Have you completed a College Coach Application form?

YES  NO

Available routes

Whitchurch, Powys, Telford, Ludlow, and Bridgnorth.

(Application Forms are available on our website and from Student Services )

Have you ordered and paid for your travel passes with one of the following ? (please tick all that apply)

Arriva Student Saver Bus Pass	<input type="checkbox"/>	Minsterley Motors	<input type="checkbox"/>
Arriva (train pass*)	<input type="checkbox"/>	Tanat Valley	<input type="checkbox"/>
Lakeside Coaches	<input type="checkbox"/>	Shropshire Council	<input type="checkbox"/>

### 6. TRANSPORT ASSISTANCE—Live in the Shropshire Council Area

Have you applied to Shropshire Council for travel passes?

YES  NO

If you have ticked 'Yes' to the above and you have already paid for your Shropshire Council passes, please provide proof of payment with this application form. You may be eligible for reimbursement

If you have ticked 'No' to the above:

Have you ordered and paid for your travel passes with any of the following (please tick all that apply)?

Arriva (bus pass)	<input type="checkbox"/>	Minsterley	<input type="checkbox"/>
Arriva (train pass)*	<input type="checkbox"/>	Tanat Valley	<input type="checkbox"/>
GHA	<input type="checkbox"/>		

\*Arriva Wales Trains Educational season pass

If you have not ordered your travel passes already you can apply to Shropshire Council by:

- I. Completing an online application form via their website  
<https://www.shropshire.gov.uk/school-transport/schooltransport-support-post-16>
- II. Contacting Shropshire Council Customer Services on 0345 6789006  
Or please ask Student Services for an application form.

If you are unsure whether to apply to Shropshire Council or not please contact Student Services for advice.

If you have ordered and paid for your travel passes already, please provide proof of payment with this application form. You may be eligible for reimbursement.

### 7. TRANSPORT ASSISTANCE—Other

Have you ordered and paid for your travel pass with one of the following (please tick all that apply)?

Arriva (bus pass)	<input type="checkbox"/>	Minsterley Motors	<input type="checkbox"/>
Arriva (train pass)	<input type="checkbox"/>	Tanat Valley	<input type="checkbox"/>

### 8. ORDERING OF BUS PASS

If you have not ordered your bus pass already and you are not eligible through Shropshire Council would you like student services to order one on your behalf?

YES  NO

If you have ordered and paid for your travel passes already, please provide proof of payment with this application form. You may be eligible for reimbursement.

Please note your bus pass will not be ordered until you have enrolled on your course.