**Financial Support**

**Application form 2020-21**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Office use only** | | **Advanced Learner Loan** | **Travel** | **Lunches** |
| Date received | Bursary | Applied Y/N | Miles | FSM \* |
| Date approved | U19 | Approved Y/N | LSF Pass | LSF |
| Approved by | 19+ |  | Garstang | 4 weekly Y/N |
|  | Asylum | **Childcare** | Placement/4 weekly |  |
|  | Hardship | Care 2 Learn Y/N | Refunds | **Course expenses** |
|  | Apprenticeship | LSF Y/N | App form given Y/N |  |

Is your course full or part time? Part time/Full time

Is your course an apprenticeship? Yes/No

\*Do you have an EHCP and aged between 19-24? Yes/No

\*Are you returning for the 2nd year of your course Yes/No

**1. Your details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Student Number: |  | Name: |  |
| Date of birth: |  | Age in years on 31 August 2020: |  |
| Home address: | Email: | Term time address, if applicable: |  |
| Mobile number: |  | Home telephone: |  |
| **Course Title:** |  | | |
| **Advanced Learner Loan** | **Customer Reference number:** | | |

**2. Support required:**

What are you applying for? Please tick **ALL** that apply:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bus pass/Travel costs | Garstang/Galgate  area bus pass | Lunches | Course Expenses | Childcare  Complete childcare form |

**3. Household Circumstances: ONLY COMPLETE SECTION 3 IF AGED 16-18 YEARS**

|  |  |  |
| --- | --- | --- |
| STUDENT STATUS | PLEASE TICK ONE | EVIDENCE REQUIRED |
| In Care. |  | Letter from local authority including confirmation of any additional funding to support your time at college. |
| Care Leaver. |  |
| Aged 16-18 and in receipt of IS/UC, financially supporting yourself living independently or within a family unit and any dependent/s.\* |  | Copy of child/s birth certificate if you are a young parent. Last 3 months UC statement, with confirmation you are allowed to study PLUS tenancy agreement/utility bills. |
| In receipt of DLA/PIP **AND** UC/ESA. |  | ESA award or ESA evidence on UC statement, DLA/PIP award |
| If you have ticked any of the above statements go straight to Section 6 | | |
| Lives with Parent/Guardian(s) |  | See Section 4 |
| Lives independently (alone or with a partner) |  | See Section 4 |

**4. Who do you live with?**

Do you live independently or with a partner? Yes/No

How many parents/guardians are in the household? Please tick: 1 2

Name of parent/guardian 1: ………………………………………………………………………………………………..

Name of parent/guardian 2: ………………………………………………………………………………………………..

**5. Household Income below £35,000 – Please complete for ALL adults in the household**

*If you live in Galgate or further south in the Garstang area and require only a bus pass, no financial evidence is required – go straight to section 8.*

**If you are aged 16 to 19? and living with a parent/guardian – complete using their details**

**If you are aged over 19 – complete using your details (and partner if part of your household).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Income/Benefits** | **Student**  Please tick | **Partner**  Please tick | **Parent/Guardian 1**  Please advise | **Parent/Guardian 2**  Please advise | **Evidence required** |
| Employed |  |  |  |  | Tax Credits Full Award – all pages or the last 3 months statements of UC. P60 or last 3 months wage slips. |
| Self - employed |  |  |  |  | Tax credits Full Award – all pages or the last 3 months statements of UC. Most recent tax return. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Income/Benefits** | **Student**  Please tick | **Partner**  Please tick | **Parent/Guardian 1**  Please advise | **Parent/Guardian 2**  Please advise | **Evidence required** |
| Universal Credit with net earnings not exceeding equivalent of £7,400 per annum\* |  |  |  |  | Last 3 months UC statements, If self-employed AND receiving UC, provide last 3 months of UC statements PLUS company registration or tax return form PLUS self-declaration form – available on request. |
| Universal Credit |  |  |  |  | Last 3 months full statements. |
| Income Support\*  Income related ESA\*  Income related JSA\* |  |  |  |  | Award letter PLUS 3 months supporting bank statements. |
| Housing Benefit  Council Tax Benefit |  |  |  |  | Original award letter – stamped in last 3 months |
| Guaranteed element of state Pension Credit\* |  |  |  |  | Award letter PLUS 3 months supporting bank statements. |
| HC2 Certificate |  |  |  |  | Certificate |
| Working Tax Credit run-on\* |  |  |  |  | FULL Award letter |
| Child Tax Credit (and not entitled to Working Tax Credit) with annual gross income of no more than £16,190\* |  |  |  |  | FULL Award letter |
| Support under Part VI of the Immigration and Asylum Act 1999\* |  |  |  |  | ARC Card |
| No Source of income |  |  |  |  | Please provide information in Section 7 |

**6. Your Bank Details:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Bank Name eg Santander |  | | | | | | | |
| Branch Location |  | | | | | | | |
| Account Holder’s Name |  | | | | | | | |
| Sort Code |  |  | **-** |  |  | **-** |  |  |
| Account Number |  |  |  |  |  |  |  |  |
| Roll Number (Required for Building Society accounts) |  | | | | | | | |

**7. Any other information:** If you would like to advise of any further information not already covered please complete in the box below.

|  |
| --- |
|  |

**8. Student declaration:**

**I confirm that:**

**The information provided on this form is, to the best of my knowledge, correct and true.**

**I am not on a work-based learning scheme, an apprenticeship, or a higher education course.**

**I have not applied for help with any general living costs.**

**I shall inform Student Money, in writing, of any changes to my personal, family or financial circumstances, including change of address and timetable.**

**I have not applied to any other organisation (e.g. charitable trust) or local authority, for any help that the College might provide me with through the vulnerable bursary or Learner Support Fund.**

**Lancaster and Morecambe College can process my personal data on this form and my Student Learning Agreement in order to assess my eligibility for the vulnerable bursary or Learner Support Fund.**

**I have obtained the permission of those people mentioned on my form to disclose their personal/financial details.**

**I shall check my college email account and mobile phone, for messages from Student Money, on a regular basis.**

**I shall call the Absence Hotline (on 01524 521533) if I am going to be absent.**

**I understand that:**

**If I leave my course early, the College will ask me to return any money, equipment or travel pass that has been funded through the vulnerable bursary or Learner Support Fund and will not refund any outstanding, approved course expenses.**

**Good behaviour and an attendance rate of at least 90% must be maintained or support could be withdrawn.**

**I may be committing a criminal offence if I fail to disclose any information that may affect my application.**

**I shall need to reapply each academic year, with new evidence, if I want financial support to continue.**

**What happens next:**

**1.     Submit your completed form, with the appropriate evidence where required, to a member of the Student and Learning Services staff, in the Hexagon, or email the form with scanned/uploaded documents to studentmoney@lmc.ac.uk.**

**2.     You will receive a text message, within 10 days of receipt of your form, to the mobile number stated above, stating what financial support has been approved or if more information is required.**

**3.     If you are unhappy with the decision made about your application you can appeal, in writing, to Philippa Howsley, Head of Learner and Student Support (01524 521481).**

**Privacy Notice (How we use your personal information)**

**As part of the assessment and delivery of financial support we collect your personal details. We will use your information for purposes related to your application for financial support. This information is processed as part of our public interest task of providing education and training.**

**The College Privacy Notice can be found at https://www.lmc.ac.uk/the-college/college-policies/privacy-statement-cookiepolicy. This outlines why we collect your personal information, the lawful basis for processing your data, how we share your data, how long we keep your personal information, how we transfer your personal information outside of Europe, any automated decisions we take about you and your rights under the General Data Protection Regulation.**

**PLEASE CHECK:**

|  |  |
| --- | --- |
| Have you completed all sections of this form? | **YES/NO** |
| Have you included any photocopies of evidence with this form? | **YES/NO** |

|  |  |
| --- | --- |
| Are you applying for Childcare from the LSF fund? if so have you completed the supplementary childcare application form? | **YES/NO** |
| Would you like to speak to a member of the Student Money Team? – please advise contact details and availability. |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Student Name (Please Print Clearly)** |  | | | | | | | |
| **Student Signature** |  | | | | | | | |
| **Today’s Date** |  |  | **/** |  |  | **/** |  |  |