

Truro & Penwith College Bursary Fund 2011-2012



PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM
Private and Confidential Financial Assessment Form in Accordance with the
Data Protection Act 1998

FOR OFFICE USE Date received	Student I.D. Number
Residency Status	UK/EU/EEA

Part A: Personal Details	
First Name(s)	Surname/Family Name
Date of Birth	Age (on 1 st September 2011)
Home Address	Home Telephone Number
Post Code	Mobile Number
Email Address	How long have you been a UK Resident? Are you an Asylum Seeker? YES NO

Part B: Funds are limited and the college prioritises some groups of students.		
Only 16-18 yr olds need to complete this section. Are you:	YES	NO
1. In care		
2. A care leaver		
3. A young person (16-18) in receipt of Income Support in your own right		
4. A disabled young person in receipt of Employment & Support Allowance AND Disability Living Allowance		
SEE GUIDANCE NOTES FOR THE EVIDENCE WHICH MUST BE PROVIDED IF YOU HAVE ANSWERED YES		

Part C: Course Details	
Name of course / subjects being studied	What year of study will you be in?
When does your course start?	When does the course finish?
Part-time courses only: Number of hours studied:	Part-time courses only: How many weeks of study?

Part D: About the other people living in your home

Do you live with at least one of your parents/guardians?
If YES, go to section D1

YES

NO

If NO go to section D2

D1) About your parents / guardians / parent's partner / step-parent

Surname	First Name	Occupation

How many brothers or sisters (under the age of 18) live with you?

D2) Do you live with a partner?

YES

NO

If YES please provide information below

(A partner is defined as someone you are a married to/have a civil partnership, or live with as if you are married to/have a civil partnership with)

Surname

First Name

Occupation

Part E: Childcare costs

Will you be applying for help with childcare costs?

YES

NO

If YES and you are 20+ you will need to complete a Childcare Support form from Student Services (See Guidance notes for details)

If you are 16-19 contact Care to Learn (See Guidance notes for details)

To obtain childcare costs you must attend college for every lecture. Only OFSTED registered childcare providers will be considered.

Part F: EMA/ALG

Will you be receiving EMA / ALG?

Please see Guidance Notes

YES

NO

Part G: FINANCIAL CIRCUMSTANCES

G1) To be completed by parent/guardian with whom you are living.

What is your current annual household income?

£

As parent/guardian do you receive any of the following?:

FREE SCHOOL MEALS	YES	NO
JOB SEEKERS ALLOWANCE	YES	NO
EMPLOYMENT & SUPPORT ALLOWANCE	YES	NO
INCOME SUPPORT	YES	NO
CHILD TAX CREDITS (2011/2012)	YES	NO
HOUSING BENEFIT	YES	NO
PENSION CREDIT (GUARANTEED CREDIT)	YES	NO
WORKING TAX CREDITS (2011/2012)	YES	NO

Please provide clear, up-to-date complete copies of ONE of the above. DO NOT send originals

Do you have any other income / savings / investments? YES NO

If YES please provide supporting evidence

Do you/your son/daughter receive financial support from any other source e.g. non-resident parent, grandparent etc. YES NO

If YES please provide information

If you have answered NO to all of the above questions, please read the Guidance Notes to see what evidence of income is required

G2) To be completed by students who live independently (not those on the Residential Support Scheme)

What is your current annual household income?

£

(If you live with a partner please include his / her household income)

Do you/your partner receive any of the following?:

FREE SCHOOLMEALS	YES	NO
JOB SEEKERS ALLOWANCE	YES	NO
EMPLOYMENT & SUPPORT ALLOWANCE	YES	NO
INCOME SUPPORT IN YOUR OWN RIGHT	YES	NO
CHILD TAX CREDITS (2011/2012)	YES	NO
HOUSING BENEFIT	YES	NO
PENSION CREDITS (GUARANTEED CREDITS)	YES	NO
WORKING TAX CREDITS (2011/2012)	YES	NO

Please provide clear, up-to-date complete copies of ONE of the above. DO NOT send originals

Do you have any other income / savings / investments? YES NO

If YES please provide supporting evidence

Do you receive financial support from any other source e.g. non-resident parent, grandparent, partner etc. YES NO

If YES please provide information

If you have answered NO to all of the above questions, please read the Guidance Notes to see what income evidence is required

YOUR APPLICATION WILL ONLY BE PROCESSED WHEN ALL EVIDENCE OF INCOME IS RECEIVED

Part H: Assistance required**This section MUST be completed**

H1) There is no automatic entitlement to funding. Please explain below any particular family circumstances which may support your application: (Use an additional sheet if necessary)

Help is required towards the cost of (e.g. bus pass, equipment):

ITEM	COST (if known)

Proportional help may be given to students on part-time courses

H2) Please note that if you are applying for assistance with a BUS PASS and your annual household income is BELOW £31,000, you are advised to return your bus pass application together with this form to Student Services as soon as possible. We will contact you to advise you of the contribution you will be required to make.

Part I: Declaration

I certify that the information provided is correct. I understand that the college has the right to reclaim any funds or equipment if I am found to have provided false information or do not complete the course. I will inform you of any changes in circumstances. All equipment provided is for my own use. I understand that my situation may be discussed with relevant colleagues. I consent to the information I have provided being used by the college in accordance with the Data Protection Act 1998

Signature of Student

Date

Signature of Parent / Guardian

Date

Please remember: Your application will not be processed unless you complete all relevant sections of this form AND provide the documentary evidence requested
Please note: Any financial assistance granted is based on satisfactory attendance and adhering to your learning agreement

Please return this form to the address below. Your form will not be acknowledged in writing but we may need to contact you regarding your application. If you have not heard from us within 14 days please contact us

Please return this form to:

Student Services, Penwith College, St Clare Street, Penzance TR18 2SA

The Student Services Team will be happy to discuss any queries you may have. Contact them on the following numbers: 01736 335120 or 10736 335165