



**NEWCASTLE
AND STAFFORD
COLLEGES GROUP**

(ID Label)

Stamp for Receipt

Application for Student Financial Support 2019 - 2020

- Important:**
- Please read the financial support guidance before completing this form.
 - Complete **all** sections by printing clearly in black ink and ticking the appropriate boxes.
 - Your application will be returned to you if you do not complete all appropriate sections and attach copies of all relevant documents; this may result in a delay in you receiving support.
 - Please return your completed form by hand to Student Services (Newcastle or Stafford campus). Alternatively please post to Student Services (Student Finance Team), Newcastle and Stafford Colleges Group, FREEPOST RSGE-RHCT-XYUJ, Knutton Lane, Newcastle-under-Lyme, Staffordshire, ST5 2GB.
 - If you require help with childcare costs or course fees, please request and complete the relevant additional application form.
 - If you are applying for the Vulnerable Student Bursary, please request and complete a bank details form.

Part 1: Your Personal Details (TO BE COMPLETED BY STUDENT)

Your title (tick one box only) Mr Mrs Miss Ms Other

Your first name(s) (in full)

Your surname

Your age on 31st August 2019 Date of Birth

Address

Postcode

Telephone Number

E-mail Address

Part 2: Course Details

I am studying at **Newcastle College** **Stafford College**

Course Title

Part 3: Travel Support

PLEASE SELECT YOUR PREFERRED TRAVEL OPTION.
(Please be aware that we may check your choice against your address to confirm that you have chosen the most appropriate method.)

BUS	RAIL	OTHER
FIRST <input type="checkbox"/>		
SMART <input type="checkbox"/>		
ARRIVA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D&G <input type="checkbox"/>		
You will need a passport photo for all bus passes. Please see our travel leaflet for information about the bus passes available.	You may be entitled to receive a termly contribution towards the cost of travelling by rail. Please see our travel leaflet for additional rail travel information.	Please tick if you will mainly travel to and from College by foot, bike, car or other pre-arranged transport. Please note, the College will not make monetary payments towards fuel or parking costs.

Part 4: Further Information

Have you been a resident of the UK/EU for the past 3 years? Yes No

Country of birth

Non UK/EU National students - please provide a copy of your passport. If under 18, please provide a copy of your parent/guardian's passport.

Do you live: (tick one box only)

- | | | | |
|--|--------------------------|---------------------------|--------------------------|
| Alone | <input type="checkbox"/> | With partner | <input type="checkbox"/> |
| With parents | <input type="checkbox"/> | With children | <input type="checkbox"/> |
| With legal guardian | <input type="checkbox"/> | With partner and children | <input type="checkbox"/> |
| With grandparents | <input type="checkbox"/> | Shared accommodation | <input type="checkbox"/> |
| In care/care leaver (Please provide care status letter from Social Worker) | <input type="checkbox"/> | | <input type="checkbox"/> |

Name of people living in your household and their relationship to you:

First Name	Surname	Relationship to you	Age (if under 18)

Part 5: Course Fees (students aged 19+)

Are you applying for an Advanced Learner Loan to pay for your course fees? Yes No

Part 6: Supporting Statement

Please use this space to explain why you are applying for financial support, and to tell us everything we might need to know relating to this application and what kind of expenses you would like to receive help with, e.g. travel costs to and from College, essential equipment costs, help with course fees etc.

Part 7: Income Details

Please indicate all income/benefits that your household is receiving. Evidence of income/benefits **MUST** be included with your application. **Please note: We do not accept bank statements. Your household must be in receipt of all benefits available to you before your application can be considered.**

Type of Income	Your income? (Student) Please tick	Parent/Guardian/ Partners income? (if living at same address) Please tick
Employment (Please provide 3 recent wage slips or P60)		
Self-employment (Please provide your most recent Self Assessment tax calculation/letter from accountant)		
Pension - state or private (Please provide all pages of an entitlement letter/P60)		
Universal Credit (Please provide all pages of your Universal Credit award notice no more than 6 months old)		
Child Tax Credit (Please provide all pages of your most recent Tax Credit Award)		
Working Tax Credit (Please provide all pages of your most recent Tax Credit Award)		
Income Support (Please provide all pages of a letter confirming benefits no more than 6 months old)		
Jobseeker's Allowance (Please provide all pages of a letter confirming benefits no more than 6 months old)		
Employment Support Allowance (Please provide all pages of a letter confirming benefits no more than 6 months old)		
Disability Living Allowance or Personal Independence Payments (Please provide all pages of an entitlement letter confirming benefits)		
Guarantee Element of State Pension Credit (Please provide all pages of an entitlement letter)		
Support under Part VI Immigration and Asylum Act 1999 (Please provide evidence of income received)		
Other income (please specify)		

Part 8: Declaration (TO BE COMPLETED BY STUDENT)

- I declare that the information I have given on this form is correct and complete to the best of my knowledge.
- I understand that any information knowingly withheld, or false information given will automatically render my application null and void. I further undertake to repay any payments obtained by me as a result.
- I understand that I must attend College regularly in order to qualify for financial support.
- I understand that it is my responsibility to inform Student Finance of any changes to my circumstances and household income during the academic year.
- I understand that I may have to re-pay any support paid by the College if I withdraw from the course for whatever reason before the end of the academic year.
- I understand that the College may ask me to take part in a termly review of my application as part of its Audit process.

Your name

Your signature

Date

Data Protection

Newcastle and Stafford Colleges Group collects information about all students for various administrative, academic and health and safety reasons. In accordance with the Data Protection Act 2018, by signing this form you are consenting to the College processing data held about you. This data consists of the following –

- Name, address, qualifications, next of kin, employment details, bank details;
- Course performance and expected results, references and recommendations, attendance, course registration, library and other equipment on loan;
- Information obtained from other people or organisations e.g. employer, previous educational establishment, UCAS;
- We may hold additional personal data, which requires your specific consent to process such as race or ethnic origin, physical or mental health, criminal records, trade union membership, religious beliefs etc.

You have a right to a copy of your record and to have it corrected if it is wrong in any way. Please apply in writing to the College Group's Data Protection Officer - dpo@nscg.ac.uk

FOR OFFICE USE ONLY

Course:

Level: FT: PT: EHCP: Eligible FCM: Evidence date:

Household income: £ Bus pass: Rail: Childcare:

Notes:

Date	Comments	Signed