

**APPLICATION FOR STUDENT SUPPORT 2020-21**

Please complete this form in full and return to:

**Student Support Services**

**Northern College**

**Wentworth Castle**

**Stainborough**

**Barnsley**

**S75 3ET**

**ALL ORIGINAL SUPPORTING EVIDENCE** must accompany this application form. Please ensure that these are securely posted, ideally using Special Delivery. If you would like to come into the College so that your original documents can be copied please ring 01226 776000 to arrange an appointment time with Student Support Services.

1. **YOUR DETAILS**

Title:

First Name: Family Name:

Home Address and Postcode:

Email address:

Telephone Number – Home and/or Residential 🗖 Non Residential 🗖

Work:

Date of Birth: Age on first day of course:

Course Title:

Full-time: 🗖 Part-time: 🗖

**If you are aged 19+ and you are enrolled onto a level 3 programme that is not your first level 3, are you being funded fully through a 19+ Advanced Learning Loan Yes** 🗖 **No** 🗖

If yes, please provide evidence of your Advanced Learner Loan ie your award letter from Student Finance England.

INCOME ASSESSMENT

**The purpose of this part of the form is to obtain a clear estimate of your income and that of your household. Please enter your CURRENT ANNUAL INCOME before deductions of tax and national insurance contributions:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **YOURSELF**  **(£)** | **SPOUSE/**  **PARTNER**  **(NOTE 1)**  **(£)** | **PARENTAL INCOME** | |
| Parent 1  **(£)** | Parent 2, **(NOTE 2)**  **(£)** |
| **INCOME FROM EMPLOYMENT** | Total earning from all jobs |  |  |  |  |
| Total self-employment income |  |  |  |  |
| **OTHER INCOME** | Income from Savings and Investments  (Note 3) |  |  |  |  |
| Income from Property (Note 4) |  |  |  |  |
| Income from Trusts |  |  |  |  |
| State Pensions |  |  |  |  |
| Occupational or Personal Pensions |  |  |  |  |
| Any Other Income |  |  |  |  |
| **BENEFITS**  **(NOTE 5)** | Carer’s allowance |  |  |  |  |
| Contribution based Employment and Support Allowance |  |  |  |  |
| Universal Credit |  |  |  |  |
| Contribution based Jobseeker’s Allowance |  |  |  |  |
| Incapacity benefit – short term higher rate (Note 6) |  |  |  |  |
| Incapacity benefit – long term higher rate (Note 6) |  |  |  |  |
| Bereavement allowance |  |  |  |  |
| **TOTAL ANNUAL INCOME** | |  |  |  |  |
| **LESS PERSONAL PENSION CONTRIBUTION PAID (Note 7)** | |  |  |  |  |
| **NET INCOME** | |  |  |  |  |

# PLEASE ENCLOSE EVIDENCE OF ALL INCOME AS FOLLOWS:

**Earnings from employment:** The last 4 weekly/3 monthly payslips

**Self-employment:**  Self-Assessment Tax calculation for 2019/20

**Savings and investments:** Tax Return/Investment Statement *(as appropriate*)

**Benefits:** Benefits Award notice/ letter from Department of Work and Pensions

**If you claim benefits these may be affected if you become a full-time student and receive financial support**

**from the College. You should contact your Jobcentre Plus and Housing Benefit offices for advice on how this**

**may affect your benefits as early as possible.**

BANK DETAILS

Bank Name (eg HSBC):

Account Number (8 digits)

Sort Code (6 digits)

Account holder (eg Mrs A Blank)

Successful applicants will receive their monthly payments directly into their bank account, these payments cannot

be made to any other person on the student’s behalf except in exceptional circumstances ie where Power of

Attorney is in place and evidence of this must be provided.

**Please be informed that the College is unable to make payments to Credit Union or Post Office accounts.**

**Please inform us of any changes to bank details. The College will not take responsibility for incorrect bank**

**details.**

DECLARATION

**Data Protection Act 2018**

In accordance with the Data Protection Act 2018, you are advised that the information submitted on this form will be used for the purpose of processing your Financial Assistance Application. Northern College has a duty, for the purpose of processing your application, to protect the public funds they handle and may use the information you have provided on this form to prevent and detect fraud. We are required to share information, for the same purposes, with the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). The information will be stored electronically; your consent to record and process these details is required. If you are unwilling to provide your consent to the recording and processing of this information, the College may be unable to offer you Financial Assistance.

**Note: It is your responsibility to inform us of any changes to your circumstances which might affect this application.**

**DECLARATION I declare that all information and any evidence in support of this application is correct and complete to the best of my knowledge and belief**

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (spouse/partner) as appropriate**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent(s)/stepparent/partner living with parent/grandparent(s) as appropriate**

NOTES

1. Complete this financial information if you live at the same address with another adult (i.e. married or in civil partnership or live together as if married or in civil partnership).
2. Complete this financial information if you live at the same address as your parent(s), regardless of your age. If the parent you live with has remarried, lives with a partner or has entered into a civil partnership, please also give information about their income. (If you are living with a spouse/partner as at note 1 we will only need information on your partner’s income).
3. Include gross interest on savings, investments and dividends (including interest from any bank or building society). Enter the gross amount (before tax is taken off). Do NOT include Individual Savings Accounts (ISAs) or other tax free investments. Include the full amount of any “chargeable event gain” from a life insurance policy.
4. Include income from property or land in the UK that you let. Do NOT include income from the “rent a room” scheme (if you let a furnished room in your home for £4,250 a year or less)
5. **DO NOT** include the following (non-taxable) benefits:

* Child benefit
* Child tax credit
* Cold Weather Payment
* Council tax reduction
* Disability living allowance
* Funeral Expenses Payment
* Guardian’s Allowance
* Maintenance payments from former partner
* Maternity Allowance
* Pension Christmas bonus
* Student loans or grants
* Tax free savings income
* War pensions
* Winter Fuel Payment
* Working Tax credit

6 Include Child Dependency Increase elements but exclude any incapacity benefit claimed before 1995

7 Include the gross amount of any personal pension contributions you paid into a registered scheme – do not include pension contributions paid through your employer

1. **OTHER ALLOWANCES**

**Additional allowances can be paid, providing you and your family income is under certain financial limits, as follows:**

**Childcare Support**

If you have dependent children, then you can claim for support towards childcare costs

**Please enclose the birth certificate for each child together with your Child Tax Credit notification and Child Benefit notification.**

**We will send you a separate form if you wish to claim the costs of your childcare.** However please note that you can only apply for childcare support:

* If you have dependent children under 15 at the beginning of the academic year (or under 17, if they have special educational needs) and you need childcare services for them
* For registered or approved childcare
* You are aged 20 years on the first day of learning
* Please note for a student under 20 years of age on the first day of their academic course they should apply to Care to Learn at [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn)

**Date Application Received by Student Support Services:**