



**FINANCIAL SUPPORT APPLICATION FORM for 16-19/Adult students
2021-2022**

**TO BE COMPLETED ONLY IF YOUR HOUSEHOLD INCOME IS BELOW
£25,000**

***Section 1 - Student Details only**

***Name:**

***Date of Birth:**

***Age on 1st Sept 2021:**

***Home Address:**

Home Tel. No:

***Mobile Tel. No:**

***Student email address** (which you use regularly)

***Student Residential Status:**

Are you a British Citizen? Yes No (if no please bring in passport to check status)

Have you always lived in the UK? Yes No

Section 2 – Application for Free College Meals from Hampshire County Council. A separate application must be made for the College bursary – see section 3.

If you are in receipt of one or more of the benefits below or your total household income is under 16,190 click on the link below to apply for free meals:

- Income Support
- Income related Employment and Support Allowance
- Income based Job Seekers Allowance
- The guaranteed element of State Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Child tax credit with an annual gross income into the household that is no more than £16,190 provided you are not entitled to working tax credit. If you are entitled to any part of working tax credit there is no eligibility with the exception of working tax run-on as shown below (only – not full Working Tax Credit)
- Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)

<https://www.cloudforedu.org.uk/ofsm/fe-apply>

The College will be notified directly from HCC of your eligibility.

Section 3 – Supporting evidence for the College Bursary – travel, course costs, trips etc.

(Please do not write in the boxes highlighted in grey)

Supporting evidence – Current Tax Credit Award Notice or 3 x Universal Credit Awards dated within the last 3 months. All other income/savings/bank statements will only be accepted if you are not in receipt of these awards.

Supporting Evidence		For office use only:
Working Tax Credit / Child Tax Credit	Copy of the current award for 2021-2022 Provisional awards not accepted	
Universal Credit	Please submit awards for the previous 3 months from when you apply.	
Income Support /Income-related Job Seekers Allowance/Income-based ESA letter	Dated within last 3 months	
Only accepted if not in receipt of tax credits or Universal Credits Earnings – Parent/Guardian and Partner Or Self if independent application	Only accepted if not in receipt of Tax Credits or Universal Credit Copy of P60 or March 2021 payslip or last 3 monthly or 6 weekly payslips	
Savings, Bank Statements, Accountant Returns if applicable If your savings exceed £16,000 you will not be eligible for support	Most recent savings statements, 3 recent bank Statements, most recent accountant returns (only accepted if not in receipt of Tax Credits/UC)	
Office use Only: Total of assessed income		=

Section 4 – Student Section Only

If you are in receipt of one or more of the following you can apply for support in your own right. Evidence must be supplied. An appointment can be arranged if you would like to discuss your situation. Email financial.support@gmc.ac.uk

- A student in receipt of Income Support/Universal Credit in their own right. **Evidence required** - the most recent award letter/the last 3 monthly award statements dated within the last 3 months
- A disabled student in receipt of Employment Support Allowance *and* Disability Living Allowance or Personal Independence Allowance. **Evidence required** – The most recent award statements.
- A student looked after by the Local Authority. **Evidence required - A letter from Children's Services**
- A Care Leaver. **Evidence required - A letter from Children's Services**
- A young parent whose child lives with you. **Evidence required** – Tax Credit Award notice/Universal Credit Awards (3 monthly statements) dated within the last 3 months

Section 5 – To be completed if your household income is above £25,000 and below £30,000

You will be required to complete an application from Queen Mary's Foundation. This application form can be found on our website <https://www.gmc.ac.uk/student-life/financial-support> Or email on request from The Student Support Administrator. Please send requests to financial.support@gmc.ac.uk **Please note:** You will be required to submit evidence of Your **Total Household Income** as per section 3 of this application form.

***Section 6 – Support Required**

Please list what support you would like e.g. Bus Pass, Train Pass, College Bus Pass, Meals, Resources e.g. Textbooks, Print Credit etc.

The list is not exhaustive and each request will be assessed on a case-by-case basis.

***Section 7 – Declaration and Learning Agreement**

If there are exceptional circumstances you feel we should know about, please write a supporting letter and send with the application form.

Student Declaration

Attendance Criteria: I agree to have –

- At least 85% or above attendance. Below 85% has a proven detrimental effect on achievement. Full attendance should be the goal
- Positive evidence from Tutors regarding commitment to studies
- A good standard of behaviour at all times

Declaration:

I certify to the best of my knowledge and belief that the information given in this form is correct. I understand that any monies received will be reclaimed if the information is not correct or if I leave college. I will notify the college if my circumstances change. I understand that I have to meet the learning agreement conditions in order to receive financial support. If I do not, I understand that this support may be withheld. I have discussed this learning agreement with my parents/guardian(s).

Student signature

Parent Declaration

I certify to the best of my knowledge and belief that the information given in this form is correct. I understand that any monies received will be reclaimed if the information is not correct or if your son/daughter leaves college. I will notify the college if my circumstances change. I understand that my son/daughter has to meet the learning agreement conditions in order to receive financial support. If they do not, I understand that this support may be withheld.

Parent/Guardian signature.....

Date

Please return the completed form to Student Financial Support, Queen Mary’s College, Cliddesden Road, RG21 3HF or email financial.support@qmc.ac.uk

Data Protection Act 2018

Queen Mary’s College is the founding academy of the North Hampshire Education Alliance (NHEA). The NHEA is the data controller. Queen Mary’s staff follow NHEA and College policy in matters of Data Protection. The data requested on this form, and any other supporting information is treated in the strictest confidence and for the sole purpose of assessing and administering financial support.

OFFICE USE ONLY

Approved Category A,B,C				
Denied – reason for denial				
QMF	Date	Approved	Y	N
Signed by Assistant Principal			Date	
Appeal received & Decision	Date	Approved	Y	N

SUPPORT OFFERED

Mode of transport e.g. College Bus/Stagecoach/Train	
FCM/College meals	
Trips	
Essential books & equipment as recommended by tutor	
Course costs	
Resits	
Cash payments/contribution to travel	
Other	