

Application for Financial Assistance – 2011/12

Section 1: Student's Details

Name of Student Male Female

Address
inc Postcode

Date of Birth Age as at 31st August 2011

Phone No Mobile

British Citizen EU/EEA Citizen* * Please supply a copy of your passport

Please note that if you are not an EU or British citizen you are not eligible for assistance

Student's status or Parental status if the student is aged 16-18

Marital Status Single Married or living with Partner Separated or Divorced

Section 2: Course Details

Course Title
Include Level Full Time Part Time

Section 3: What do you need assistance with?

Please note that there is **no** support available for Tuition fees

Travel (if living more than 3 miles from the College) Course Costs (e.g. Kits and Uniforms)

Examination/Registration Fees Educational Visits

Childcare - please complete additional section

Did you have Financial assistance from the College last year? Yes No

Section 4: Previous Qualifications

Have you achieved any of the following in any subject

Level 1 - (e.g. NVQ1, 5 GCSE's grade D-G)

Level 2 - (e.g. NVQ 2, 5 GCSE's grade A*-C, 1st Diploma)

Level 3 - (e.g. 2 A2 levels grade A-E, AVCE, National Diploma)

Other, please specify

Section 5: Other Information *Any information you disclose in this section will not adversely affect your application.*

Are you currently a carer for someone? Yes No

Are you or have you ever been in foster care? Yes No

Did you receive Free School Meals at High School? Yes No

Do you have any medical conditions that may affect your attendance at college? If so please provide details and evidence. Yes No

Do you have any criminal convictions? Yes No

If necessary, please attach an additional letter to tell us anything else you think we might need to know in relation to this application.

Section 6: Financial Statement

The Student's monthly income before tax A £

The Student's Partner's monthly income before tax B £

The Student's Parent/Guardian (if under 19) monthly income before tax C £

Household income – monthly income before tax (A+B+C = D) D £

Sources of Income (tick all that apply)

Paid employment Income Support J.S.A Working Tax Credit

Child Tax Credit Housing Benefit Incapacity Benefit Child benefit

Income Related ESA ALG Other (specify)

I confirm that I do not have savings of more than £8,000

Confidentiality

Applications are seen only by Student Services staff. It may be necessary for additional supporting information to be sought in order for a decision to be made.

Data Protection Act 1998

Macclesfield College is a data controller in terms of the 1998 legislation. Student Services follows College policy in matters of data protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act. Personal Data will be used solely in the College for statistical purposes and record keeping. The data will not be passed to any other third party without your consent, except when the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Student Services Manager.

Section 8: Declaration

- I certify that the information in this application is true and accurate
- I understand that my funding is conditional on my enrolment on a valid College programme.
- It is my responsibility to inform Student Services if I withdraw from my course and I understand that I may be required to repay any monies awarded to me or to return equipment purchased for me.
- **I understand that if my monthly attendance level drops below 90% I will lose that month's payment. If I fail two monthly attendance checks in a row, I understand that my funding may be stopped.**
- I understand that should demand for funds exceed the College's Learner Support Fund allocation, payments may be reduced or withheld.
- I have provided the following evidence in support of my application (please tick):
 - Income Support - copy of Letter or evidence from Job Centre dated within the last 3 months
 - Tax Credit - current award notice
 - Salary/Wages - supply last two month wage slips

Signature Date

For office use only

Evidence provided Staff Initials Date Received

Childcare

Textbooks

Kit/ Uniform

Exam/Reg

Travel

Materials

Visits

Application for Childcare Costs

This form must be completed by the Nursery or Childminder

Company Name

Name of Contact

Address

Postcode

Telephone Number

Name of Student

Name of Child/ren

I confirm that I/we are providing childcare for the above child covering the following days/times per week

	Monday	Tuesday	Wednesday	Thursday	Friday
Number of children in your care	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Number of hours in your care	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Nursery Education Grant	£ <input style="width: 100%; height: 25px;" type="text"/>	£ <input style="width: 100%; height: 25px;" type="text"/>	£ <input style="width: 100%; height: 25px;" type="text"/>	£ <input style="width: 100%; height: 25px;" type="text"/>	£ <input style="width: 100%; height: 25px;" type="text"/>
Cost of extras eg lunch	£ <input style="width: 100%; height: 25px;" type="text"/>	£ <input style="width: 100%; height: 25px;" type="text"/>	£ <input style="width: 100%; height: 25px;" type="text"/>	£ <input style="width: 100%; height: 25px;" type="text"/>	£ <input style="width: 100%; height: 25px;" type="text"/>
Total cost per day	£ <input style="width: 100%; height: 25px;" type="text"/>	£ <input style="width: 100%; height: 25px;" type="text"/>	£ <input style="width: 100%; height: 25px;" type="text"/>	£ <input style="width: 100%; height: 25px;" type="text"/>	£ <input style="width: 100%; height: 25px;" type="text"/>
Total cost per week					£ <input style="width: 100%; height: 25px;" type="text"/>

Do you charge a retainer over the Christmas, Easter or Half term holidays? Yes No

Information for Providers

- Assistance will only start once the student's application has been approved and the students has enrolled.
- Payments will begin at the start of the academic year. Late applications will be processed when received.
- All payments will be made payable to the nursery/childminder and will be made by cheque each month. These payments are dependent on attendance reports, in some instances this may delay payment
- All payments are based on student attendance and funding will be withheld if this falls below 90%. Students will only get assistance for the hours of care the student is at the College.
- If the student's attendance falls below 90% two months in a row, funding may be withdrawn.
- The childcare provider's contract is with the student and **not** with the College.
- All students will be required to make a contribution each month; do not deduct this amount from the invoice.
- If funding is withdrawn the student is responsible for payment of any outstanding amounts

I confirm that the above is a true record of care supplied and I will notify the College if there are any changes. I understand the points listed above.

Signature Date

Application for Childcare Costs

To be completed by the Student (parent)

Name of Student

Name of Course

I am asking for financial assistance to cover the cost of childcare:

	Monday	Tuesday	Wednesday	Thursday	Friday
Number of course hours					

Details

Name of Child	Date of Birth	Age	Name of Nursery or Childminder

Please note that you must ask each Childminder/Nursery to complete the form overleaf

You will need to provide us with a copy of your child/ren's Birth Certificate

Student Declaration

- I understand that I will be responsible for a contribution towards my childcare costs each month
- I understand that payments are based on my attendance and should it fall below 90% payment maybe withheld.
- I understand that if my attendance falls below 90% two months in a row funding maybe withdrawn.
- I understand that it is my responsibility to provide the College with an invoice from the Childcare provider each month
- I understand that the College will only fund registered Childcare providers.

Signature

Date