

Student's Name

Parent's Name

utc cambridge



## ***Financial Support Application Form – Post 16 2016 – 2017***

When enrolling on a course at UTC Cambridge, consideration should be given to the costs involved such as course fees, travel costs, meals, equipment, books, trips, uniform and childcare. To ensure that finance is not a barrier to learning, funding is available to support learners from a low income household. To be eligible for Financial Support, you will need to demonstrate that you are from a family of low household income (annual household income ordinarily below £20,000) or a looked after/leaving care child. UTC Cambridge is committed to providing support where it is available and we would actively encourage learners to apply for possible support as soon as they can.

UTC Cambridge administers these funds at its discretion and in line with its policy and procedure. ***There is no entitlement to a Bursary.*** Awards are only ever a contribution to course related compulsory costs and will not necessarily cover all your additional financial needs. Each application will be assessed and if funds are available, an award will be allocated subject to meeting the College's eligibility criteria. If you feel you have a specific need outside of these criteria please attach a letter explaining your circumstances (*you may be required to provide additional documentation to support your application*). There are several funds available to help different groups of learners and the rules for each are different. Therefore, please be aware that each award is individual to your circumstances and may be different to others. As funds are limited, it may be necessary to close a bursary at any point during the academic year.

### **What to do next:**

The applicant should complete all relevant sections and sign this form. Please supply recent photocopies of appropriate evidence. We are unable to process incomplete applications, which includes those with missing documents, and this may result in delaying the award.

If you need any advice or help to complete this form, then please do not hesitate to contact us by e-mail: [financialsupport@utccambridge.co.uk](mailto:financialsupport@utccambridge.co.uk), telephone 01223 724311, or by visiting the Financial Support office.

### **Please return all completed applications to the Financial Support team:**

- in person by visiting the College, or
- by post to the Financial Support team, UTC Cambridge, Robinson Way, Cambridge, CB2 0SZ, or
- By e-mail to [financialsupport@utccambridge.co.uk](mailto:financialsupport@utccambridge.co.uk)

**All information will be treated in the strictest confidence and will only be seen by the Assessment Panel for Financial Support purposes.**

## 1. Learner's Personal Details

Name:	Address:
Date of Birth:	
Age on 31/08/2016:	
Home phone no.:	
Mobile phone no.:	
E-mail:	
I have been resident in the UK or EEA since August 31 <sup>st</sup> 2013	
YES / NO	

## 2 Learner's Household Circumstances

- I live with:**
- My parents/guardians (including step-parent or parent's partner)
  - My single parent
  - A relative/or parent's partner relative
  - Alone in shared/rented accommodation
- I am:**
- Under the care of the Local Authority either with my foster parents, in care as a looked after child or I am supported by the Leaving Care team
  - Please supply a letter from your local authority confirming you are in or leaving care.*

## 3. Financial Circumstances

To be eligible for financial support you will need to demonstrate that you meet one of the following criteria and that you will struggle to afford to pay the cost of coming to College.

Please supply a recent **photocopy** of the following full document(s) that are applicable to the household that you live in (dated within the last six months):

- Child/Working Tax Credit Award Notice 2016/2017 (start date 06/04/2016) with an annual income of below £20,000
- NHS Tax Exemption Card (valid at the time of application)
- Income Support
- Income Based Jobseekers Allowance
- Income Related Employment and Support Allowance
- Guaranteed element of State Pension Credit
- National Asylum Seekers Support
- Universal Credit
- Aged under 19 and in receipt of Employment and Support Allowance/Universal Credit AND Disability Living Allowance/Personal Independence Payment in your own name

## 4. Items of Support

**Please tick below the items you would like support with (please refer to the Guidelines on page 4):**

- |   |  |
|---|--|
| 1. Public transport <input type="checkbox"/>            | 2. Meals <input type="checkbox"/>                              |
| 3. Kit/equipment/uniform/books <input type="checkbox"/> | 4. Additional activities/visits/trips <input type="checkbox"/> |

## 5. Terms of Support and Declaration

- Attendance will be monitored and must be at least 90% including with all absences authorised.
- Comply with the student behaviour code
- Should a learner withdraw from their course, they may be required to repay all or part of any award made.

I confirm that the information provided in this application is accurate and I have enclosed the relevant evidence dated within the last six months. I am aware that if I choose to discontinue my studies during the period for which the support was given I may be required to repay some or all of the support provided. I understand that I would also be expected to pay any outstanding College fees.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 6. Learner's Bank Details

Name of Bank or Building Society		Town of Bank/Building Society	
Sort Code		Account Number	
Building Society Reference Number		Name of Account Holder	

## 7. Office use only

<b>Date received:</b>	<b>Staff signature:</b>
<b>Notes:</b>	

## 8. Guidelines

**1. Transport:** Contribution towards public transport will be given. The amount you receive will be for the purchase of a monthly, termly or annual pass based on where you live and on the cost. There will be no contribution for the purchase of daily or weekly tickets. Your attendance will be assessed and based on this, payment will be reimbursed by BACS into your bank account on a monthly basis.

*Rail passengers – please apply for a Student Connect Card as this will help to reduce the fares.*

*Bus Passengers – For Stagecoach routes, please apply for Cambridgeshire Term Tickets*

**2. Kit/Equipment/Uniform/Books:** the financial contribution is only to support items which are considered essential to complete your course. Please purchase these items and then please submit photocopies of the receipts with the application for a refund. Before purchasing any IT equipment, please contact financial support as the college has some items which may be available on a loan basis.

**3. Meals:** The amount per day is £2.35 per student. Our contract caterers will be notified of all eligible students. Any unspent monies cannot be transferred to another day.

**4. Additional Activities/Visits/Trips:** support will be given only for additional activities, visits or trips considered essential to your participation on the course. There will be no support for any overseas visits. The monies will be transferred internally.