



This Student Support Fund form is only for students aged between 16 and 18 years old who need help with equipment for their course.

If you are 19 or over on 31 August 2011 do not complete this form. Please contact Student Services for the correct form.

**16-18**

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Please return your completed form, together with supporting evidence to:  
Student Services, Bedford College, Cauldwell Street, Bedford MK42 9AH

If you have any queries please contact Sharron Alexis on 01234 291943

**Student Services Opening hours**

8:45 - 4:45 Monday to Thursday  
8.30 - 4.30 Friday

Student Services is open all year

Your application will be treated in the strictest confidence

**WHEN TO APPLY**

Funds are limited and may run out shortly after enrolment. Student Support Fund forms are processed on a "first come, first served" basis so please apply as soon as possible.

You do not have to wait until you have been offered a place on your course to apply to the Student Support Fund.

**RETURNING YOUR FORM**

In order for your Student Support Fund form to be processed you must enclose a **bank statement** and **proof of income**. To ensure that these important documents reach us we suggest that you submit your application form in person; you will be able to have your form checked and you will be given a receipt. If you cannot hand in your application for in person please post it to us by Recorded Delivery so that you have proof that your form has been sent.

Bedford College cannot take responsibility for any forms lost or mislaid in the post.

**HAVE YOU ALSO THOUGHT ABOUT...**

**Travel**

To apply for subsidised travel through your local authority please contact Student Services on 01234 291934 for an application form.

**Childcare**

If you need help with childcare costs for your child whilst you study please contact Care to Learn on 0800 121 8989

## **Frequently Asked Questions**

### **WHERE CAN I GO FOR HELP COMPLETING THIS FORM?**

Come to the Student Services helpdesk or telephone 01234 291943.

### **HOW DO I KNOW WHAT PROOF OF INCOME TO PROVIDE?**

See the 'PROOF OF INCOME' section.

### **WHAT HAPPENS NEXT?**

Approximately 4 weeks after handing your form in you will receive a letter from us letting you know if you have been successful and what you have been awarded. If you are receiving a monthly or termly payment your attendance will be monitored electronically.

### **WHAT IF I DON'T AGREE WITH THE DECISION?**

If you wish to appeal against a decision please put it in writing to the Director of Quality within 10 days of receiving your award letter. Appeals will be acknowledged within 3 working days of receipt and resolved within 21 working days

### **HOW WILL I BE AWARDED?**

You will receive a discount towards an essential course cost (usually for a payment you have to make to the college, such as a trip), or a payment directly into your bank account (usually for an item you have to buy yourself, like a book).

### **I AM A HOSPITALITY STUDENT, HOW DO I ORDER MY KIT AND UNIFORM?**

Your tutor will provide you with a catering order form which you need to complete. You should then pay your contribution to the Cashier in Enquiries and Guidance. Please show the Cashier your award letter and they will give you a receipt once you have paid the new reduced price. Finally bring your receipt and your order form to Student Services and we will order your uniform and equipment for you.

### **I AM A HAIR AND BEAUTY STUDENT, HOW DO I ORDER MY KIT AND UNIFORM?**

You will need to take your award letter, your student ID card and your order form to Alison Meeks in Brooks and pay the reduced price of your kit and uniform to Alison. You may need to make an appointment to see Alison. The college will then order your kit and uniform for you. It will not be ordered until you have paid your contribution.

### **I'VE APPLIED FOR TRAVEL FROM MY LOCAL AUTHORITY WHAT IF I GET REJECTED?**

Please contact Student Services as soon as possible.

### **I'M A LOOKED AFTER CHILD OR I'M LIVING INDEPENDENTLY, CAN I APPLY FOR ANY OTHER FINANCIAL SUPPORT?**

You may be entitled to apply for a £1,200 bursary. Please provide a letter from your Social Worker confirming your circumstances, or proof of your income support.

**PLEASE NOTE: Applications for the Student Support Fund will only be accepted during the following periods:**

1<sup>st</sup> July 2011 – 21<sup>st</sup> October 2011

9<sup>th</sup> January 2012 – 10<sup>th</sup> February 2012

16<sup>th</sup> April 2012 onwards

**As funding is limited the Student Support Fund may be closed to new applicants before the advertised closing dates.**

**If you require a large print version of this application please contact Student Services on 01234 291943.**



Date Issued:

Date Returned:

SSF No:

# Student Support Fund Application

**16-18**

If you are aged 19 or over on 31 August 2011 please do not complete this form. Please contact us for the correct form.

## YOU MUST ENCLOSE PROOF OF INCOME AND YOUR BANK ACCOUNT

*The Student Support Fund may, depending on your household income, be able to assist you with a contribution towards your essential course costs such as books or equipment*

### Personal details

Title: Miss/Mrs/Mr/Ms ..... Address: .....

First name: ..... .....

Surname: ..... Postcode: .....

Date of birth: ..... Telephone no: .....

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

Do you live independently away from your parents/guardians? Yes No

Have you been resident in the UK for the last 3 years? Yes No

Do you have a time limit on your stay in the UK? Yes No

Fee status: Home International Student Asylum Seeker EEA/Swiss National

### Your course

Full title of course: .....

Name of Tutor: ..... Start date: ..... End date: .....

Please circle as appropriate

Course type: Full-Time Part-Time Apprenticeship Work Focused Training

Year of course: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>

**Previous qualifications:** Your answer to this section will not affect your assessment; however it might indicate to us your possible eligibility for other financial support.

What is the highest type of qualification you currently hold?.....

## PROOF OF INCOME

Your household income is an important factor when assessing whether you are eligible for any support from the Student Support Fund.

**If you live with your parents or a guardian please provide the following:-**

(If you are currently in care we will require a letter from your Social Worker)

- A letter from the Department of Work and Pensions (DWP) or a bank statement showing the benefit your parents/guardian receives.
- **EVERY PAGE** of your parents/guardians most recent Working Tax Credit notification.
- Your EMA award or notification letter showing how much EMA you receive.
- 3 of your parents/guardians recent payslips or their most recent tax return or letter from accountant if they are self-employed.

**If you live on your own then we will need proof of your income.**

**If you are not sure what we need please contact us on 01234 291943.**

## BANK STATEMENT

**You must enclose a bank statement or a letter from your bank or building society that shows:**

The account name  
The 8 digit account number  
The 6 digit sort code  
The roll number (if you have one)

**PAYMENTS CANNOT BE MADE WITHOUT WRITTEN PROOF OF YOUR BANK ACCOUNT DETAILS.**

## TRANSITIONAL EMA (please circle)

Have you received EMA before?	<b>YES</b>	<b>NO</b>	
If Yes, which of the following years did you first receive EMA?	<b>2009/10</b>	<b>2010/11</b>	
How much did you receive per week?	<b>£10</b>	<b>£20</b>	<b>£30</b>

## TRAVEL

Have you applied for a subsidised travel pass from your Local Authority? (please circle where appropriate)

**Yes**

**No**

**Rejected**

Please apply in the first instance for subsidised travel through your Local Authority; if you receive a rejection letter please attach it with this form.

The Student Support Fund may be able to help towards your travel costs if you have been rejected and do not receive EMA please contact us on 01234 291934 for more information.

## COURSE COSTS

You do not need to tell us about the essential costs relating to your course as your tutor has already provided the details.

This includes items such as essential books, equipment and uniform. We will add these items automatically to your award if your tutor tells us they are essential for your course.

## ADDITIONAL INFORMATION

Please use this space to tell us of any circumstances you feel the Student Support Fund Panel needs to know about.

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## DECLARATION

I declare that the information I have given is correct to the best of my knowledge.

I agree to provide the College with details of any changes in my personal circumstances as they occur.

I understand that in the event of my leaving the course before completion I may be required to return a proportion of any amount awarded to me through the Student Support Fund, or any equipment, books, uniform provided.

I understand that the continuation of any award is conditional on my providing proof of satisfactory attendance, i.e. 85% or over, on my course.

Signed..... Date .....