



This Student Support Fund form is only for students aged over 20 years old who need help with childcare costs and equipment.

If you are under 20 on 31 August 2011 or do not need childcare please do not complete this form. Please contact Student Services for the correct form.

## CHILDCARE

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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 form 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.

## **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?**

If you live on your own and you work we will need 3 recent payslips from you. If you receive benefits please provide a bank statement or a letter from the Job Centre.

### **WHAT IF I LIVE WITH MY PARTNER?**

If you live with your partner we will need proof of your income and your partner's income so that we can assess your total household income.

### **WHAT HAPPENS NEXT?**

4 weeks after handing in your form you will receive a letter letting you know if you have been successful and/or 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 either a discount which is a reduction in the price of an item such as a trip or a payment directly into your bank account for items you have to buy yourself such as books.

### **HOW MUCH WILL I HAVE TO PAY TOWARDS MY CHILDCARE?**

You will be expected to pay a minimum of £1.00 per half day session for each child. However depending on your income you may have to pay 50% or 70% towards your childcare.

### **WHAT IF MY CIRCUMSTANCES CHANGE? (i.e. bank details, address etc)**

Please contact Student Services as soon as possible so we can update our records.

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

Your tutor will provide you with a catering order form which you need to complete. Then bring your discount certificate to the Cashier in Enquiries and Guidance who will give you a receipt once you have paid the new reduced price. Finally bring your receipt and your order form to Student Services who will order your catering equipment which will arrive 2 weeks later at the catering department.

### **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 identification card and your order form to Alison Meeks in Brooks and pay the reduced price of your kit and equipment. Alison will order your kit and uniform for you. It will not be ordered until you have paid your contribution.

**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

## **CHILDCARE**

This Student Support Fund form is only for students aged over 20 years old who need help with equipment and childcare costs.

***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: .....

Please circle as appropriate

Are you currently in or have you ever been in care? 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: .....

If you were you a student at Bedford College what is your Student ID number:.....

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>

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.

Please provide one of the following as proof of your income:-

- Letter from the Department of Work and Pensions or bank statement showing the benefit you receive.
- **EVERY PAGE** of your most recent Working Tax Credit notification.
- 3 of your recent payslips or your most recent tax return

If you live with a partner then we will need proof of their income as well.

If you are not sure what we need please contact us.

## 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 ACCOUNT, WE CANNOT ACCEPT BANK CARDS AS PROOF.**

## TRAVEL

If you live more than 3 miles away from college we may be able to assist with the **CHEAPEST** form of travel.

If you live less than 3 miles away and have a disability or mobility issues please provide medical evidence.

Car	Bus	Train
Engine size.....	Price of ticket ..... Single or return (please specify)	Price of ticket ..... Single or return (please specify)
Days per week .....	Days per week .....	Days per week .....

**Please ask your childcare provider to complete the form below.**  
 Please be aware that all students will be expected to contribute at least £1.00 per session of childcare.

<b>Name of Child :</b>	<b>Age:</b>
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**Name of childcare provider:**

**Address**

<b>Ofsted registration number:</b>	<b>Signature of childcare provider:</b>
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<b>Contact name:</b>	<b>Contact number:</b>
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<b>Sessions booked</b>	<b>AM</b>	<b>PM</b>	<b>Whole day</b>
<b>Mon</b>	£	£	£
<b>Tues</b>	£	£	£
<b>Weds</b>	£	£	£
<b>Thurs</b>	£	£	£
<b>Fri</b>	£	£	£

<b>Weekly cost of childcare</b>	<b>£</b>
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**All childcare payments will be paid direct into the childcare provider's bank account by BACS. Please provide the bank account details below:**

<b>Account Name</b>	<b>Sort Code</b>	<b>Account Number</b>	<b>Roll Number</b>
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If you have more than one child that you require childcare funding please photocopy this form for as many children you have or contact us for another sheet on 01234 291943.

## **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 .....