

Adult Financial Support 2022/23

You must be 19 or above on 31/08/2022 to apply.

To be eligible for this fund, you must be living in a household with an income below £30,000. Eligibility for this fund does not guarantee an award. A copy of our guidance notes can be found on the College website (www.ccsw.ac.uk).

Funding is limited and will be awarded on a first come, first served basis.

Applications to be submitted by Friday 21st October, forms received after this date will be assessed when funds are available.

To be completed by the learner

Section 1- Personal Information

Forename	Surname
Learner Number (if known)	Date of Birth
Nationality	Age on 31 August 2022
Have you been a resident in the UK/EEA for the last 3 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Address	Home Phone Number
Postcode	Mobile Number
Course Title	Course Level
Course Start Date	Course End Date
Number of days per week in College:	
Campus: Chester <input type="checkbox"/>	Ellesmere Port <input type="checkbox"/> Crewe <input type="checkbox"/>

Section 2 – Support Required

Please tick all that apply and supply photocopied evidence.

NB: Travel support is only available to learners who live more than 1 mile away from the College.

Do you require support with travel costs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
What is your current method of transport?	Car <input type="checkbox"/>	Bus <input type="checkbox"/>	Train <input type="checkbox"/>

NB: In the instance that your bus pass requires replacement due to loss or damage, you will be liable for a bus pass replacement fee in full.

Which other forms of support do you require?

Course essentials/DBS, including essential equipment, educational visits and uniform	
Course Fees (AEB ONLY)/ Exam Fees	
Do you require Childcare?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If you would like to apply for funding for childcare, please complete the Childcare Provider Pack, which is available from the Bursary Department. You must ensure that the evidence is supplied to support this; children's birth certificates, an OFSTED report for your chosen childcare provider and a current price list.

Section 3 – Your personal circumstances

I am married or living with a partner		I live with a parent	
I am single		Other	
I am a single parent		If other, please state:	

If you are married, in a civil partnership or living with someone as if you were married, then we will need the income details of your partner or spouse.

Section 4 - Your financial circumstances

Please supply any evidence which supports your application, which should be photocopied and dated within the last 3 months.

Please indicate whether you are currently in receipt of any of the following payments:

Jobseekers Allowance (JSA)		Working Tax Credit/ Child Tax Credit (2022/23- All pages)	
Housing Benefits		Income-based Employment Support Allowance (ESA)	
Ukraine Family Scheme		P60 (Dated April 2022) for you and/or your partner	
Asylum Seeker		3 monthly/12 weeks' payslips (Most recent)	
Income Support or Universal Credit- 3 latest monthly payment statements (All pages)			

If unemployed, we will require bank statements for 3 months prior to application and a signed declaration of nil income.

Please supply any evidence which supports your application as listed above. All evidence should be photocopied and dated within the last 3 months.

If you live in a household with your partner, but only one of you works, please confirm below:

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Section 5 - Learner account details

Payments cannot be made into a Post Office or Building Society account. Please ensure that your account can accept BACS Direct Credits - you can check this with your bank. Please provide the details of the Bank Account that is in *your* name.

Learner Account Name		Name of Bank	
Sort Code		Account Number	

Please ensure you have clearly recorded the correct details for the bank account.

We cannot accept liability for payments being made into incorrect accounts.

NB: It is the learner's responsibility to advise the Bursary Department of any changes to their bank account details during the year.

Data Protection Act Statement

I understand that whilst handling my application for this fund, Cheshire College - South & West will need to process my personal data which may include financial information, and special categories of personal data including information about any learning difficulties or disabilities; contained either in the application form or within other data of which Cheshire College - South & West may obtain from me or other people supporting me. Details on how the College processes personal data is available here: (www.ccs.ac.uk/privacy-statement/)

More information can be found within our guidance notes at <https://www.ccs.ac.uk/bursary-transport/>

Do you have access to a laptop or suitable device at home?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Learner Signature		Date	

Please read the statements below:

- I have enclosed all required photocopied evidence to support my application. I understand that the College may carry out checks to verify the evidence provided and may take action deemed appropriate if any information I have given is proven to be incorrect or false. I certify that the information within this application is true and correct.
- I have completed Section 5 and provided my own bank account details
- I understand that any support provided is subject to me enrolling on the course of study and maintaining excellent levels of attendance, progress and behaviour
- I will maintain 100% attendance or make efforts to achieve the College standard of 95% attendance. However, I understand that funding will be withdrawn in the event that's a learner's attendance falls below 90% (which includes English and Maths timetabled sessions – if applicable) or conduct is unsatisfactory.
- I understand that it is my own responsibility to monitor my attendance through ProPortal (which I will be introduced to within the induction process). It is my responsibility to discuss any issues I may have directly with my Personal Development Tutor (PDT's), to ensure my attendance record is accurate.
- I am aware that I can approach the Bursary Department for any Information, Advice and Guidance required
- I understand that it is my responsibility to inform the Bursary Department if I withdraw from the course. I am aware that I will be required to return any travel passes/uniform or equipment purchased with financial support from the bursary to the curriculum area.
- At the end of the academic year, you are required to return the essential equipment (uniform, books, laptop etc.)

Advisory Section

Applications for full-time courses must be submitted by Friday 21st October 2022, forms received after this date will be assessed only when funds are available. Applications for short course/ part-time courses will only be considered from current learners engaged in study. Applications will not be considered if the learner has completed or withdrawn from the learning aim.

Funds are limited, so please apply early. Forms will be processed in the order in which they are received. All forms are recorded with date received and tracked through the process until awarded, or a decision is made.

Please do not purchase equipment before you enrol onto your course.

Equipment required by the course is budgeted and provided to the learner. Equipment is purchased by the curriculum areas unless you are given instruction otherwise. No refunds can be made to learners for equipment purchased unless prior permission is sought and authorised by the College.

Your application will be delayed without all supporting evidence.

It is your responsibility to photocopy supporting evidence. Original documentation should not be submitted with your application. Your form may be returned if the evidence is not supplied. A "More Information" letter will be produced and sent to the learner with the returned unprocessed application form. Failure to complete all sections and provide the required evidence will delay your application being processed. We cannot process or award bursary payments, meal passes, travel expenses or other requirements until the correct evidence is supplied.

Helpline available: bursary@ccsw.ac.uk

Submitting your application

Once you have completed the application form and have all the relevant evidence, please bring them into the The Hub at your campus or alternatively, please post all completed documents to:

For Ellesmere Port or Chester , please use the address:

Cheshire College - South & West, Ellesmere Port Campus, Off Sutton Way, Ellesmere Port, Cheshire, CH65 7BF

For Crewe Campus , please use the address:

Cheshire College - South & West, Crewe Campus, Dane Bank Avenue, Crewe, Cheshire, CW2 8AB

Cheshire College - South & West cannot take responsibility for any forms lost or mislaid in the post. We recommend that you photocopy your documents/evidence and send your application form to the address above by recorded delivery (at your own expense).

Our aim is to process forms within a **15 working day** time-frame.

Upon receipt, your application will be treated in the strictest confidence.

Information provided is to the best of our knowledge accurate at the time of going to print. Bursary guidelines and criteria are reviewed regularly and therefore details may change.

TO BE COMPLETED BY BURSARY STAFF

Learner Name:	ID number:
Household Income:	
Has the learner selected that they have been a resident in the UK/EEA for 3 years? Yes / No	
19+ Loan Required <input type="checkbox"/> Applied for Loan <input type="checkbox"/> Loan Approved <input type="checkbox"/>	
Travel Funding <i>Not Eligible</i> <input type="checkbox"/> More than 1 mile Y / N Termly Bus Pass <input type="checkbox"/> Arriva/Stagecoach Direct Payment <input type="checkbox"/> Rail <input type="checkbox"/> Crewe College Bus Pass <input type="checkbox"/>	Details: _____ Term 1= Term 2= Term 3= Total = £
Childcare How many children: _____ Entitlement of funded/free educational hours to use? Yes / No	36 weeks / 43 weeks Details: _____ £
Equipment	Details: _____ £
Tuition Fee	<i>Level 1 and 2 courses only</i> <i>Level 3-6 No LSF funding</i> <div style="float: right; border: 1px solid black; padding: 2px;">100% Funding</div>
Exam Fees	£ <div style="float: right; border: 1px solid black; padding: 2px;">100% Funding</div>
DBS <input type="checkbox"/> <i>Required for course? Yes / No</i>	<i>Evidence submitted for refund?</i> Yes / No
Termly Award (£150 per term)	<i>To support additional costs associated with attending full time education.</i> <i>If attendance, behaviour, and attainment are satisfactory</i>
Additional Notes: <i>(Please date any comments and initial)</i> Household Income notes:	
Logged on Pro-Solutions	Date Completed
Provisional / Award letter sent	
Quality Assurance check	Staff (1) Staff (2)