

# Adult Financial Support 2020/21



Cheshire College  
South & West

## You must be 19 or above on 31/08/2020 to apply.

To be eligible for this fund, you must be living in a household with an income below £26,100. Eligibility for this fund does not guarantee an award. Funding is limited and will be awarded on a first come, first served basis. A copy of our guidance notes can be found on the College website (ccsw.ac.uk).

## To be completed by the learner

Surname: ..... Forename(s): .....

Date of Birth: ..... Age on 31 August 2020: ..... Nationality: .....

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

Home Address: .....

Postcode: .....

Home Phone Number: ..... Mobile Number: .....

Course Title: ..... Course Level: .....

Number of days per week in College: ..... Course Start Date: ..... Course End Date: .....

Campus: Chester  Ellesmere Port  Crewe  Off-site Provision

## Section 1 - 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  No

What is your current method of transport? Car  Bus  Train  If other, please specify: .....

 **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

Do you require childcare? Yes  No

Course fees/ exam fees

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 Full Tax Credit Notice 2020/21) or Universal Credit Journal Details plus 3 monthly payment statements.

## Section 2 - Your financial circumstances

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

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| Job Seekers Allowance (JSA)  | <input type="checkbox"/> | Housing Benefits                                   | <input type="checkbox"/> |
| Income Support or Universal Credit-Journal Details plus 3 monthly payment statements (most recent) | <input type="checkbox"/> | Council Tax  | <input type="checkbox"/> |
| Income-based Employment Support Allowance (ESA)  | <input type="checkbox"/> | Means-tested benefit                               | <input type="checkbox"/> |
| Child Tax/ Working Tax 20/21   | <input type="checkbox"/> | P60 (Dated April 2020) for you and/or your partner | <input type="checkbox"/> |
|  |                          | 3 monthly/12 weeks payslips                        | <input type="checkbox"/> |

Other (please state): .....



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



**NB: 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.**

## Section 3 - Your personal circumstances

Please tick all that apply.

- I am married or living with a partner  I am a single parent  I live with a parent   
I am single  Other



**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 - 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.**

# Section 5

Please read the statements below, and sign below to confirm your understanding:

- 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 4 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 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 tutor, 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, I am required to return the essential equipment (uniform, books, etc).

## Data Protection Act Statement


I understand that for the purpose of processing 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. Further details on how the College processes personal data is available in the Privacy Notice

[www.ccs.ac.uk/privacy-statement/](http://www.ccs.ac.uk/privacy-statement/)

Learner Signature: ..... Date: .....

## Advisory section

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.**

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](mailto:bursary@ccsw.ac.uk)

# Submitting your application

Once you have completed the application form and have all the relevant evidence, please post all completed documents to the address below:

If applying to Ellesmere Port or Chester Campus, please use the address below:

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

If applying to Crewe Campus, please use the address below:

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).

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

Although our aim is to process forms within a 15 working day timeframe, due to Covid-19, there may be a slight delay.



[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.](#)