



Financial Support Application

Office Use Only - AWARD INFORMATION		Number of days:	Distance from college in miles:	PI
Date received	Bursary £	FCM £	Kit £	16-18/19-25 EHCP
Received By	Childcare £	System 1 £	College Bus £	19+
Date Assessed	Withdrawn	Rejected: Over threshold	Insufficient funds	19+ Loan

Forename		Student Number
Surname		
Course:		

- **Please complete the checklist below.** Full guidance notes at www.hopwood.ac.uk
- Return your completed application form, **in person** (postal or email applications are **not** accepted), to the College Reception on either the Rochdale or Middleton Campus.
- Applications will not be accepted unless **ALL** the required evidence is provided in hard copy.

Application checklist

I meet the financial eligibility of a household income below £30,000
(If you are 19+ it is YOUR income if living alone or with your parents, or household income if living with partner)

I have attached **ALL EVIDENCE** (see pages 6 & 7) required to support the application

I have completed **ALL** sections, answering all questions in full

I have read and signed/dated the declaration

Deadlines for submitting financial support applications

The priority deadline for both returning and new learners funding is the **31st July 2023**.

Applications submitted after the 31st July can take up to 8 weeks to process.

Student Details

Student name:

Date of birth:

Age on 31st August 2023:

Email:

Mobile tel. No:

Student Bank Details for Payments

(All payments will be paid via the college cashless system unless circumstances change, for example a full college closure or an issue with the cashless system.)

(This must be the student's account details)

Full name of account holder:

Name of bank/building society:

Sort code:

Account number:

Household Details & Residential Status

Who do you live with? (Please tick)

Parent(s) (Mother/Father)	Legal Guardians	
Alone	Spouse/Partner	Family
Other (Please specify)		

Do you have an Education, Health and Care Plan (EHCP)?

Yes No

Number of children in household ages 0-18

1 2 3 4 5 6 or more

Do you have access to a laptop or computer at home?

Yes No

Do you have access to the internet from home?

Yes No

Income Details

If you are living with a parent/guardian and are 19+ we need to know **YOUR** income. If you live with a spouse/partner we need to know the **HOUSEHOLD** income.

If you are 19 and starting the 2nd year of a level 3 course or you are 19-25 and have an Education, Health and Care Plan (EHCP), you will need to provide evidence of your PARENTS income.

Please see additional evidence sheet (pages 6-7) to support you with providing the correct evidence.

If you are **16-18**, live independently or with anyone other than parents/guardians.

Please tick if any of the following options apply to YOU, THE STUDENT WHO IS AGED 16-18

I the student am in care/care leaver.

I the student receive Income Support/Universal Credit.
Please provide your most recent letter issued within the last 3 months showing that YOU receive this benefit.

I the student receive Disability Living Allowance/ Personal Independence Payment & Employment Support Allowance/Universal Credit.
Please provide your most recent letter issued within the last 3 months showing that YOU receive this benefit.

If any of the above apply please discuss with an SCS assistant.

Please choose from the following options if required:

Option A: I will be using the college bus service, using an Our Pass or making my own way.

Option B: I would like the College to buy my System One Travel bus pass^{a&b} or if ineligible support me with travel costs.

Option C: I am aged 26 and over and I would like the College to buy my System One Travel bus pass and I confirm that I have registered with System One Travel at www.systemonetravel.co.uk/ user-login and have inserted my registration number in the box below.^b If ineligible for a system one I would like support with travel costs.

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a If you are aged 16 or 17 on the 31st August 2023 you can only apply for a System One bus pass IF you live outside the Greater Manchester area and live more than 1.5 miles away from the campus at which you will be studying e.g. Whitworth, Todmorden etc.

b You must live further than 1.5 miles away to qualify for a System One bus pass or support with travel costs. If you qualify for help with travel but are not studying for 3 days or more you may receive money towards travel costs rather than a System One bus pass.

I understand that if I lose my bus pass and request a replacement that monies will be deducted from the remainder of my bursary allocation. If you are found to have allowed your bus pass to have been photocopied, the college reserve the right to cancel all future passes. All losses must be reported immediately to a member of the Student & College Services team.

Refunds

Upon production of a receipt the £10 cost of the Our Pass will be refunded. Additionally, Football Academy kit (purchased via the PSG Academy UK Online Club Web Shop) and kit purchased via the College prior to acceptance of your Financial Support Application can be refunded, upon production of a receipt.

Refunds will only be made to those students that are eligible and accepted for the bursary.

Please tick any eligible options below.

I require a refund for my Our pass. I have attached my receipt.

I require a refund for my PSG kit. I have attached my receipt.

I require a refund for kit purchased from the college.

Student Signature:

Date:

By signing this declaration (please see next page for the full details) you are consenting to the college contacting you, with regards to your bursary, via email, telephone, text and letter.

You are also confirming that the bank details provided can be used for any BACS payments in the event of a college closure.

Declaration (Please Read Carefully)

I declare that particulars given in this application and evidence provided are a full and correct statement to the best of my knowledge and belief.

All taxable income sources are disclosed and evidenced. I understand that giving false information may lead to legal action being taken against me to recover monies paid and that may jeopardise any continuing payments from this and any subsequent application I make. I agree to provide additional information, if requested, to substantiate my application.

I will inform a member of staff at Reception if any details on this form change such as telephone numbers, addresses or income. I will inform a member of staff at Reception if I change my course of study and if I do not keep to my learning agreement or leave the course.

This will ensure that I do not have to return any payments made that I am not eligible for.

Hopwood Hall College uses the information provided in this application in order to assess your eligibility for funding and for the purpose of administration of your course. Information may also be shared with other bodies who administer public funds and in compliance with legal statutory obligations.

Hopwood Hall College has a duty to protect the public funds it administers and as such may use the information you have provided on this form for the detection and prevention of fraud. By signing this declaration you consent to your information being processed for these purposes.

Any data held by the college is done so in accordance with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR). For further information see the Hopwood Hall College's Privacy Policy -

www.hopwood.ac.uk/about/reports-and-policies.

Where a payment was not authorised due to attendance this can be made the following week once the register in question is amended. Registers can only be amended within seven days, by the tutor responsible for that lesson and with sufficient evidence that the absence complies with the attendance policy. Students are advised to check their registers regularly using Promonitor.

I understand that payment will only be made if my attendance is 90% or above (including English, maths, PACE and Directed Study time) each week, however the college expects me to attend 100% each week to successfully complete my studies.

The financial support is operated by a cashless system and is to be used for travel to and from college, kits, stationery and for food whilst studying at Hopwood Hall.

Guidance notes 2023/2024

What is the College financial support scheme?

The fund is used to assist students who may be experiencing financial hardship to complete their course. It is only able to make contributions towards your costs incurred during attendance at college.

The 16-18 financial support fund does not provide childcare funding, please refer to the Care to Learn website for under 20 childcare funding. For 19+ childcare funding please see separate guidance notes on childcare application form.

Funds are limited and priority will be given to certain groups (eg students who are economically disadvantaged).

Payment is not released until a student is enrolled and achieves 90%+ attendance. Payments to applicants aged 16-18 are made weekly in arrears via the **College cashless vending system**. Payments to applicants aged 19+ are made fortnightly in arrears via the **College cashless vending system**.

Cashless payments can be used to purchase food, drink, stationery, uniform and be used to pay for College trips etc. The College operates a PayPoint service from Reception which can be used to purchase mobile phone top up vouchers, daily and weekly System One scratch cards and also be used for a variety of bill payments, including gas and electric card top ups. **Payments are not made to student bank accounts.**

Am I eligible for Financial Support?

To be eligible you must:

- Be an enrolled student on an approved course or a traineeship programme.
- Maintain 90% (or above) attendance.
- Provide evidence of household income below £30,000

Please note: If you are aged 16-18 and are a child in care, a care leaver, in receipt of income support/universal credit or DLA/PIP and ESA/Universal Credit in your own right you may be eligible for our guaranteed vulnerable bursary.

If you are unsure please ask a Student and College Services Assistant for information.

Who is NOT eligible to apply?

- Students on Higher Education courses ie BA/BSc/HND/HNC
- Students on Apprenticeships

What happens next?

Fully completed forms with **ALL** necessary supporting evidence will be processed and will receive an award notification email. This notification will indicate how and when your award will be paid and will also confirm if you are eligible for the Free School Meal element. How long it will take for your form to be processed is shown below:

- forms received by the priority deadline; we aim to process these within 20 working days. Your payments will usually commence at the start of the academic year.
- Forms received after the priority deadline but before the October half term; we aim to process these within 40 working days. Bursary payments will be backdated to the start of the academic year.
- Applications received during or after the October half term; we aim to process these within 20 working days. Bursary payments will NOT be backdated and are awarded from the date submitted.

If you are aged 19+ and in receipt of benefits, it is your responsibility to inform the Department of Work and Pensions about any financial support you are receiving.

Can I appeal against the College's decision?

Yes, you do have the right to appeal. If you do wish to appeal please contact the Student & College Services Team, in writing (letter or email administration@hopwood.ac.uk) quoting your student number and stating your reasons for appeal.

When preparing your appeal you should include letters of support from people who understand your situation e.g. course tutor, support worker or GP.

Applicants with exceptional circumstances will be viewed sympathetically where financial need can be evidenced.

Evidence Requirements

Universal Credit

If you are providing evidence of Universal Credit then we require the full statements for your 3 most recent monthly payments. Without this, we will be unable to assess your bursary and calculate if your 16-18 child (if applicable), is also entitled to free college meal payments.

To download the full statements, you will need to:

- Log in to your Universal Credit statement as normal
- Go to the payments page, where you will see a list of all the payments you have received.
- Click onto your most recent payment, which will download the full statement.
- Download and print the full statements - this will include any payments you are entitled to as well as the deductions that are taken.
- Repeat for the next 2 months payments.

It is essential that the whole statement is provided in order for us to use it as evidence. Remember we need 3 full statements to assess for bursary.

If you have not been receiving Universal Credit for 3 months, please provide us with statements for 1 or 2 months, as applicable, as well as the list of payments received to date (this is the list on your payments page).

Child and Working Tax Credit

We require the full Tax Credit Award Notice for 22/23, or your new award notice for 2023/24. We can accept the renewal notice in certain cases, if it includes your payments for 2023/24. If your tax credit award notice includes your income (employed or self-employed) this is the only evidence of your employment we require. If it does not include your employment, or you are receiving benefits such as Job Seekers or Employment Support Allowance etc you will need to provide further evidence.

Evidence of Employment/Self Employment

This can be submitted in the form of 3 months of payslips or a P60 if you are employed. If you are self-employed we need to see your tax return for April 2023. If you receive tax credits or Universal Credit and your employment is shown on this document, there is no need to provide further evidence.

Please note that you may be asked for further evidence of household income, in the form of 3 months bank statements if you only produce payslips/P60 or a tax return in order to verify that there is no other income.

Income from benefits

Job Seekers Allowance/Employment Support Allowance/Income Support/Carers Allowance/Housing Benefit/Pension Credit/State Pension etc.

We require letters dated within 6 months, of the date you submit your bursary form, that show you are in receipt of the benefit and how much you are receiving per week/fortnight/month. If you do not have recent letters then you can provide 3 recent months of bank statements, which show these payments (please see section on bank statements).

Bank Statements

These must cover 3 full consecutive months and be dated within 6 months of the date you submit the form. The statements must include the name and address of the account holder. If you are a/the parent(s) or legal guardian(s) of a 16-18 student (or 19-year-old student on year 2 of a L3 study programme) then the bank statements must show total household income.

This may mean providing statements for more than one bank account i.e. yours and your partners income. If you are aged 19+ living with parents, or on your own, then you must provide your statements. If you are aged 19+ and living with a partner, then you must provide evidence of total household income i.e. yours and your partners income.

NASS

If you are in receipt of NASS we will need to see your ARC card or evidence of this support. If you have already enrolled you will not need to produce this evidence, as it will have already been seen during your enrolment.

Guaranteed Bursary (16-18 student only)

If you are aged 16-18 and live independently or with anyone other than parents/guardians you may be entitled to the guaranteed bursary. You would need to fall into one of the following categories:

- You, the student, are in care or a care leaver
- You, the student, receive Income Support or Universal Credit and live independently i.e. pay your own rent and bills
- You, the student, receive Disability Living Allowance (DLA)/ Personal Independence Payment (PIP) **AND** Employment Support Allowance (ESA)/Universal Credit (UC)

If you are unsure if you qualify, then please speak to a member of the Student and College services team who are based in Reception.

Evidence:

If you are in care or a care leaver, please let us know and a member of the Safeguarding or Pastoral Support Teams will obtain the evidence from your social worker or legal guardian.

If you live independently and receive Income Support/Universal Credit, you will need to provide evidence of your benefit (see above for details of how you can do this).

We will also require evidence of your rent and bill payments to determine that you are living independently.

If you receive DLA/PIP **AND** ESA/UC then you will need to provide evidence of these. See above for details of how you can do this.

Learners (19-25) with an EHCP

If you are aged 19-25 and have an Education and Health Care Plan (EHCP) in place, you are able to apply for bursary funds via the 16-18 Bursary Fund. As such, evidence of parental income is required in order to process your application.

In addition to assessing your application to award financial support payments, your application will also be assessed to determine your eligibility for free school meals.

Additional Information

Please add any additional information to support application

OFFICE USE ONLY

INCOME TYPE	EVIDENCE REQUIRED	OFFICE USE
NASS	ARC Card/official letter	Evidence seen
Working Tax Credits	Full Tax Credits Award Notice 22/23	£
Child Tax Credits	Full Tax Credits Award Notice 22/23	£
Income from Employment/Self Employment	P60 or Tax Return April 2023 or 3 months wage slips	£
Income from Benefits (JSA/ESA/Income Support)	Letter confirming benefit dated in last six months	£
Pension/Pension Credit	Letter confirming details dated last six months	£
Universal Credit	3 months full statements	£
Carers Allowance	Letter confirming details dated in the last six months	£
Housing Benefit	Letter confirming details dated in the last six months	£
Other		£
Bank statements to support evidence of income if up-to-date documents cannot be provided.	3 consecutive bank statements dated within last six months	£
		Total Income £

(Evidence of total income must be provided to support a household/individual income under £30,000)

I confirm that I have seen and verified the above evidence to support this application.

SCSA Date

CHECKED AND INPUT

SCS Assistant Signature:

Date:

Funded by

