MONEY MANAGEMENT

SERVICE

doing more to support you financially

MMS@SGSCOL.AC.UK

19 plus | FINANCIAL SUPPORT APPLICATION 2020/2021

Providing support with travel, fees and other day to day college costs in academic year 2020-2021
19+ Discretionary Learner Support Fund / Advanced Learner Loan Bursary / College Hardship

WEST OF ENGLAND Combined Authority
Funded by the West of England Combined Authority

sgs South Gloucestershire and Stroud College

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Overview

This application is designed for students who are looking to apply for the 19+ Discretionary Learner Support Fund (19+ Bursary), 19+ Advanced Learner Loan Bursary or have been requested to complete this application by a MMS team member for access to the college Hardship fund. These schemes have different eligibility criteria but all look at supporting 19+ students who are in financial hardship and require support while studying an FE college course. All schemes look at day to day college costs like travel, food, material and books however in some cases we can also help with fee costs, domestic emergencies and emergency accommodation. Depending on the scheme you are successful for the bursary also looks at exam costs and costs involved with compulsory work placements.

To find out whether you may be successful visit **www.sgscol.ac.uk/mms**. If you cannot find the information you need then contact a member of the MMS team.

It is important you do the following to ensure your application is not returned to you and/or declined:

- **Complete this application fully:**
  Any applications submitted that are not fully complete will be returned and unlogged. This could mean your application is delayed and possibly declined once re-submitted if funding has been depleted.
- **Provide correct income evidence required:**
  You must ensure all income evidence is supplied along side the application as stated on page 5 of this application form.
- **Return directly to the MMS team:**
  Applications should be returned directly to the MMS team via email or one of the postal addresses below. We recommend sending applications via Royal Mail 1st Class Recorded. If you are studying at Queens Road, Berkeley or Wise campuses you can return applications to one of the MMS red drop boxes. Please speak to your department or reception for the location of these boxes.
  HOWEVER - During the Pandemic all applications will need to be sent to the MMS team electronically, (see website for further details).

MMS (19 Plus Support)
SGS College, The Hub
Stroud Campus
Stratford Road
Stroud
GL5 4AH
01453 761185

MMS (19 Plus Support)
SGS College, MMS Office
Filton Campus
Filton Avenue
Bristol
BS34 7AT
0117 9092381

Applications can be submitted from 1st June 2020 until 15th July 2021. However we highly recommend submitting applications before 18th August 2020 as funding is limited and may be depleted before your course starts.

Processing

Applications will be processed in the order they are received in. We will begin processing from 1st August 2020. This allows us to confirm any last minute guidance changes. We will aim to process your application within 3 weeks, but it may take slightly longer in our busy periods. You will be contacted via letter or email. We cannot provide information on applications until we have contacted you. Any contact regarding financial support will be between the MMS team and the student.

We are unable to discuss bursaries with parent(s) or guardian(s) unless permission is given by the student.

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Student Agreement

By signing this agreement you are agreeing that you have read and understood this statement and confirming that:

- the information you will supply on this form is correct and complete to the best of your knowledge and belief.
- you will submit supporting evidence in accordance with the requests made in this application.
- you understand that any attempt to dishonestly obtain a bursary could be treated as fraud and may result in criminal and/or civil proceedings against you.
- you understand that the college have the right to reclaim any funds, if found to have provided incorrect or fraudulent information or do not complete the course you have enrolled on.
- you understand if you enrol on a course and withdraw as a non starter we are unable to issue funding and you may still be liable for any college fee's.
- you understand it is important to be aware that bursary payments are only released to students with 90% attendance or over and this should be maintained throughout the year. If you are worried about keeping attendance at 90% or above please discuss with your Learning Mentor or Tutor.
- you must meet the college behaviour standards outlined within the college policy. You can find a copy of this policy in the Student Handbook.
- you understand that funding is limited and that applying for the bursary and meeting the eligibility criteria does not guarantee a bursary will be awarded.
- you understand that if applying for the 19+ Advanced Learner Loan Bursary then you must have first applied and been accepted for the 19+ Advanced Learner Loan.

Student full name (IN BLOCK CAPITALS)

Please tick this box if you give permission for MMS to speak with a parent(s)/guardian(s) detailed on page five regarding this application ☐

Student signature

Today's date

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Student Number
(If you don't have one yet, leave this blank)

Personal Details
Please complete these details exactly as stated on your birth certificate or passport.

If any of your details change during the year you will need to let us know.

Please note you will need to complete all boxes unless stated. All applications that are not fully completed will be returned and unlogged on our system. This may delay or prevent you being awarded a bursary.

Forename(s)

Surname

Date of Birth

Age

Home Address

Contact Number

Email Address

Course Title

Please ensure the "Course Title" box only includes the full title of the course you will be attending.

Are you studying your first, second or third year of the above course?

First ☐ Second ☐ Third ☐

Please tick the course level.

E3 ☐ L1 ☐ L2 ☐ L3 ☐ Other ☐

If you change level or course please let us know.

Start Date

Full Time Y ☐ N ☐

End Date

Please tick the campus of main study.

Filton ☐ Wise ☐ QR ☐ Stroud ☐ Berkeley ☐

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Are you a citizen of the UK and islands, have a right to live permanently without restriction or are a citizen of a country within the European Economic Area? Yes ☐ No ☐

Have you been a resident in the UK and islands or the European Union or European Economic Area continuously for at least the previous three years on the first day of your course? Yes ☐ No ☐

If you are studying on a level 3 course or above, have you got, or do you intend to apply for the Advanced Learner Loan? Yes ☐ No ☐

If you require more information regarding the Advanced Learner Loan please contact the MMS team or visit GOV.UK

Do you require support for Childcare? Yes ☐ No ☐

Are you a learner released on a temporary license (ROTL)? Yes ☐ No ☐

Do you have an Education, Health and Care Plan (EHCP)? Yes ☐ No ☐

Previous Qualifications

Highest level course achieved?

Number of A Levels/GCSE's?

Are you currently studying a Higher Education course? Yes ☐ No ☐

Are you aged between 19 and 23 at the start of the course and have not achieved a full level 2 qualification? Yes ☐ No ☐

Are you aged between 19 and 23 at the start of the course and have not achieved a full level 3 qualification? Yes ☐ No ☐

Travel

Are you traveling to SGS College from Wales and are a resident of Wales? Yes ☐ No ☐

What will be your main mode of transport to college? Bus ☐ Train ☐ Taxi ☐ Car ☐ Walk ☐

What is the estimated cost of travel per week?

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Income Information and Evidence

To support your application you will need to provide evidence of annual household income. Evidence should be in your own name, or if you live with a partner in both your names.If you provide no evidence of income the application will be declined and returned to you.

Income evidence can be demonstrated by supplying any of the documents mentioned on the right hand side of this page.

If you are supported solely by parent(s)/guardian(s)/carer(s), we require income evidence in their name(s) as well as a supporting letter from yourself declaring you have £0 income of your own and are financially supported by said parent(s)/guardian(s)/ Carer(s).

Please state the names of any adults in the household and their relationship to you.

Name

Partner ☐ Parent ☐ Guardian ☐ Other ☐

Name

Partner ☐ Parent ☐ Guardian ☐ Other ☐

Do you have any individual household circumstances that you believe may effect our decision or any other comments you wish to include with this application? If you receive financial support from any other external organisations not stated in this application please also comment here.

Do you care for a member of your family within the same household?

What happens next?

Applications will begin to be processed from 1st August 2020. We will aim to process your application within 3 weeks. If successful we will send you a pending award notice and request your bank details.. You must reply to the pending award letter within 4 weeks. You will also receive a payment schedule detailing payment dates. Please note we generally only make payments directly to students and not nominated bank accounts. if you are unable to have your own bank account then we will need a justifiable reason why you would like the money to be paid into someone else's account. Please ensure you have a bank account set up before you enrol. For more information on this you can visit the MMS team on your college campus or visit **www.sgscol.ac.uk/mms**.

1. Are you living independently or with your Parent(s) or Guardian(s)?

Independently ☐ Parent(s)/Guardian(s) ☐

2. Are your Parent(s), Guardian(s), or yourself, (if living independently), in employment?

Yes ☐ No ☐

ACCEPTABLE INCOME EVIDENCE
(If have answered yes above)

If employed then this can be shown via a 2020 P60, or a letter from the employer stating your earnings for the financial year 2019-2020.
If self-employed then a copy of the latest tax return is acceptable.

April 2020 P60 ☐ Letter from Employer ☐

Tax Return (latest) ☐

3. Are your Parent(s), Guardian(s), or yourself, (if living independently), in receipt of benefits?

Yes ☐ No ☐

ACCEPTABLE INCOME EVIDENCE
(If have answered yes above)

Please tick each and every benefit you, (if living independently), or your household, are in receipt of. You will need to provide evidence for each benefit you have ticked. This can be shown via an official letter or a bank statement showing the benefit being paid into the account. Please note all evidence must be dated within 3 months of the date you submit the application.

Employment Support Allowance ☐

Housing Benefit ☐

Job Seekers Allowance ☐

Working Tax Credits, (full document is required) ☐

Child Tax Credits, (full document is required) ☐

Universal Credit ☐

Income Support ☐