

Student Agreement/Declaration

(Financial Support)



By proceeding with a Financial Support Application for a Bursary, Free College Meals, Childcare application or Fee Waiver you are agreeing that you have read and understand the statements below:

I confirm that:

- I am happy for the College to use my data in this application to assess for and process financial support in accordance with GDPR guidance and regulations.
- All information provided on this form is, to best of my knowledge, accurate and correct at the time of submission.

I understand that:

- I am liable for any invoiced fees that may be covered by an award until my financial support application has been confirmed.
- Any attempt to dishonestly obtain or misuse financial awards could be treated as fraud and may result in removal of an award and/or criminal, and/or civil proceedings against me.
- If I enrol on a course and withdraw as a non-starter the College is unable to issue funding and I may therefore be liable for any invoiced fees.
- The College retain the right to reclaim the full course fees and any support costs provided if false information is supplied, or funds are being received that are no longer needed.
- If Bursary awards/payments are misused the College retains the right to ask me to repay the value of any award given, (This includes activating bus tickets when no longer on course or giving the ticket to someone else to use).
- A Bursary is awarded to support with the costs involved in completing academic courses and is not intended to support towards living costs or Academy fees.
- As a Bursary can only be awarded subject to financial need and availability of funds, I may be assessed as eligible but not be given an award.
- Funding will only be awarded for the days I am timetabled to attend College or a Work Placement connected to the achievement of my course.
- Applications will be assessed in order of receipt, prioritising those who are perceived as being most vulnerable. For example, those who meet the definition of a Vulnerable Young Person or a Young Carer).
- Applications may take up to 4 weeks to be assessed (longer in the busiest periods).
- If my application has not been fully completed, (including the uploading of supporting evidence as requested), it will be initially declined. A green decline letter will be sent via email from FEbursary@sgscol.ac.uk explaining what to do to reinstate the application.

- When I reinstate my application, by uploading any missing evidence, it will be treated as a new application, which could delay the assessment/award.
- Monthly payments awarded may not be backdated for reinstated applications.
- If I have noted I am applying for an Advanced Learner Loan, any award given will not be released until the loan has been approved.
- Applications for support with childcare costs will not be processed until eligibility for the Bursary has been confirmed.
- Once I have received confirmation of my Bursary award any Bursary awards/payments will be processed and, where applicable, included in the next available payment run.
- If I have requested my Bursary is paid into an account that is not my own, no payments will be released until the Bank Accounts Permissions Form has been completed and accepted by the MMS team (*form can be found on the Home Page of your PayMyStudent account*).
- Automatic release of Bursary payments is subject to an attendance of 90% or above and compliance with the College's Behavioural Standards, as outlined within the College Policy (You can find a copy of this policy in the Student Handbook).
- Failure to provide up to date personal and bank details could result in non/late payment of your bursary award.
- I may be asked to produce receipts for any monetary award(s) given.

I agree to:

- Advise Reception of any change to my address or email and to update my bank details on PayMyStudent if they change during the course of the academic year.
- Only use each element of the bursary award for the purpose in which it is intended.
- Advise the Money Management Team (MMS) if financial support is no longer required to enable me to attend my College course.