



Date received:

## Gateshead College 19+ Discretionary Learner Support & Advanced Learner Loans Bursary Fund Application Form 2021/22

**Apply on this form if you are 19 or over on 31st August 2021**

If you need help with this form please refer to guidance notes **(GN)** or contact Student Services. Sections marked **(E)** require photocopied evidence.

### 1) Personal details

Full name							
Date of birth	Age	Student number			Male	Female	
Full address (including postcode)	Telephone						
	Email						
Nationality	Date of entry into the UK (if applicable)						

**Are you 19 to 24 with an Education Health and Care Plan (EHCP)?** Yes  No

### 2) Course details

Course title	Course Level			
	Full time		Part time	

#### How have you paid your fees? (E)

- % was paid by GC Fees Support     **Advanced Learner Loan (Include notification letter from SLC)**  
 Fee remission (UC/JSA/ESA/Low Income or Level 2/3 entitlement)     I have paid the fees myself

### 3) Residency: You must complete this section by ticking ✓ the relevant box (GN) (E)

a. I am a British Citizen. I normally live in the UK and have lived here for at least the last 3 years.	<input type="checkbox"/>	e. Asylum seeker – lived in the UK for six months or longer while claim is being considered by the Home Office, and no decision claim has been made.	<input type="checkbox"/>
b. I am a European National (or I am a child/grandchild of a European National) and I have been living within the European Economic Area (EEA) for the last 3 years.	<input type="checkbox"/>	Asylum seeker – appealed against a decision made by the UK government against granting refugee status and no decision has been made within six months of lodging the appeal.	<input type="checkbox"/>
c. I am a child of an EEA migrant worker (this means that your parent(s) have come to the UK to work) and have been ordinarily resident in the EEA for the last 3 years (this means your home country is within the EEA).	<input type="checkbox"/>	Asylum seeker – granted support under section 4 of the Immigration and Asylum Act 1999.	<input type="checkbox"/>
d. I, or my parent(s), have been granted refugee status or discretionary/exceptional/indefinite leave to enter or remain or right of abode in the UK or humanitarian protection.	<input type="checkbox"/>	f. Other (please state).	<input type="checkbox"/>

**4) Personal statement – Explain below why you are facing financial difficulties. If you do not complete this section, your application may be rejected.** Continue on a separate sheet if necessary (GN).

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**5) Disabilities or caring responsibilities (GN)** Please give details of any disabilities, caring responsibilities or any other circumstances that may affect your ability to attend your course or that you feel the College should be aware of when assessing your application.

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**6) Personal status (GN) (E)**

Please tick ✓ the box which best describes your current circumstances. Do you live –

With my parent(s)/guardian(s)/carer(s)?	With my dependent children (lone parents only)?	
Alone?	With my partner/spouse?	

**Number of people in the household? (GN)**

Name	Relationship to you	Age	Name	Relationship to you	Age

**7) Income – Provide evidence of benefit/allowance or household income – NOT for both (GN) (E)**

Please tick ✓ the box if you (or your partner if you have one) claim any one of these benefits (GN) (E)

Income Based Jobseeker’s Allowance	Income Support	Employment and Support Allowance (income related only)
Guaranteed Pension Credit	Universal Credit (as only source of income eg jobseeking)	

Please complete this income section if you have not ticked a box above (GN) (E)

Gross household income (You and your partner if you have one)	Weekly/monthly	OFFICE USE ONLY
Salary 1	£	
Salary 2	£	
Working Tax Credit/Universal Credit (paid in conjunction with salary)	£	
Total Income	£	

**8) Support required (Please tick all that apply)**

<b>Travel support (only awarded if you live more than 3 miles from your place of learning)</b>					
How many days per week do you attend College? (include work placement – you need to provide evidence of your placement)					
What method of transport do you use in order to attend College?	Bus	<input type="checkbox"/>	Metro	<input type="checkbox"/>	Private/Car
			Which bus company?		

<b>Course grant</b> (books, equipment, kit)	<b>19+ Monthly Bursary</b> (see guidance notes for criteria)	
<b>Childcare</b> (complete section 10)	<b>Other</b> (please state i.e. field trip)	

**Do you receive travel and/or childcare support from the Jobcentre Plus or receive a Concessionary Pass?**

Yes  No  If yes, please provide details

**9) Your bank details (any funding will normally be paid into this account) (E)**

Full name of Account Holder							
Name of Bank/Building Society							
Sort Code							
Account Number							

To confirm bank details are correct please enclose evidence of your bank account such as a letter or bank statement.

## 10) Childcare – for students aged over 20. You, the student, complete this section (GN)(E)

Monday			Tuesday			Wednesday			Thursday			Friday		
am		pm	am		pm	am		pm	am		pm	am		pm

You must provide evidence that you are the main carer – i.e. copy of Child Benefit, Child Tax Credit or birth certificate(s)

Name(s) of child(ren)	Age	If you have a partner you must state why they cannot care for your child(ren)

Your childcare provider completes this section – please provide a copy of your OFSTED certificate

<b>Provider Name</b>											
<b>Address</b>								<b>Contact details</b>			
								<b>Telephone:</b>			
								<b>Email:</b>			
<b>Nursery</b>				<b>Childminder</b>				<b>Out of school club</b>			
Full day	£	Half day	£	Hourly rate	£	am	£	pm	£		
<b>Additional information:</b> (Please indicate whether the free early years education entitlement will reduce the fee or amount of support required)											

### Childcare provider declaration

I confirm that the above details are correct. I will use the free early years education grant where applicable to reduce the fees. I confirm that I accept the terms and conditions and understand that the applicant is liable for any fees prior to an award being assessed. **NB in the event of changes to timetables, awards will be re-assessed and all parties will be notified.**

	Childcare Provider Signature		Date	

### 11) Student declaration – Please read carefully and sign where indicated

- I declare that the information on this application is complete and accurate and I will provide any additional information which may be required
- I understand that if I use fraudulent methods to obtain financial support, the College disciplinary procedure will apply
- I understand that if I submit false information, or fail to give complete information, financial assistance will be withdrawn, and that all awards are subject to funds being available and Gateshead College reserves the right to reduce or refuse any requests if they are deemed excessive or if funds are limited
- If successful with my application I agree to repay, in whole or in part, at the discretion of Gateshead College, the award made to me if, in the view of the College I withdraw from my course without good reason, and I agree to Gateshead College making payment(s) to a third party where appropriate
- I understand that it is my responsibility to inform the DWP/Jobcentre Plus if I receive an award for living costs or housing costs that are already being covered by welfare benefits
- I understand I may be requested to return items purchased on my behalf, or purchased with an award, to the College, on completion of my course
- I will inform the Support Funds Team immediately of any change in my circumstances at any time which might affect my entitlement to support
- I understand that all awards are subject to confirmation of attendance (92%), acceptable behaviour and funding being available
- I understand that the Support Funds Team may discuss my award or attendance with childcare providers
- I have fully read and agree to the terms and conditions supplied with the application form

**I understand that an award may be given from the 19+ Discretionary Learner Support, Advanced Learner Loans Bursary Fund or Gateshead College Foundation as determined by available funds.**

Gateshead College does not accept any liability for any activities, actions or the purchase of goods or services relating to awards made from discretionary funds.

Gateshead College acknowledges that individuals are different and have different needs. We actively seek to promote equality of opportunity and we will make appropriate arrangements or adjustments to assess equity of access to participation and funding.

I give my consent for Gateshead College to process personal data contained in this application and where necessary, share this information with relevant staff in order to assess an appropriate award, and understand that the information on this form will be used for statistical purposes and may be used for the detection of fraud. We will protect your data in line with our Privacy Notice (available on our website) and promise not to give your data to anyone else.

	Student Signature		Date	

## Guidance Notes (GN) & Evidence (E)

### Section 3 Residency Evidence requirements (E)

If you are an EU National or migrant worker we require a photocopy of your passport.

If you have been granted status in the UK please provide copies of any notification from the Home Office that clearly identifies your status. Any evidence must clearly show your name.

If you are an asylum seeker, we require evidence that your initial claim for asylum has been outstanding for at least 6 months **and a decision has not yet been made**. This may be a recent letter from your solicitor or your ARC card together with a post office receipt (this must be dated within one month). If you have been refused status and have appealed against this decision, **your appeal must be outstanding for at least 6 months**. We require evidence of the date your appeal was made, **and** a recent letter from your solicitor confirming that your appeal is still outstanding.

If you have been granted section 4 support please submit the letter from the Home Office clearly stating this. The letter must be dated within the last 3 months.

Any evidence must clearly show your name.

If your claim for asylum has been refused and you have not been granted status in the UK and you do not receive section 4 support, you are not eligible for this fund.

If you are an international student you are not eligible for this fund.

If your status is not mentioned, it does not necessarily mean that you do not qualify. Declare what your status is in the UK and any evidence you have to support this. We may need to contact you.

### Section 4 Personal statement

Use this section to explain why you need support. You can detail any special circumstances in this section. You or your family may be on low income. There may have been a recent redundancy or drop in income. Even if your income is quite high, your household may have high expenditure. You can continue on a separate sheet if necessary.

### Section 5 Disabilities or caring responsibilities

You may detail in this section any circumstances, special requirements or personal issues that you think we should consider when assessing your award. We may consult with our Learning Support Team to ensure that your specific needs are catered for where appropriate.

### Section 6 Personal status

Number of people in the household

Only count yourself, your partner if you have one and any children living with you who you are responsible for (i.e. who are under 19 or you are claiming child benefit for them).

### Section 7 Income Evidence requirements (E)

We only require evidence of your income and that of your partner if you have one. If you or your partner claim any of the benefits listed, please provide photocopied evidence.

This can be a letter from the local authority, notification from the DWP/Jobcentre Plus, Pensions Service or HM Revenue & Customs for other benefits.

If you are living at home and do not claim benefits or work, you must state how you are supporting yourself and provide evidence such as a bank statement in support of your application. If you are under 25 we may ask for evidence of your parent(s)/carer(s) income if they are supporting you. If you are in receipt of section 4 support or asylum support you may already have provided your evidence for section 3. Evidence of household income can be:

Photocopies of recent payslips for you and your partner if you have one. If also claiming Working Tax Credit the most recent tax credit notification or if claiming Universal Credit recent full award summary. Any other earnings that form the main household income for example a pension. Do not include: Disability Living Allowance, attendance allowance or discretionary payments from Local Authority.

### Section 8 Support required.

If you are claiming Jobseeker's Allowance, Universal Credit or Employment and Support Allowance, you may qualify for help with travel and/or childcare through the Jobcentre Plus. Please enquire about this prior to completing this application.

19+Bursary – if you are aged 19+ studying on a full time Level 2/3/4 course and not claiming out of work benefits (other conditions may apply). Interview may be required.

We require a bank letter/statement showing your sort code and account number as all payments will be made directly into your account. We cannot make payments to post office or saving accounts.

### Section 10 Childcare

You need to complete the first part of this section and submit evidence for your child(ren). Your childcare provider then needs to complete the section for the rates. We also require a copy of their OFSTED certificate. If you do have a partner, please explain why they cannot care for your child(ren) whilst you are at college.

Read the terms and conditions, sign the form and return to any of the contacts below. They should be attached to this form. If they are not, please enquire with the Support Funds Team or use contact details below.

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### You can submit your completed form either:

**By hand** – to the main reception, Support Funds Office (Baltic Campus) or your nearest reception point

**By post** – to Support Funds Team, Gateshead College, Baltic Campus, Quarryfield Road, Gateshead, Tyne and Wear, NE8 3BE

For further information or advice you can contact the Support Funds Team on (0191) 490 4627, call into Support Funds Office, or email [support.funds@gateshead.ac.uk](mailto:support.funds@gateshead.ac.uk)