



16-19 Bursary 2019-2020 Procedures and Guidance

Introduction

The ASFC Bursary Scheme exists to enable students who have been identified as experiencing the greatest need for financial support to remain in education and thereby improve their choices in life.

We recognise that post-16 education brings with it a financial burden for parents/carers and that, for this reason, we are likely to receive many more applications than we can approve. We are committed to assessing all applications received in a fair, consistent and objective manner.

We cannot know, until the application deadline, how many students are in each financial category, we will initially work with three categories. The thresholds for each category may be adjusted due to higher or lower than expected numbers of applications in each category and consequently monetary payments may increase or decrease mid-term to adjust to the numbers accepted onto the bursary. All students* aged 16 to 19 with at least 12 guided learning hours or more are eligible to apply for an ASFC Bursary but will need to indicate the category their application falls within.

Eligibility and Criteria

To be eligible, students must satisfy the residency criterion. This means having a British or Northern Ireland passport, or

- ◆ having your passport endorsed to show you have the right of abode in the UK
- ◆ having 'settled status' in the UK.

*Students must be aged **under 19 years** on 31st August in the academic year in which they start the course.

Students that are aged 19 or over at 31 August 2019 **and** have an Education, Health and Care Plan (EHCP)

Students that are aged 19 or over at 31 August 2019 **and** continuing on a study programme they began aged 16 to 18 ('19+ continuers')

Category A	<p>Students who are Looked After Children (in care), care leavers or on a special Guardianship Order, those who are on Income Support or Universal Credit(UC) Payment in their own name, and those registered as disabled and in receipt of Employment Support Allowance or UC and Disability Living Allowance/Personal Independence Payment.</p> <p>Students in this category will be entitled to a bursary payment, in cash or goods (determined by the college) amounting up to £1,200 per year. Category A has been determined externally (by central government) and students in this category are therefore eligible for the Bursary, subject to them requiring financial assistance.</p>
Category B	<p>Students from households with a gross annual income (inclusive of any benefits/tax credits) of less than £25,000 are likely to be awarded a bursary, but students from households where the gross annual income is up to around this figure are welcome to apply. Students who fall near the threshold are advised to apply as we constantly review the bursary. We require as evidence your FULL up to date letter from DWP and 2019 P60 or P45 where applicable confirming annual income and allocation of tax credits. We require a copy of your latest Council Tax Bill and Housing Benefits statement (if appropriate). If self-employed please see additional details on application form.</p>
Category C	<p>Students who may or may not be in the above categories but who are experiencing significant financial hardship due to current/changed circumstances or with an exceptional situation.</p> <p>Note: Students making a category C application must complete the 'Additional Information' (Section 5) section and provide evidence of household income.</p>
<p>You will not be eligible for the college bursary if your household income is above £25,000 per annum unless there is more than one sibling studying at Ashton Sixth Form College or you are making a Category C application.</p>	

APPLICATION FORMS

- Application forms can be obtained by downloading and printing on line at <http://www.asfc.ac.uk/bursary>

We cannot accept on-line applications. Applications must be submitted in paper form and must be accompanied by **FULL** supplementary evidence copies, as requested.

Incomplete Applications

Please ensure that your completed application form is submitted with **ALL SUPPORTING EVIDENCE** we have requested. We cannot process your application without the evidence required and this will almost certainly lead to delays in payments or missing closing deadlines.

Please do not send original documents. We do not have the facility to photocopy these and they will be returned to you for photocopying which will delay your application and may mean you will miss the **first closing deadline**.

Deadline for receipt of applications

First Deadline for Applications: 13th September 2019

Application forms received later than 13th September WILL be considered for inclusion in a later Bursary intake* Application for the Bursary never closes, we will always look at new applications. No back payments will be made.

Your Council Tax Bill and Housing Benefits Form (where relevant) must be submitted with your application form.

Bursary Payments

If you are granted a weekly payment from the Bursary Fund, payments will begin as soon as we have processed your application and not later than week beginning 16 September for successful applications made by the deadline. Weekly payments are dependent upon full attendance (100%) in that week and only **two occasions of authorised absence may be accepted each term**. Three occurrences of lateness in one week will also trigger a missed payment. Bursary payments will be made by BACS on Mondays. You will receive email notification if you are to miss a payment. The College can also stop Bursary payments if you do not adhere to the conditions of your Learning Agreement with regard to progress, attitude or behaviour. Bursaries may be changed from regular weekly payments to travel passes or food vouchers at the Colleges discretion. All decisions in respect to how a bursary is delivered to a student is completely at the college's discretion and can be changed at any time.

Reasons why Bursary payments may be withheld

Bursary payments are dependent upon **full attendance** to College and **adherence to the conditions laid out in the College Learning Agreement** especially in relation to behaviour, attitude and punctuality. Please note all absences must be authorised on the day of absence by Parents/ guardians, followed by a letter on return to College. **No backdated payments will be made for late notification of absence.**

Appeals

If you believe that the decision regarding your Bursary application is incorrect, you should put in a Letter of Appeal to the **Bursary Appeals Committee or Chris Cox, Assistant Principal Student Services at the College address**. You will receive a decision on your appeal within two weeks of our receipt of the appeal. If you are still unhappy with the decision, you should use the College's usual Complaints Procedure.

Future changes to the Bursary Scheme

As the Bursary Scheme is always evolving, we monitor closely its implementation for consistency, fairness, appropriateness and impact. Where we feel that improvements can be made, we will make the necessary changes at appropriate points during the academic year 2019-2020 and a thorough review of the Scheme will take place for the academic year 2020-2021.

Please make sure all documentation and supporting evidence copies are supplied. There are NO PHOTOCOPYING FACILITIES available so please supply copies, if original documentary evidence is submitted they cannot be returned and may cause a delay in processing the documentation and YOU missing the deadline. No backdated payments will be made to students missing the deadline.

Please note that the Bursary is paid in arrears where monetary payments are made. The College may substitute travel passes, meal vouchers or other non-monetary items at the Colleges discretion.

The payment for week 1 will be processed on Thursday of week 2 and will be paid into the student's bank account on the Monday of week 3, (subject to full attendance and adherence to their learning agreement terms and conditions).

Free College Meals.

Please note that the application form for free college meals is incorporated in the Bursary Application Form.

Privacy Notice for Students and Parents – ASFC Bursary Scheme

This privacy notice explains how the college use your personal information. If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 0161 330 2330 or by email to carolyn.wright@asfc.ac.uk.

Your personal information is used by us to exercise our official authority to provide further education services within the legislative framework of the Further and Higher Education Act and the Education (Government of Further Education Colleges) Regulations 1992. We also have requirements placed on us by the Department for Education (DfE), and the Education and Skills Funding Agency (ESFA).

What information do we collect about you?

We collect information from you when you submit an application to the ASFC Bursary Scheme. The information we collect includes your name, address, contact details, date of birth and information about your household and personal circumstances.

How will we use information about you?

We will use the information you provide to process your application for the ASFC Bursary Scheme. We also pass information to relevant government bodies and agencies as part of our mandatory duty. You can view a separate privacy notice from the Education and Skills Funding Agency on behalf of the Department for Education at the end of this notice.

Your information will be securely destroyed after it is no longer required for these purposes, in accordance with our retention policy. You can request a copy of this policy from the college's data protection officer.

Special Categories of Information

The college will also ask you to provide information relating to your residency and nationality, and information relating to benefits your household may receive which may be relevant to your health and other personal circumstances. This information is used to assess your eligibility under the categories of the bursary, and to ensure that we meet our obligations under the Equality Duty.

If you would like to discuss this further, please do not hesitate to contact us.

Privacy Notice 2019 to 2020 Education and skills Funding Agency

How We Use Your Personal Information

This privacy notice is issued by the Education and Skills Funding Agency (ESFA), on behalf of the Secretary of State for the Department of Education (DfE). It is to inform learners how their personal information will be used by the DfE, the ESFA (an executive agency of the DfE) and any successor bodies to these organisations.

For the purposes of relevant data protection legislation, the DfE is the data controller for personal data processed by the ESFA.

Your personal information is used by the DfE to exercise its functions and to meet its statutory responsibilities, including under the Apprenticeships, Skills, Children and Learning Act 2009 and to create and maintain a unique learner number (ULN) and a personal learning record (PLR). Your information will be securely destroyed after it is no longer required for these purposes.

Your information may be used for education, training, employment and well-being related purposes, including for research. The DfE and the English European Social Fund (ESF) Managing Authority (or agents acting on their behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training.

Your information may also be shared with other third parties for the above purposes, but only where the law allows it and the sharing is in compliance with data protection legislation.

A full copy of this privacy notice is provided when you enrol at the college and you can agree to be contacted for other purposes by updating your preferences on that document.

Further information about use of and access to your personal data, details of organisations with whom we regularly share data, information about how long we retain your data, and how to change your consent to being contacted, please visit:

<https://www.gov.uk/government/publications/esfa-privacy-notice>



Student to complete details below:

Your First Name (Please Print):

Surname (Please Print):

Education
and Skills
Funding
Agency
(ESFA)

ASFC Bursary Application Form 2019/2020

You are eligible to apply for an ASFC bursary if:

- You have enrolled on a full-time course at ASFC in the academic year 2019/2020
- You are aged 16 to 19 years (**under 19 on 31st August 2019**)
- be aged 19 or over at 31 August 2019 and have an Education, Health and Care Plan (EHCP)
- be aged 19 or over at 31 August 2019 and continuing on a study program they began aged 16 to 18 ('19+ continuers')
- You satisfy the residency criteria (please see Procedures and Guidelines)

First Deadline for Applications: 13th September 2019

Application forms received later than 13th September WILL be considered for inclusion in a later Bursary intake* Application for the Bursary never closes, we will always look at new applications. No back payments will be made.

Your Council Tax Bill and Housing Benefits Form (where relevant) must be submitted with your application form.

Office Use										
Date received:										
Ref No:					Cat		Ad No.			
3	3	5	0	7						

PLEASE READ 16-19 BURSARY 2019-2020 PROCEDURES AND GUIDANCE BEFORE COMPLETING THIS FORM

Applications for the Bursary will fall into three categories. Please indicate which category you fall into.

Category A - Students who:	Please tick	Documentation required
<ul style="list-style-type: none"> • In Care • care leavers/or on a special guardianship order 	<input type="checkbox"/>	Written confirmation of their current or previous looked-after status from the relevant local authority - this is the local authority that looks after them or provides their leaving care services. The evidence could be a letter or an email but must be clearly from the local authority
<ul style="list-style-type: none"> • Receiving Income Support, or Universal Credit because they are financially supporting themselves or financially supporting themselves and someone who is dependent on them and living with them such as a child or partner. 	<input type="checkbox"/>	A copy of their Income Support and/or Universal credit award notice. They must be entitled to the benefit in their own right and the evidence must confirm that the young person can be in further education or training, for students in receipt of Universal Credit must also provide additional documentation to confirm their independent status, for example a tenancy agreement in the student's name, a child benefit receipt, children's birth certificates, utility bills etc.
<ul style="list-style-type: none"> • Receiving Disability Living Allowance or Personal Independence Payments in their own right as well as Employment and Support Allowance or Universal Credit in their own right. 	<input type="checkbox"/>	A copy of the student's Universal Credit or ESA award from DWP (UC claimants will be able to print off details of their award from their journal). Evidence of receipt of Disability Living Allowance or Personal Independence Payment, must also be provided
Students in category A are eligible to a Bursary, payed in cash or goods, (determined by the College) up to £1,200 per year subject to them requiring financial assistance		
Category B		
<ul style="list-style-type: none"> • Students from households in receipt of Working Tax Credits or Child Tax Credits or Universal Credit Letter where the total gross annual income (including any benefits or Tax Credits) is less than £25,000. Students who fall near the threshold are advised to apply as we constantly review the bursary 	<input type="checkbox"/>	Your full up to date letter (all pages i.e. 4, 6, or 8 pages) from DWP confirming annual income and allocation of tax credits or universal credit letter and a P60 or P45 whichever is relevant . If the household is a single adult household we will also need a copy of documentation to confirm this e.g. Council Tax Discount letter. For self-employed please see section 4
Category C		
<ul style="list-style-type: none"> • Students who may or may not be in the above categories but who are experiencing significant financial hardship due to current/changed circumstances or with an exceptional situation. • NOTE: Students making a category C application must complete the 'Additional Information' section (section 5). 	<input type="checkbox"/>	Supporting letter from parent signed by both the student and the parent/carer. Further documentation may be required. Proof of household income (as in Cat B above).

Eligibility and payment

Eligibility and payment amounts are dependent upon the number of applications received. Thresholds may be adjusted in the event of a high/reduced number of applicants who meet the criteria and consequently monetary payments may increase or decrease mid-term to adjust to the numbers accepted onto the bursary. Our assessment will consist **only** of your household income (with consideration of whether you have exemption from Council Tax and your housing benefit status).

Payment Method

Payments may be made either by bank transfer to the students account, or travel passes, or meal vouchers, or maybe a combination of both, or any other method deemed appropriate. The payment method is at the discretion of the college and may be amended at any time at the discretion of the college.

Please note that the monetary bursary payments are paid in arrears. The payment for week 1 will be processed on Thursday of week 2 and will be paid into the student's bank account on the Monday of week 3, (subject to full attendance and adherence to their learning agreement terms and conditions).

Please note that only application forms submitted and accepted onto the bursary scheme with all the correct evidence by Friday 27 September might (at the discretion of the college) be backdated to the start of the year, any further applications will be paid from the week they are fully accepted by the college, no backdated payments will be made.

APPLICATION PROCESS

In order to assess your application, we will need you and your parents/carers* (*except where you are an independent student) to provide us with evidence of your financial situation. You **MUST** provide **full** details of the income of any adults in your household. Failure to include this information with appropriate documentation will mean that it is not possible to process your application. We will deal with your application in the strictest confidence and any personal information provided will remain private and be stored securely. Please see the privacy notice in the guidance notes for further information.

Where evidence is requested, we require clear, high quality copies. **Please do not send original documents. We do not have the facility to photocopy** these and they will be returned to you for photocopying which will delay your application and may mean you will miss the closing deadline. When assessed, you will receive an E Mail outlining the decision with details as to your allocation (if successful) **or** a letter informing you as to the reason why the application was unsuccessful.



SECTION 1 - PERSONAL DETAILS (Student)

Name of student:

First name(s) PLEASE PRINT

Surname PLEASE PRINT

Date of birth (day/month/year)

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

What mode of transport do you usually use to get to College

Address 1	
Address 2	
Town / City	
Post code	
Telephone No	
Mobile number	
Email	
Nationality	

YOUNG CARER

1. Are you (The Student) currently a young carer registered with your local authority?

If so please name authority: _____.

Please supply evidence of above.

2. Who do you care for?

NAME

RELATIONSHIP

1. _____

2. _____

RESIDENCYUK EU/EEA/Swiss nat. Settled status Other Please state

	YES	NO
Have you lived in Britain for the last three years		
Did you receive the Bursary in previous years		
Have you received free school meals in the last academic year		

IF YES, please supply evidence of free school meals.**What is your course of study at ASFC?** List the subjects.

(e.g. AS Psychology, AS Biology, AS Art, AS Dance or e.g. BTEC First Diploma in Business)

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	YES	NO
Do you have any siblings (brothers / sisters) who currently study at ASFC		
Has the sibling named below applied for the Bursary?		

Name of sibling:**Date of birth of sibling:**

Please advise the number of siblings, in main stream education, and infants living in your house

SECTION 2 - HOUSEHOLD DETAILS

How many adults live in your household?

Please do not count older siblings (brothers/sisters) in this number

Who do you live with? Please tick appropriate option.

Mother & Father		Grandparent/s only, no parents	
Mother only		I live Independently	
Father only		Children's Res Home / Foster Care	
Mother & Mother's Partner		With my partner only, Boy/Girl Friend	
Father & Father's Partner		Other	

Other domestic situation: please outline. _____

SECTION 3 - DETAILS OF ADULTS WHO ARE RESIDENT IN THE STUDENT'S HOUSEHOLD (to be completed by all students)

Adult 1	Adult 2
Name	Name
Address	Address
Postcode	Postcode
Relationship to applicant (student)	Relationship to applicant
Contact telephone number Home: Mobile:	Contact telephone number Home: Mobile:
Email address	Email address
Employment status (e.g. employed, unemployed, self-employed) Please state	Employment status (e.g. employed, unemployed, self-employed) Please state
Occupation	Occupation

SECTION 4 – HOUSEHOLD INCOME

To Be Completed by Category B & C Applicants

Are adults in your household in receipt of any of the following benefits.

	ADULT 1	ADULT 2
Income Support / Universal Credit		
Jobseekers Allowance		
Employment & Support Allowance		
Personal Independent Payment		
Disability or Carers Allowance		
Child Tax Credit		
Working Tax Credit		
Pensions		

What is your Gross annual income , without Tax Credits	
Answer Yes or No to questions below, do not tick box	
Do adults in your household have any savings/investments, remunerations or dividends? If so, please provide full details.	
Do adults in your household have any other income / job not stated above. Please provide full details	
Do adults in your household have any property income? If so, please provide full account details and property value.	
Do adults in your household own, are directors in or have controlling interest, or any interest in any company or business or partnership. Please give full details.	

	YES	NO
Do adults in your household receive Housing Benefits?		
Do adults in your household pay Council Tax?		

Evidence Required

- A We will require a copy of your DWP **Final** Tax Credit Award letter (2018-19) or any for 2019-2020 that confirms your household income and that you are in receipt of Working Tax Credits or Child Tax Credits and/or a Current Universal Credit Letter along with a current copy of your **2019 P60 or current P45 if appropriate**. We also require a copy of your full current Universal Credit Statement.
- B If you are **self-employed**, we require your SA302 documentation **from** HMRC, an up to date copy of your business accounts i.e. (current trading profit and loss accounts and balance sheets) We may also require a copy of the last three months' bank statements for all parents/guardians. We also require a copy of the latest agreed tax computations for all companies owned by household members.

Please note we **cannot** proceed with your application without the evidence in A & B above.

SECTION 5 - TO BE COMPLETED BY CATEGORY C APPLICANTS ONLY

Additional Information – please outline your reasons for requiring financial assistance from the ASFC bursary fund.

Free College Meals Application Form

Please do not complete this section UNLESS you fit the criteria in section 2 overleaf.

SECTION 1

Name	Surname	First Name
Date Of Birth		
Address 1		
Address 2		
Town / City		
Post code		
Telephone No		
Mobile number		
Email		
Nationality		
Have you lived in Britain for the last three years? If not please state where below		
Have you received free school meals in the past? Please provide details		

RESIDENCY

UK

EU/EEA/Swiss nat.

Settled status

Other

Please state

SECTION 2

Please state which of the following benefits (if any) you or your parents / guardians are claiming for. Please supply up to date documentary proof.

	ADULT 1	ADULT 2	STUDENT
Income Support			
Income-based Jobseekers Allowance			
Income-related Employment & Support Allowance			
Universal credit with net earnings not exceeding the equivalent of £7,400 pa			
Support under part VI of the Immigration and Asylum Act 1999			
The guarantee element of State Pension Credit			
Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC.			
Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit			

To qualify for free meals students must be in receipt of, or have parents/ guardians who are in receipt of, one or more of the following benefits:

- Income Support
- Income-based Jobseekers Allowance
- Income-related Employment and Support Allowance (ESA)
- Support under part VI of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal credit with net earnings not exceeding the equivalent of £7,400 pa
- Free School Meals in School

Self-employment declaration form



HM Government

Free meals in further education (FMFE) – self-employment eligibility declaration form

This form is for completion by self-employed parents claiming FMFE eligibility for the student. Parents should provide evidence demonstrating that they are in receipt of Universal Credit (such as their Universal Credit award letter), that they are self-employed (such as their company registration form or tax return) and that their net earned income has not exceeded either £616.67 over the previous month, £1,233.34 over the previous two months, or £1,850 over the previous three months. This evidence should take the form of monthly accounts, like those provided on a monthly basis to DWP, supported by actual receipts where requested.

Universal Credit eligibility

I have attached evidence proving that I am in receipt of Universal Credit
Y/N

Self-employment status

I have provided evidence proving that I am self-employed Y/N

Earnings

I have provided evidence that my net earnings over the period ___/___/___
- ___/___/___ were £_____ Y/N

(If net earnings for the latest month exceed £616.67, fill out details for the latest two months. If net earnings for the latest two months exceed £1,233.34, fill out details for the latest three months)

Declaration

I certify that the information I have provided is complete and correct and understand that it is fraudulent to give false information. I agree that the information provided with this form can be used to check the student's for FMFE.

Printed Name:

Signature:

Date:

SECTION 6 - DECLARATIONS

STUDENT DECLARATION

To be completed by all applicants:

- I declare that all the answers given in this form are true.
- I have read the guidance and accept the conditions of any bursary awarded to me.
- I understand that if I give false information or withhold information my application will be cancelled and action will be taken, where appropriate, to recover any money paid to me.
- I accept that I will need to refund any sum arising from an overpayment for any reason.
- I understand that, if I do not keep to the conditions of my learning agreement, payments may be withheld.
- I understand that, if I leave college, I will not be entitled to further payments.
- I understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. **Cases of fraud may be prosecuted.**

Signed (student) Date

Print name

ADULT DECLARATION

This section must be completed by the applicant's parent/carer(s) as applications for the ASFC Bursary will be assessed against household income.

- I/We declare that, to the best of my/our knowledge, all the information given in connection with the application is full and correct in every respect.
- I/we will provide any additional information which may be required by the college to verify my/our circumstances.
- I/we will inform the college of any changes in financial circumstances which may affect the award.
- I/we understand that if my/our child does not keep to the condition of their Learning Agreement, payments may be withheld.
- I/we understand that, if my/our child leaves the college, he/she will not be entitled to any further payments.
- I/we understand that the information provided may be shared with other agencies for the purposes of verification and prevention of fraud. **Cases of fraud may be prosecuted.**

Adult 1

Signed Print name Date

Adult 2

Signed Print name Date.....

Please check your application form and make sure all the following areas have been completed and supporting documentation COPIES submitted.

Please check and ✓

- | | |
|--|--------------------------|
| 1. Students name on front of documents (Page 1). | <input type="checkbox"/> |
| 2. Course of study. | <input type="checkbox"/> |
| 3. All benefits claimed | <input type="checkbox"/> |
| 4. Adults employment status | <input type="checkbox"/> |
| 5. Student name, date and signature | <input type="checkbox"/> |
| 6. All relevant adults name, date and signature | <input type="checkbox"/> |

Documentation Supplied

- | | |
|---|--------------------------|
| 1. Full copies of Tax Credits Awards.
Either | |
| FINAL Tax Credit Award for Year 2018-2019 | <input type="checkbox"/> |
| OR | |
| Any 2019 Tax Credit documents with full
income shown. | <input type="checkbox"/> |
| 2. Full copies of current (April 2019 onwards) of | |
| Income Support documents | <input type="checkbox"/> |
| Job Seekers Allowance documents | <input type="checkbox"/> |
| Employment Support Allowance documents | <input type="checkbox"/> |
| Universal Credit documents | <input type="checkbox"/> |
| Personal Independence Payment documents | <input type="checkbox"/> |
| Other State Benefits like Disability allowances,
Mobility allowance. | <input type="checkbox"/> |
| 2019 P60 or P45 as appropriate | <input type="checkbox"/> |
| 3. Copies of current 2019 Council Tax Bill | <input type="checkbox"/> |
| 4. Copies of current 2019 Housing Benefit Bill | <input type="checkbox"/> |
| <u>Self Employed.</u> | |
| • Copy of current SA302 | <input type="checkbox"/> |
| • Current set of accounts detailing trading profit and loss account and
balance sheet. | <input type="checkbox"/> |
| • Tax Credits/benefit forms as above | <input type="checkbox"/> |
| • Free meals in further education (FMFE) – self-employment
eligibility declaration form | <input type="checkbox"/> |
| • 3 months business bank statements | |
| • a copy of the latest agreed tax computations for all companies owned
by household members. | <input type="checkbox"/> |
| • Please provide details of all questions in section 4 above on pages 6 & 7. | <input type="checkbox"/> |

Please make sure all documentation and supporting evidence copies are supplied. There are no photocopying facilities available so please supply copies, if original documentary evidence is submitted they cannot be returned and may cause a delay in processing the documentation and YOU missing the deadline. No backdated payments will be made to students missing the deadline.