South Downs Campus
Discretionary Financial Assistance (DFA)
Application Form 2017 – 2018

For Office Use Only	
Approved	
Not approved	

- Financial support is not available for the following courses; where the course code begins with F, HNC/HND and students aged 19 and over studying a Level 3, 4 or 5 course
- The DFA is limited and can only be allocated whilst funding lasts
- Funding cannot be guaranteed in cases of over-demand
- All applications will be considered individually and are to be completed with all the information requested

It is essential that you complete this application form in detail and complete all sections, explaining why you are facing financial hardship and what you are seeking financial assistance for.

Section 1 - Student Details		
Surname:	First Name (s):	
Address:		
	Postcode:	Date of Birth:
Home Tel No:	Mobile No:	Age on 31st August 2017:
Course Title:		Full or Part Time:
		Student Reference No:

Section 2 - Student status	**Please tick**
I live with my parent(s)/carer(s)	
I live alone	
I live with my partner	
Other (please state) (e.g. homeless)	
I have dependent children, please state their ages	

Section 3 – Please indicate if you meet any of the following Priority Groups	**Please tick**
I am a lone parent	
I am a carer for an adult or child relative	
I left school before I was 16	
I have a significant diagnosed mental health condition (appropriate evidence will be required)	
I am dependant on somebody who has been made redundant in the last 12 months and still remains unemployed	
I am in care or have recently left care	
I am supervised by a Youth Offender Officer	

Section 4 – Please state the reason below as to why you are requesting financial assistance (for example, redundancy, estrangement from your family, etc.) This statement is vital in supporting your application.

Please give details:

Section 5 – Do you qualify for

Care to Learn: If you are a young parent (aged under 20), Care to Learn can help pay for your childcare and related travel costs while you're learning. Contact the Learner Support helpline on 0800 121 8989 or www.direct.gov.uk

Have you applied to receive funding from Care to Learn for 2017/18: YES / NO

Section 6 - Do you, your partner or the people you are dependent on receive any of the following? If yes, please indicate the amount received per month. ** *Evidence of the below must be supplied; only applications that have provided all the necessary evidence will be assessed* **

	£ per month		£ per month
Carers Allowance		Child Benefit	
Child Tax Credit		Council Tax Support (other than single occupancy)	
Employment & Support Allowance		Housing Benefit	
Incapacity Benefit		Income Support*	
Income from Savings		Job Seekers Allowance	
Maintenance Payments for any children within the household		Private/Occupational Pension	
Pension Credit (guarantee element)		Working Tax Credit	
State Retirement Pension		Universal Credit (other than Child Tax element)	
Any Other Benefit (give details)			

**I understand that if I am a student in receipt of Income Support (Universal Credit), I need to declare any funds received through the Discretionary Financial Assistance scheme.*

Section 7 - Please give details of the monthly earnings, before Tax & NI deductions that you, your partner or the people you are dependent on received for the last three months. ** *Please attach payslips as evidence of the figures stated below along with bank statements for the last three months prior to your application* **

	You	Mother	Father	Carer 1	Carer 2	Partner
£ Month 1						
£ Month 2						
£ Month 3						
TOTAL						

Section 8 – Please list the items you are asking for assistance with, such as uniform, travel, childcare etc.

I certify that the above information is correct and I give permission for college staff if appropriate, parents/carers to be consulted over this application. I agree to South Downs Campus processing personal data contained in this application form for the purpose of administering the Discretionary Financial Assistance scheme. I confirm that any evidence given in support of my application is correct and complete to the best of my knowledge.

Awards from the Discretionary Financial Assistance scheme are granted on the following conditions; that your attendance record is satisfactory, you produce all assignments/homework on time and conform to the College's rules and regulations. If, at any time, your attendance, work or behaviour is considered to be unsatisfactory, the funding may be withdrawn or suspended.

Signature	Date:

Please return this form to:
Student Finance & Travel Support, South Downs Campus, College Road, Waterlooville, Hants, PO7 8AA
023 9279 7979 (Switchboard)