

# Queen Elizabeth Sixth Form College

## Application for Financial Assistance 2023/24 Guidance Notes

### **GUIDANCE NOTES** – What information do I need to supply with this form?

Incomplete applications will not be accepted and will be returned to you for completion. This includes applications with missing or illegible evidence.

Household Income Details – please provide proof of your household income for the period 6<sup>th</sup> April 2022 to 5<sup>th</sup> April 2023. Proof of income includes:

- Tax Credit Award Notice (TC602) showing income details for year 6<sup>th</sup> April 2022 to 5<sup>th</sup> April 2023 (dated after 1<sup>st</sup> April 2023).
- Three, full, consecutive monthly Universal Credit statements, showing the amount received each month and how the award is made up.
- P60(s) dated after 1<sup>st</sup> April 2023 showing income details for 2022/23 year.
- Proof of benefit (\*Income Support, income-based Jobseekers Allowance, income related Employment Support allowance etc) dated within the last three months showing the amount received each week/month.
- Proof of care status: Written confirmation of the student's current or previous looked after status from the local authority which looks after the student or provides their leaving services.

You must enclose an account statement, letter or form from your bank or building society that shows your name, sort code, account number, roll number (if applicable) and home address (not your parents/carer bank account details). Payments will always be made to the student, not parent/carer.

### **Attach good quality copies of your household income evidence.**

Where a student or their parent/carer is unwilling to provide household income evidence or bank account details, no assessment can take place; therefore support will not be available.

Funding is for one year only. Students must reapply for funding at the start of each consecutive academic year where a programme is for than one year in duration.

College financial assistance is conditional upon satisfactory attendance for all subjects. College financial assistance is also conditional upon satisfactory behaviour, which covers effort, return of homework/coursework on time and any disciplinary action. Payments will be reduced or withheld due to low attendance.

If we receive your application, with all necessary evidence, before 29<sup>th</sup> September you will be entitled to receive payment from the start of your course. Applications received after 29<sup>th</sup> September will be eligible for payment from the date you submit your LSF application with all necessary evidence. We are unable to back-date payments due to late application.

Students will be informed in writing (within 10 working days) of the outcome of their application. At busy periods assessment may take a little longer.

### **Appeals**

Applicants refused support or whose support is withdrawn have the right to appeal. This appeal should be made to Theresa Amarawansa, Vice Principal, within 10 working days of the Colleges' decision. The reason for appeal must be given and any supporting documentation or information must be provided. This will be dealt with in accordance with the College appeals procedure.

## Support available

### Student Bursary Fund

A bursary of up to £1,200 a year is available for students in the following vulnerable groups: those in care, care leavers and students in receipt of income support or disabled students in receipt of both Universal Credit AND Personal Independence Payment.

A general maintenance grant of up to £650 per year may be available for students where household income is less than £16,000 per annum. A grant of up to £325 per year may be available for students where household income is above £16,001 but less than £25,000 per annum.

### Transport Assistance

The College may be able to provide some help towards the cost of travel for students who live more than 2 miles (straight line) from College and where the household income is less than £35,000 per year.

Where household income is less than £16,000 students may receive assistance of up to £605 per year, or if you live in area serviced by one of our College buses, a free bus pass to use on one of the College buses. Assistance is available up to £350 per year where the household income is more than £16,001 but less than £25,000 per annum, and up to £330 per year where the household income is more than £25,001 but less than £35,000 per annum, provided you meet all the criteria required.

Where the student is using a College bus, any bursary or transport award will be allocated towards payment of the bus pass.

### Free Meals

Free meals are targeted at disadvantaged students. For the purposes of eligibility for free meals “disadvantage” is defined by the student being in receipt of, or having parents 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 Her Majesty's Revenue and Customs (HMRC))
- Working Tax Credit run-on – paid for 4 weeks after someone stops qualifying for Working Tax Credit
- UC with net earnings not exceeding the equivalent of £7,400 for each year (after tax and not including any benefits they get)
- eligible for free school meals prior to attending QE (proof required)

### Computer Loans

If you do not have a computer at home, the College may be able to lend you one for the duration of your course. Preference is given to students who are receiving financial assistance from the College.

### Childcare

If you are under 20 and have one or more children, Care to Learn can help with the cost of childcare and related travel costs while you're learning. You could receive up to £180 per child per week. For more information call Learner Support helpline on 0800 121 8989 or visit [www.gov.uk/care-to-learn](http://www.gov.uk/care-to-learn).