

Application for Financial Support 2023-2024

Please note that you cannot apply for Financial Support until you have applied/enrolled for a course and have a student number. You will need to have bank account, and you will need to attach supporting evidence to complete this application.

1. Student personal details

Student ID number: Campus:
First name: Last name:
Date of birth: / / Age on 31/08/2023:
Address:
Postcode: Email:
Mobile number: Home telephone number:

2. Course details

Course name: Course code:
Course study type: Full time Part time Start date:
Course name: Course code:
Course study type: Full time Part time Start date:
Course name: Course code:
Course study type: Full time Part time Start date:

3. What do you need assistance with?

Please tick all boxes that you think may apply

- Free College meals Course fees College bus or public transport Essential kit and equipment
 University visits and trips **Childcare costs for students aged 20+** a childcare provider form will be sent to you
 Other course-related costs, please give details:

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Course Fees

Students aged 19 and over on the day they start their learning aim, who are **fully funded**, where they meet the definition of unemployed or where they are employed and meet the low wage threshold will not have anything to pay towards their course fees.

All students aged 19 and over on the day they start their learning, who are studying on a course that is **co-funded** can apply for a bursary to help with course fees provided they meet the criteria for the bursary.

4. Student Bank Details

The College's preferred method of payment to you, is via bank transfer directly into your bank account. Please ensure that all sections are completed.

Bank/Building society name:
Name of account holder:
Account number (usually 8 digits long):
Sort code (6 digits long):

5. Declaration

- I certify that the information I have provided on this application form is complete and accurate to the best of my knowledge and understand that if I provide false information my application will not proceed, and that the College may reclaim any funding already allocated to me.
- I understand that the information provided on this form may be shared with other departments in the College and external agencies if necessary.
- I understand that any funding awarded will be subject to satisfactory behaviour, attendance, and completion of work on the course.
- I understand that this application only applies to one academic year and that I will need to reapply if I require financial support in subsequent years.
- I understand that if I withdraw from my course I may have to pay back all or some of the monies awarded to me or paid on my behalf.
- I understand that it is my responsibility to inform the Benefits Agency of any financial support I receive that may have an impact on any benefits I receive.

How and why, we store your personal information

COPC ensures all personal data is collected in accordance with the General Data Protection Regulations (GDPR). We are required to keep records of your information for seven years.

<https://www.city-of-portsmouth-college.ac.uk/media/yxxl5xmw/copc-data-protection-policy-2022-24>

Please read the consents below and tick the ones you are happy to agree to and note that any agreements marked with an * are required if you are applying for a bursary.

Consent

- I am giving my consent to participate in the application process, and I understand that I can withdraw my consent at any time*
- I understand that the information I provide will be confidential and that there will be no personal identification in the data*

Signature: Date:

Submitting your Application

Please note: Travel support is only available if you live more than two miles away from the College. We will issue bus codes for student bus tickets or termly payments towards the cost of travel to College.

Incomplete applications will not be assessed, and this may cause delays to receiving support.

PHOTOCOPIES/SCANNED/PHOTOGRAPHED COPIES OF DOCUMENTS ARE ACCEPTABLE

Please submit your completed application form and proof of income to the Student Finance Team in the Student Hub at your campus or by email to: bursary@copc.ac.uk

What happens next?

We will aim to process your application within three weeks from the date we receive it. If you have not completed the form in full or you have not provided evidence of your household income, then we will return the form to you. When we have assessed your application, we will write to you with the outcome explaining how your award will be paid.

If your application is unsuccessful, we will send you a letter explaining why, and this will include details of how you **can appeal**.

If you need any further information and would like to speak to a member of the Student Finance Team, call the Helpline on **023 9421 1980**.

Household income details

The table below shows the required proof of household income to attach to your application, as this is an assessment of **household income**, so you will need to give details for all adults in your household.

Fund	Income threshold	Household income evidence
Free College Meals (FCM)	In receipt of a means-tested benefit i.e. eligible for Free School Meals	<ul style="list-style-type: none"> • Universal Credit - take home pay must be less than £7,400 a year (after tax and not including any benefits, you get) • Income Support • Income-based Jobseeker’s 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 you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190) • Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
16-19 and 19+ Discretionary Hardship	Household income Up to £35,000	<ul style="list-style-type: none"> • Last 3 (or less if claim has been made recently) full Universal Credit statements showing take-home pay and payment. • All pages of a tax credit award notice showing finalised income for 2022/23 and dependants • P60/Last 3 months or 12 weeks of pay slips • Welfare benefits letter showing current and active claim • Latest verified accounts of self-employment e.g. latest submitted tax return • Pension statement • Details of income from all other sources e.g. shares, investments, savings, rental income
20+ Childcare	Household income Up to £35,000	<p>as above plus</p> <ul style="list-style-type: none"> • Birth Certificates – original copies • Tax credit pages showing dependents. • Childcare contracts
16-19 Vulnerable Group	<ul style="list-style-type: none"> • In Care • Care Leaver • Receiving (PIP) or DLA) in your own right as well as ESA or UC in your own right • Receiving IS or UC because you are financially supporting yourself and/ or someone who is dependent on you and living with you, such as a child or partner 	<ul style="list-style-type: none"> • Written confirmation of your current or previous looked after status from the relevant local authority – must be on corporate letterheaded paper and signed or sent by email from the local authority. <p>OR</p> <ul style="list-style-type: none"> • Copy of benefit award notice (e.g., DWP letter or Universal Credit statements) and additional documentation to confirm independent status e.g., tenancy agreement, child benefit letter – must be in the student’s name and address.

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Course Equipment and Kits

Some essential items are supplied by the college, and some are for the student to purchase themselves.

Where students are required to make a purchase, we advise students to purchase their essential course equipment or kits as soon as possible. Financial support will come in the form of a reimbursement upon provision of receipts as proof of purchase. The bursary funds will then be paid into the student's bank account – claims can be made through the Essential Costs Claim Form 2023/24.

Trips

As trips are organised by the college, bursary funds will be transferred to the college department organising the trip and the student will be required to pay their contribution to the college. Students who are eligible for a bursary will be invoiced for their contribution and are required to make a payment before the trip occurs.

For example, if the cost of the trip is £80 and the student is eligible for a 75% bursary towards their course costs, the student will be required to pay £20 to the college and £60 will be transferred as bursary funds to cover the balance on behalf of the student.

Course Fees

To apply for a bursary for help with your course **fees** (tuition and exam/registration fees; please contact the Admissions Team on 023 9238 3131 to find out whether you qualify for **fee remission** for your course.

Eligibility can depend on several factors including:

- Your age when you start the course.
- Any qualifications that you already have.
- The level of qualification you are planning to study.
- Whether or not you are in receipt of certain 'out of work' benefits.
- What you are planning to do when you have completed your course

Please be prepared to answer questions of this nature if you are asking about fee remission.

If you are not eligible for **fee remission**, then you will be responsible for paying your course fees in full.

Course fees owed by the student are to be paid to the college. Students who are eligible for a bursary will be invoiced for their contribution and are required to make a payment to the college, while bursary funds will be transferred to the college on behalf of the student.

For example, if the fees owed by a student is £800 and they are eligible for a 50% bursary towards their course fees, the student will be required to pay £400 to the college and £400 will be transferred as bursary funds to cover the balance on behalf of the student.