



## Section 4 - Household Details

Who do you currently live with? ( Note – This does not include any children of your own):

Alone (If yes, please move to section 5)       In care or with a foster family (If yes, please move to section 5)

### **Person 1 (If applicable)**

Full Name: .....

Relationship to you: .....

Are they currently (Please Tick):

- |  |   |
|--|---|
| <input type="checkbox"/> Claiming Job Seekers Allowance (Income Based) | <input type="checkbox"/> Claiming Income Support                  |
| <input type="checkbox"/> Claiming Employment and Support Allowance     | <input type="checkbox"/> Claiming Universal Credits               |
| <input type="checkbox"/> Claiming a pension                            | <input type="checkbox"/> Working AND Claiming Working Tax Credits |
| <input type="checkbox"/> Working AND NOT claiming Working Tax Credits  | <input type="checkbox"/> Claiming Disability Living Allowance     |
| <input type="checkbox"/> Receiving NASS support                        | <input type="checkbox"/> Financially dependent on another adult   |

### **Person 2 (If applicable)**

Full Name: .....

Relationship to you: .....

Are they currently (Please Tick):

- |  |   |
|--|---|
| <input type="checkbox"/> Claiming Job Seekers Allowance (Income Based) | <input type="checkbox"/> Claiming Income Support                  |
| <input type="checkbox"/> Claiming Employment and Support Allowance     | <input type="checkbox"/> Claiming Universal Credits               |
| <input type="checkbox"/> Claiming a pension                            | <input type="checkbox"/> Working AND Claiming Working Tax Credits |
| <input type="checkbox"/> Working AND NOT claiming Working Tax Credits  | <input type="checkbox"/> Claiming Disability Living Allowance     |
| <input type="checkbox"/> Receiving NASS support                        | <input type="checkbox"/> Financially dependent on another adult   |

## Section 5 – Financial Support Request

Please answer **ALL** statements below by ticking Yes or No

	Yes	No
<b>I would like to apply for bursary payments</b> <i>Where possible these payments are made on a monthly basis</i>		
<b>My course requires a DBS check and I would like help with this fee</b>		
<b>My course requires essential books, equipment, uniform or boots and overalls; I would like help with the cost</b>		
<b>I have to fund my course fees myself and would like help towards this</b>		
<b>I would like to apply for Free Meals</b> <i>This is available to students under 19 who are from a household in receipt of eligible benefits <b>OR</b> a student aged 19-24 with an Education Healthcare Plan and from a household in receipt of eligible benefits</i>		
<b>I live over 2 miles from the College and would like help with my travel costs</b> <i>16-18 Year old students must live outside of a London Borough and support is calculated Via the cheapest form of public transport</i>		
<b>I have childcare costs and would like help towards this, for the days I am in college</b> <ul style="list-style-type: none"> <li>Please ensure you <b>fill in section 6</b>; additional supporting evidence is required</li> </ul>		



## Section 6 (Continued) – Childcare provider declaration

Your request for childcare support will not be assessed unless this is signed by your provider

- I accept that should the student leave college or leave their childcare placement early any overpayment will be recouped by the college and the student will be liable for any outstanding fees
- I understand that any queries with regards to payments will need to be raised before the final payment run, 21st June 2019
- I agree that at least 4 weeks written notice will be given to the college should there be any change in childcare prices or the child's attendance
- If the child is eligible or becomes eligible for Free Early Education funding I will reduce my prices accordingly
- I understand that all funding provided is subject to the student enrolling on the course of study and maintaining a monthly attendance of 90% or above. Should the attendance for the previous month drop below 90% the college will withhold the next payment and the student will be liable for the full amount of fees for that period
- I understand that the college will contribute towards the students cost for timetabled days that are in line with the COLLEGE TERM TIME ONLY. It is the student's responsibility to pay any outstanding fees including non-term, holidays or any days outside of their usual timetable
- I have provided the student with a confirmation letter, on headed paper, confirming the child's name, start date, days they are at the placement and price per day/session (After any discounts)
- I understand that all funding is at the discretion of the college and payment can only be authorised from the day the form is fully submitted to the Student Financial Support department
- I understand that funding is not guaranteed until a full assessment has been carried out and a confirmation email has been sent by the college to the email address I have provided

Signed by childcare provider: ..... Date: \_\_/\_\_/\_\_\_\_

Print Name: ..... Job Title: .....

## Section 7 - Supporting Evidence

You must provide **all** of the following documents below **for whichever statement applies to you** or a person named in section 4:

### **If you are in the care of social services or a care leaver aged between 16-24 please bring:**

- A letter from your social worker confirming you are a care leaver

### **If YOU are aged between 16-24 and are claiming Employment Support Allowance or Universal credits AND either Disability Living Allowance or Personal Independence Payments, you must provide:**

- Official, detailed, letter **for both benefits** dated within 1 month of you submitting your Student Financial Support application
- OR**
- Official letter (for both benefits) dated within 1 year of you submitting your Student Financial Support application and a bank statement, showing both benefits being paid into the account, dated within 4 weeks of submission

### **If you/and a person in your household is employed or self-employed and claiming Tax Credits or Universal Credits, please bring:**

- Tax Credit Award Notice - this must show eligibility for 2018-2019
- OR**
- 3 most recent Universal Credit assessments

### **If you/and a person in your household is employed or self-employed and NOT claiming Tax Credits or Universal Credits, please bring:**

- Last 3 months' payslips
- Last 4 weeks' bank statements for all accounts held

**If you/and a person in your household is in receipt of Universal Credits, please bring:**

- 3 most recent Universal Credit assessments

**If you/and a person in your household is in receipt of Income Support, please bring:**

- Official, detailed, letter dated within 1 month of you submitting your Student Financial Support application  
**OR**
- Official letter dated within 1 year of you submitting your Student Financial Support application and a bank statement, showing the benefit being paid into the account, dated within 4 weeks of submission

**If you/and a person in your household is in receipt of Employment and Support Allowance (Income Related), please bring:**

- Official, detailed, letter dated within 1 month of you submitting your Student Financial Support application  
**OR**
- Official letter dated within 1 year of you submitting your Student Financial Support application and a bank statement, showing the benefit being paid into the account, dated within 4 weeks of submission

**If you/and a person in your household is in receipt of Job Seekers Allowance (Income Based), please bring:**

- Official, detailed, letter dated within 1 month of you submitting your Student Financial Support application  
**OR**
- Official letter dated within 1 year of you submitting your Student Financial Support application and a bank statement, showing the benefit being paid into the account, dated within 4 weeks of submission

**If you/and a person in your household is receiving NASS support, please bring:**

- Biometric residency card
- Aspen payment card

**If you/and a person in your household is in receipt of a private pension, please bring:**

- Letter from pension provider confirming expected yearly income for 2018/2019
- Last 4 weeks' bank statements for all accounts held

**If you/and a person in your household is in receipt of a state pension, please bring:**

- Official, detailed, letter dated within 1 month of you submitting your Student Financial Support application  
**OR**
- Official letter dated within 1 year of you submitting your Student Financial Support application and a bank statement, showing the benefit being paid into the account, dated within 4 weeks of submission
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## **Section 8 – Data Protection and Declaration**

**Terms:**

The College: this refers to Barking & Dagenham College (Inclusive of all its sites)

**Additional Learning Support:**

To best assess your application, we ask for details regarding any Educational Health Care Plans and if you are 'under 25 years old and a care experienced young person' so we can make appropriate arrangements to support you whilst at the College.

**Eligibility/Evidence:**

The College is required by the ESFA Funding Guidance to retain copies of your supporting evidence (such as benefits/bank statements) to provide evidence/ reasoning for financial assistance.

**Your Rights:**

As this is your data, you have the right to access and obtain a copy of your data on request. You have the right to require Barking & Dagenham College to change incorrect or incomplete data. You have the right to require Barking & Dagenham College to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing. You have the right to object to the processing of your data where the organisation is relying on legitimate interests as the legal ground for processing. The College will only use "legitimate interests" as grounds for processing in very few situations. If you would like to exercise any of these rights, please speak to our College Data Protection Officer.

**Data Storage/Deletion:**

Your data will be stored electronically and on paper. Our electronic systems are encrypted and only authorised individuals are given access to your data where appropriate for the above purposes. Paper records are stored in a secure location; this may be onsite/ offsite. Your data is kept according to the College’s Data Retention Policy. We are required to keep your data once you have finished your course for reasons relating to auditing. After this time your data is appropriately destroyed.

**Your Details:**

The College collects a range of details about you including, your name, date of birth, address, telephone number and email address. We also collect details of your employment, employment status, and residency. If your academic age is 16-18, the College can discuss/send evidence of support entitlements, payment details and attendance with/to your Parent(s) / Carer(s) / Guardian(s). We may also contact you via text message or email with regards to payments. We capture your bank details in order to process any payments you are eligible for and ask for details on your household income to efficiently assess your application and meet ESFA guidelines.

**Data Controller & Data Protection Officer:**

The Data Controller is Barking & Dagenham College, Dagenham Road, Romford, RM7 0XU. 0208 090 3020 / [www.bdc.ac.uk](http://www.bdc.ac.uk) / The Data Protection Officer for Barking & Dagenham College is Victoria Eastwood / [Victoria.Eastwood@bdc.ac.uk](mailto:Victoria.Eastwood@bdc.ac.uk) / 0203 667 0084. Barking & Dagenham College is required to collect information from all its students for academic, administrative, audit, funding, health & safety, safeguarding, security and wellbeing reasons. The College is registered under the GDPR and is committed to being transparent about the data it collects. Your consent is needed under the GDPR, to allow the College to use your information for the purposes stated above and detailed below. By signing the declaration below you are authorising the College to process your information for the purposes above and for any that you opt in for below. It is your responsibility to ensure the College has an up-to date record of your details.

**Education and Skills Funding Agency Privacy Notice:**

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 shared with third parties for education, training, employment and well-being related purposes, including for research. This will only take place where the law allows it and the sharing is in compliance with data Protection legislation. The English European Social Fund (ESF) Managing Authority (or agents acting on its behalf) may contact you in order for them to carry out research and evaluation to inform the effectiveness of training. 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](https://www.gov.uk/government/publications/esfa-privacy-notice)

**Declaration:**

I further confirm:

- I have read and understood the Student Financial Support department’s GDPR (General Data Protection Regulation) statement
- I understand that should there be any reason for the college to believe I have given any false or incomplete information, which includes any income I have not disclosed that may be relevant, my application will be refused and any on-going funding will be suspended. I also understand that this could result in a referral to the police with the possibility of prosecution
- I will inform the Student Financial Support department of any changes to my personal or financial circumstances
- I understand that all financial assistance given is at the discretion of the college, and payments will be authorised from the date my application is fully submitted, with all necessary evidence, to a member of the Student Financial Support department. Queries with regards to payments will need to be raised before the final payment run, 21st June 2019
- I understand that due to limited funds it is not guaranteed that all claims will be successful or to the desired level
- I have read and understood the policies and information available to me and have a clear understanding of what I am applying for, how the process works and the eligibility criteria – All policies and guidelines are available at [www.bdc.ac.uk](http://www.bdc.ac.uk) or upon request
- I understand that all financial assistance provided is subject to maintaining an overall attendance each month of 90% or above, for all timetable lessons, and maintaining positive behaviour. I also understand that any missed or outstanding payments cannot be processed after the outlined payment deadline.
- I understand the college has the right to challenge information and evidence given in with this application at any point in the academic year. I also understand that financial assistance eligibility can change throughout the year

**Applicant signature:** ..... **Date:** \_\_/\_\_/\_\_\_\_