

# STUDENT FINANCE APPLICATION FORM 2015/16



Central College  
Nottingham

Students have **8 weeks** to apply for support from the start of their course, subject to funds available.

Applications can take **15 working days** to process. **Support is not immediate**

OFFICE USE ONLY

DATE RECEIVED

- Your household income needs to be **£26,000\*** or less for the 14/15 tax year to qualify. \* This figure was correct at time of going to press and may change subject to funds available.
- Support is available for additional costs associated with coming to college, such as travel and course related costs
- We encourage early applications as costs are only supported from the date of application.
- Forms will be returned to students if not completed fully. Photocopies of income evidence are acceptable as we cannot be liable for loss of original copies
- A separate application is required for Childcare support – please enquire if appropriate.
- Tuition Fee support is not available from Student Finance

**A**

## STUDENT DETAILS

Complete your application in BLOCK capitals

Student ID Number:

Forename:

Surname:

Date of Birth

D D / M M / Y Y Y Y

Age on  
31 August 2015

Address :

For students aged 24 and over at the start of a level-3 or above course a **24+ Adult Learning Loan** **MUST** be approved before any support can be awarded.

Post Code :

Mobile Phone Number:

Landline:

I am in the above category and have applied for my loan which has been approved. ☐

Which college site are you studying at? (please tick)

Arthur Mee ☐ Basford ☐ Beeston ☐ Clifton ☐ Confetti ☐

Highfields ☐ London Road ☐ Maid Marian Way ☐

Ruddington ☐ Other ☐ Please state site \_\_\_\_\_

I am in the above category and have applied for my loan which is still pending approval. ☐

Are you happy for us to contact you about your award by text message?

Yes ☐

No ☐

If we don't have a valid mobile number for you we will communicate with you through your college email.

Please ensure you check your college email regularly.

Do you have any special circumstances that might affect your attendance?

If yes please state e.g.

Yes ☐

No ☐

1. Health/medical condition \_\_\_\_\_

2. Caring responsibilities. Do you look after a family member at home?

Yes ☐

No ☐

My children ☐ Other Family Members ☐ State relationship to yourself \_\_\_\_\_

3. Other \_\_\_\_\_

16-18 Year olds only

Are you happy for information to be shared with your parent/guardian?

Yes ☐

No ☐

# STUDENT FINANCE APPLICATION - Continued



Central College  
Nottingham

## B ASSESSED HOUSEHOLD INCOME. Do you receive any of the following?

You will need to provide proof of current household income

Tax Credits	State Benefits	NASS Support (Asylum)	Wages	Self Employed	Aged 16-18 & Live independently/ Shared accommodation/ In care or Claiming benefits in your own right
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide a copy of Tax Credit Award Notice for 2015/16 which shows your <b>Total household income for the year 6 April 2014 to 5 April 2015</b>	Income Support, Job Seekers Allowance, Employment & Support Allowance, Personal Independence Payment (PIP), Universal Credit, Pension Credit <u>Benefit letter or bank statement showing payment dated within the last 3 months</u>	Post office receipt dated within the last 3 months showing payment & NASS/Azure Card	Provide a copy of household P60's for year end April 2015, or your 2 most recent payslips if monthly, 4 if weekly	Provide a copy of your annual accounts for the year end April 2015 or SA302 Self Assessment Tax Calculation Form	Contact Student Finance for further advice  0115 914 6414 <a href="mailto:student.finance@centralnottingham.ac.uk">student.finance@centralnottingham.ac.uk</a>

If there has been a recent change in the household income, please write a covering letter and enclose appropriate evidence e.g. redundancy notification, employers letter stating reduction in hours etc.

## C TRAVEL COSTS

If your journey from home to college is more than 1.5 miles each way, please state below how you travel to college. Student Finance will support the most cost effective journey to college.

Which of the following method of transport do you use to get to College?

Transport Provider	NCT	Tram	Trent Barton
State which Bus Number/ Line/ Route			

Other (please attach bus/train ticket) \_\_\_\_\_

## D DECLARATION

- I declare that, to the best of my knowledge, the information I have provided is correct.
- I understand that by applying, I demonstrate a need for travel support & essential course related costs. Continuing support is subject to maintaining satisfactory course attendance and progress.
- I understand that should demand for funds exceed the College's Student Bursary allocation, payments may be reduced or withheld.
- I agree to pay back any Grant issued to me (in proportion) if I withdraw from my course and return any equipment provided to me.
- I understand that information provided in this application will be held in compliance with the College's Data Protection Policy (copy available on request).
- I understand that if I provide original documents they will be returned by post, at my own risk.
- I undertake to inform the Student Finance Team of any relevant change in personal circumstances, including any change to my timetable, my address or change in travel arrangements if I am being supported with travel.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Return your completed application form **with** proof of current household income to:  
Student Finance, Central College Nottingham, Maid Marian Way, Nottingham, NG1 6AB