

APPLICATION FORM

N.B. Please read the Advanced Learner Loan Bursary Fund Policy & Guidance BEFORE completing this form.

Applications from households with an income exceeding £35,000 are not normally considered. However, if you feel that you have extenuating circumstances, please submit an application, covering letter and supporting evidence.

Applicant Personal Details

Student Reference Number

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Surname: _____

Home Tel No: _____

First Name: _____

Mobile No: _____

Address: _____

Email Address: _____

Name of course and level: _____

Post Code: _____

No. of days attendance at WUC per week: _____

No. of days at work placement (if applicable) per week: _____

Household Details

Please state who you live with and their relationship to you

Name	Relationship to you, e.g. mother/father	Are they employed	Age if under 16 years
Emergency Contact Details:	Work Number		
Name:	Mobile Number		
	Email		

Financial Assessment and Qualifying Benefits

Please tick ALL that apply to you and provide SUPPORTING EVIDENCE. Evidence should be dated no more than 3 months old unless otherwise stated. It is YOUR responsibility to provide copies of the relevant evidence (see Notes).

PLEASE TICK ALL THAT APPLY TO YOUR HOUSEHOLD

Tick

I am in receipt of a qualifying benefit	
I have no income and I am a dependant of someone who is in receipt of a qualifying benefit	
I have no income and I am the dependant of my Parent(s)/Guardian(s) who earn less than £35,000 P/A	
I work and I earn an income less than £35,000 P/A	
I have a partner and my partner earns an income	
PLEASE TICK THE EVIDENCE YOU ARE PROVIDING WITH THIS APPLICATION	
Universal Credit (Evidence: Universal Credit Award Statement)	
Tax Credits – Working Tax Credits and Child Tax Credits (Evidence: Full copy of 2020/2021 Award Notice Letter)	
Jobseeker’s Allowance (JSA) – Low Income Benefits E.g. Income Support (Evidence: DWP letter within three months of application)	
Carers and Disability - Employment & Support Allowance (ESA – income related)/Personal Independent Payments (PIP/Carers Allowance) (Evidence: Letter dated within three months of the application)	
Guaranteed element of State Pension Credit (Evidence: Letter dated within three months of the application)	
Earned income with no additional benefits (Evidence: three months’ pay slips or six weekly pay slips)	
Self-employed earnings with no additional benefits (Evidence: Audited accounts or tax return)	
Partners Income (Evidence: three months’ pay slips or six weekly pay slips)	

Supporting information should be provided below:

I need help with

Please tick which costs you require financial assistance for and provide evidence of the cost:

<input type="checkbox"/>	Meal Allowance	<input type="checkbox"/>	Travel - Bus
<input type="checkbox"/>	Equipment / Clothing / Other	<input type="checkbox"/>	Travel - Train
<input type="checkbox"/>	Childcare	<input type="checkbox"/>	Travel - Car

APPLICANTS BANK DETAILS

Full Name of Account Holder:																			
Name of Bank or Building Society:																			
Sort Code:										Account Number:									
OR:																			

Building Society Roll Number:																			
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Declaration

I am a UK citizen / EU citizen (or spouse, civil partner or child of UK/EU citizen) and have been in the UK/EEA or Switzerland for the past 3 years	
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- I have read and understood the Advanced Learner Loan Bursary Fund Policy & Guidance.
- I have provided relevant income/benefit evidence.
- I agree that, to the best of my knowledge, the information I have given is correct.
- I agree to provide to Student Finance with details of any changes in personal circumstances as they occur.
- I understand the continuation of any award is conditional on achieving an attendance of 90% or above across my study programme and meeting WUC expectations for coursework and behaviour.
- I understand that all funds are discretionary subject to availability of funds and if demand exceeds the WUC allocation, reduced awards may be given.

In processing this application, we will store the data you have supplied both as part of this form and within our electronic systems and databases. It will be necessary for WUC to contact you by either email, letter or phone. You are asked to consent to this processing below. Should you refuse to consent, we will be unable to progress your application further.

- I confirm that I have read the notes on how my data will be stored and used and how I may be contacted, I give my consent for it to be processed in this way.

Signed _____ Date _____

Your application will not be processed if you have not provided supporting evidence.

This document can be found on the WUC website www.writtle.ac.uk Student Life/Fee & Finances/FE Financial Hardship assistance/FE Bursary & Support Fund Application Form 2020-21

All enquiries to: Elizabeth.Lancaster@writtle.ac.uk 01245 424200 ext. 25686

Forms to be returned with supporting evidence to: Writtle University College, Student Finance, Room L09, Lordship Road, Writtle, Essex, CM1 3RR