

19+ Application for Adult Education Bursary 2018/19



For students who are 19+ on the first day of their Level 2 course,
or who are under 23, or studying their first Level 3 qualification.

DATE RECEIVED

STUDENT ID NO

STUDENT'S DETAILS

Surname: _____ Mobile Number: _____

Forname(s): _____

Address: _____

Post Code: _____ Email: _____

Date of Birth: ___/___/___ Nationality: _____

Place & Country of Birth: _____

YOUR COURSE

Title of course: _____

LIVING ARRANGEMENTS

Who do you live with? (please tick box)

Partner Independent Parents/Step Parents/Carer Other Family Member

Please give the names of Parents/Step-parent/Carer/Partner in the household

A: _____ Relationship: _____

B: _____ Relationship: _____

STUDENT'S PERSONAL CIRCUMSTANCES

I am a carer		I have refugee status	
I have asylum seeker status		I am a Care Leaver	
Other (please give details)			(please tick box)

How long have you lived in the UK?: _____

If three years or less please provide date of entry to the UK: ___/___/___ and contact a member of Student Finance based in the Avenue of the Phoenix Building.

DETAILS OF HOUSEHOLD INCOME

These are the different types of Financial Support based on the household income. Please see the table below for the evidence required to apply. We will only accept photocopies and are unable to return any original documents.

Income/Benefits	Help available	Evidence Required	
Income Support JSA ESA Universal Credit The Guaranteed Element State Pension Credit	Travel Equipment (you may be entitled to support) Childcare	Benefit letter for the current tax year (since April 2018) or Universal Credit Statement printed from on line account.	<input type="checkbox"/>
A household income of less than £30,000 NET	Travel Equipment (you may be entitled to support) Childcare	2018/19 Tax Credit Award Notice/Universal Credit Statement in full and/or the last 2 wage slips for all the working adults in the house- hold.	<input type="checkbox"/>

(please tick box)

COURSE RELATED COSTS FOR WHICH YOU BELIEVE YOU NEED FINANCIAL SUPPORT

Travel	Yes	No	
Equipment (you may be entitled to support)	Yes	No	
Childcare	Yes	No	

(please tick box)

For help completing the forms please contact T (01793) 491591 E studentfinance@swindon.ac.uk
Please return completed forms to Swindon College, Student Finance, North Star Ave, Swindon, SN2 1DY



All information and documentation requested in this application form must be provided. Incomplete, unsigned or undated applications will not be considered for a bursary and will be returned. Applications to be submitted after 30/6/2018 and will be assessed in date order of receipt. Once all the funds are allocated we will close the funds to new applicants.

It is important that you read the following information and declaration.

What Swindon College does with your data

The information you provide on this form will be used to assess if you qualify for Financial Support and update your personal details on Swindon College student records system. To understand how your personal information is processed, used, and details of who we may share this information with, please refer to the privacy notice, which can be accessed via <https://www.swindon.ac.uk/Privacy-Policy.aspx> . Only Swindon College staff have access to the student record system.

Student Finance will contact you by post, by e-mail or by phone with the result of your application and any updates and further events.

For Students under the age of 19 as at 31 August in the year of the start of your programme, your parents/ guardian may be consulted with regard to your Student Finance application.

The form will be held in a locked filing/archive room for a period of seven years before being destroyed. Only the Student Finance Team and Estates will have access to the archive. If you require access to this form whilst you are at Swindon College please contact the Student Finance Team on 01793 491591 or studentfinance@swindon.ac.uk .

Under legal obligation, some of the information provided will be shared with the Governments Education and Skill Funding Agency (ESFA). Please read the ESFA privacy notice on page 4 of this form for information on how they use your personal data. When required we will share the information with Social Services for eligibility checks for students in receipt of vulnerable bursaries and Childcare Providers for payment. We do not share your information with any other organisations.

Declaration

Please read this section carefully. If there is anything that you do not understand please contact, Swindon College Student Finance Department before signing. I agree to abide by Swindon College regulations, policies and procedures, which can be accessed via <https://www.swindon.ac.uk/About-Swindon-College/Policies-and-Procedures.aspx> . I agree to inform the College in writing of any change in circumstances that may affect my eligibility for Student Finance.

I confirm that all the information on this application is correct and I understand that the College has the right to reclaim any funding from student or parent/carer if I am found to have provided incorrect information, do not complete my course, do not follow College regulations, policies and procedures or have attendance of less than 90%.

I understand that giving false or incomplete information that leads to incorrect or overpayment may result in future weekly payments/bus passes/meal vouchers being stopped and any incorrect paid funds being recovered. I understand that this may result in a referral to the police and the possibility of prosecution.

I understand that information on this form may be recorded electronically on the College Student Record system in accordance with the Data Protection Act 2018 and held until 30th September 2030. The data is held securely and only accessed by Swindon College staff as part of their role in the College.

I authorise Swindon College to seek independent confirmation of my personal circumstances via:

Swindon Borough Council
Social Services
Care to Learn

I can confirm that I understand that my financial support is funded by the ESFA

Student Signature _____

Date ___/___/___

Parent Signature _____

Date ___/___/___

ESFA Privacy Notice

How We Use Your Personal Information

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.

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>