



**STUDENT SUPPORT
FUND APPLICATION
FOR FINANCIAL
ASSISTANCE**

16-18 Year olds only

Student Name

If you need assistance with any aspect of your application or in the completion of this form, or you require this form in a different format e.g braille, other languages, large print etc please contact Student Services at the College on 01909 504500

Student Information

Name

Male

Female

Date of Birth (DD / MM / YYYY)

Address

Post Code

Contact Telephone Number

Email

Course Information

Course Title

Start Date (DD / MM / YYYY)

Tutor

Are you a returning student?

Yes

No

Are you studying:

Full time course?

Part time / evening course?

How many days a week are you attending College?

I am attending: North Notts College Retford International College Idle Valley Post 16 Centre

I would like to apply for financial assistance and:

On the 1st September 20____ I will be _____ years old

I am in receipt of EMA and would like to apply for **emergency assistance**

I am in receipt of EMA and would like to apply for **essential equipment costs**

I am **not in receipt of EMA** but would like to apply for **emergency assistance**

Household

How many people live in the household?

How many are aged 16 or under?

Do you live:

Alone (with / without children)

With Partner / Spouse

With Parent(s) / Guardian(s)

In shared / rented accommodation

Other _____

Income

Are you or your parent(s)/guardian(s) in receipt of one of the following (Please provide evidence such as award letters and benefit books):

Working Tax Credit

Job Seekers (income based)

Full Housing Benefit

Income Support

Full Council Tax Credit

Pension Credit

Employment Skills Allowance

If you are not in receipt of any benefit do you and/or any adults in the house receive a wage / salary below £21,000?

Yes No

If yes please provide either:

- 3 current, consecutive wage slips for each adult
 - a copy of employment showing wage details and hours worked
- Or if self employed a letter from your accountant itemising income

Checklist – What do I do now?

Check that you have completed all the sections on the form

Gather the evidence to support the answers to the questions in the income box

Read the declaration section and raise any questions with Student Services before submitting the form

Return this form and all the income evidence to:

Student Services

North Nottinghamshire College

Carlton Road, Worksop

Notts S81 7HP

Telephone: **01909 504576** Email: **contact@nnc.ac.uk** Web: **www.nnc.ac.uk**

If you are unsure about anything on this form please ask at the Student Support Fund desk in Student Services where a member of staff will be happy to help you.

PLEASE GO TO THE DECLARATION ON THE BACK PAGE

If you are unsure what evidence is required to support your claim, please ask at Student Services.

DECLARATION: PLEASE READ BEFORE SIGNING

- I understand that financial assistance is only paid for when I am required to attend North Nottinghamshire College or essential placements.
- **I agree to hand in completed timesheets on a half-termly basis (support will be withdrawn if timesheets are not submitted).**
- **North Notts College reserves the right to withdraw or reduce financial assistance if:**
 - My attendance falls below the required level of 85%
 - My financial circumstances change
- If I leave from all or part of my programme I understand I may be asked to pay back some or all of any monies already paid to me or paid out on my behalf.
- I understand that Student Services may check my attendance or financial circumstances at any time during the academic year.
- I understand that the information provided on this application form will be stored on a computer and will be used solely for assisting towards my education, training opportunities and for statistical information.
- **I declare the information given on this form is correct. If the information is found to be incorrect I may be asked to pay back some or all of the monies already paid to me or paid out on my behalf.**

Signed

Date

For office use only

Added to spreadsheets		Date received		Date left	
SSF voucher issued		Kit voucher issued			