



HARDSHIP APPLICATION FORM

This form is for 16-18 year old students who would like to apply for financial assistance from the discretionary Learner Support Fund 2009-10.

Section 1 – Personal Details

First name:		Surname:	
Date of Birth:	Age on 31 August 2009:	Gender: Male / Female	
Address:			
Email Address:			
Home Telephone:		Mobile:	

Other Personal Information

Please provide information in the box below if you are:

- A carer for your own child or other person
- A Gypsy, Roma or Traveller
- A young person who is homeless
- In receipt of Income Support
- A young person with learning difficulties and/or disabilities
- A young person in care or leaving care
- Previously been out of education, employment or training for 26 weeks or more
- Medically ill
- A young person who is supervised by a Youth Offender Team

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Section 2 – Course Details

Course Title:	Course Tutor:
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For office use only:

Form Received:	CT Report sent:
Interviewed:	Documentation complete:
Additional info. requested:	CT Report returned:
Standard award:	FAP Review Date:
Agreed:	Learner advised:
Amount:	
Category:	

Section 3 – Financial Statement

Please tick one of the following statements:

- I live with my parent(s)/guardian(s) I live with my partner/spouse
 I live independently

Have you applied for an Education Maintenance Allowance? Yes No

Was your application successful? Yes No

Please complete either 3a OR 3b (not both).

If you have applied for a Residential Bursary to help with the cost of accommodation, please ignore 3a and 3b and go to Section 4.

3a: My application for financial help is based on my/my family's receipt of an income-related benefit. Please tick one of the boxes below that apply to you:

Income Support **OR** Income-Based Job Seekers Allowance **OR**

Housing/Council Tax Benefit **OR** Working Tax Credit

Evidence required

(Please attach photocopies of one type of evidence only from the list below):

Type of Benefit	Evidence Required	Please Tick
Income Support	Letter, current at start of course, showing benefit entitlement	
Income-based Job Seekers Allowance	Letter, current at start of course, showing benefit entitlement – Neither ES40 nor contribution-based JSA is acceptable	
Housing/Council Tax Benefit	Letter addressed to your current address, showing entitlement for the year 2009/10	
Working Tax Credit	Tax Credit Award notice for 2009-2010	

OR 3b: Is your household income less than £25,000? Yes No

- If your parents/carers are employed photocopies of their last 3 month's pay slips are required
- If your parents/carers are self-employed, a tax return for 2008-09 is required

Section 4 – What do you need assistance with?

4a – Travel

Have you applied to your Local Authority for help with travel? Yes No

If yes, please give reason for needing help with travel costs below:

4b – Books, stationery, safety boots, overalls

Please state item(s) that you require assistance with:

	Estimated cost
	£
	£
	£

4c – Equipment (essential items only, those on your kit list)

Please enclose receipts if already purchased:

	Estimated cost
	£
	£
	£

4d – Please list below other items requested: i.e. request for Luncheon Vouchers, Field Trip etc.

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Section 5 - Declaration

This section is to be read and signed by student and parent/guardian:

- I certify the information I have given in this application is true and accurate
- It is my responsibility to inform the Funding and Transport Officer if I withdraw from my course. In this case, I understand that I may be required to repay some or all of any award made
- I understand that if my attendance level or progress drops below a satisfactory standard, my award may be stopped
- I give my consent for relevant information regarding my application to be passed to the Funding Awards Panel
- I agree to my Course Tutor and Personal Tutor having access to the information on this form
- I have read and understand this declaration

Signature of Applicant:	Date:
Signature of Parent/Guardian (under 18s only):	Date: