

Section 4 – Income details and Evidence Needed

Question 1: Tell us about the parent/s/carer/s/ or guardian/s who live in your house

Adult 1: Name

Adult 2: Name

Question 2: Are either of your parent/s or Guardian/s in receipt of any benefits?

Adult 1: (Please circle) YES (Please provide evidence) NO

Adult 2: (Please circle) YES (Please provide evidence) NO

Please Tick

Child Tax Credits

Working Tax Credits

Employment Support Allowance

Job Seekers Allowance

Pension Credits

Universal Credits

Other Benefits
(please specify below)

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**SEE ADDITIONAL SHEET FOR
EVIDENCE**

(Your form will not be accepted without evidence)

Question 3: Do either of your parents/Guardian/s work?

Adult 1: (Please circle) YES (Please provide evidence) NO

Adult 2: (Please circle) YES (Please provide evidence) NO

SEE NEXT PAGE FOR EVIDENCE REQUIREMENTS

(Your form will not be accepted without evidence)

EVIDENCE

It is your responsibility to provide photocopies and NOT original documents as they cannot be photocopied or returned

For those in receipt of Child Tax Credits

2021 Tax Credits Award Notice for **Child Tax Credit/Working Tax Credit**
(All 6 pages **MUST** be provided)

If you are NOT in receipt of Child Tax Credits

Universal Credit – Last three consecutive month award statements

For all other benefits -Latest benefit award entitlement letters

Full or Part Time Work

Last 3 months consecutive payslips

- **Self-employed**

Accountants letter showing earnings for the 2019/2020 tax year **or**
A photocopy of the relevant pages of your Self-Assessment Tax Return

Section 5 – Additional Information

Will you be provided with transport by your local Council to travel to and from College?

YES NO

If Yes please provide a copy of the letter from the Council confirming the annual fee

Please add any further information that may help your claim.

Please **read** carefully and **tick EVERY** box in the declaration below before signing.
(Without this the form is invalid)

Tick

- Bucks College Group reserves the right to withdraw support due to breaches of the college code of conduct, fraud, or if the reputation of the College is brought into disrepute.
- Attendance will be monitored and must be above 90%. Should your attendance fall below this level or if you withdraw, financial support may be stopped and you may be asked to pay back any financial support received.
- It is your responsibility to notify us of any changes to your timetable. Any changes in awards will only be made backdated to the beginning of the week in which information was received.
- Any items purchased through Bucks College Group remain the property of Bucks College Group and you may be asked to return them at the end of your course.
- If you are absent for a day you must inform your tutor as well as emailing studentservices@buckscollegigroup.ac.uk
- I agree to Student Services Staff at Bucks College Group talking to my parent's or guardian's about any finances linked to the College Support Scheme as well as your local Council Transport Team if applicable
- If I withdraw from my course or I am withdrawn from my course by my tutor, suspended or excluded from Bucks College Group I undertake to return any equipment or money provided through the Bursary Fund.
- I certify that the information I have given on this form is complete and accurate. I agree to repay the College in full any money paid to me if the information I have given is shown to be false or misleading.

Students Name

Student Signature

Date

What to do next:

Once you have brought in a fully completed form with evidence, it may take up to 3 weeks to process. Please **do not** contact us in this time. You will be notified of your assessment result by email

PLEASE NOTE THAT WE ARE UNABLE TO ACCEPT THE FORM UNTIL YOU HAVE ENROLLED ON YOUR COURSE.

Amersham Campus 01494 585415, Aylesbury Campus 01296 588592, Wycombe Campus 01494 585387

ASSESSMENT - Office Use Only

16-18

	Income	Support
Joint Income Total	IBB / No Income	100%
	<£16,190	
	£16,191 – £18,999	90%
	£19,000 - £21,999	70%
	£22,000 - £26,999	55%
	£27,000 - £34,999	40%
	£35,000 - £39,999	35%
	£40,000 - £45,000	30%

Calculation notes:

Lunch

Travel

Course Costs

Total

Student Services Officer

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Head of Student Services

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Executive Director (Student Services)
+£1000

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