



## 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

**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**

**\* We use household income received in the 2019-2020 Tax Year to calculate entitlement.**

### **For those in receipt of Child Tax Credits**

2020 Tax Credits Award Notice for **Child Tax Credit/Working Tax Credit**

(All 6 pages **MUST** be provided)

### **For those in receipt of Universal Credits**

Please provide three full statements for January, February and March 2020.  
(These can be found on your online account)

#### **For all other benefits**

Benefit Award Entitlement letters (dated between April 2019-April 2020)

- **Full or Part Time Work**

P60 for April 2020 **or** March 2020 wage slip showing total earnings to date.

#### **Self-employed**

Accountants letter showing earnings for the 2018/2019 tax year **or**  
A photocopy of the relevant pages of your Self-Assessment Tax Return

## Section 5 – Additional Information

**Will County be providing you with travel to and from the college?**

**Yes                      No**

If yes, please provide a letter from County confirming the annual fee they are charging you.

**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](mailto: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 Bucks County 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

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



# ASSESSMENT - Office Use Only

**16-18 -**

		<b>Income</b>	<b>Support</b>
Joint Income Total		<b>IBB / No Income</b>	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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