

Section 4 – Income details and Evidence Needed

Question 1: Tell us about you and your partner

You : Name

Partner: Name

Question 2: Are either you or your partner in receipt of any benefits?

You: (Please circle) YES (Please provide evidence) NO
Partner: (Please circle) YES (Please provide evidence) NO

Please Tick

<input type="checkbox"/>	Child Tax Credits
<input type="checkbox"/>	Working Tax Credits
<input type="checkbox"/>	Employment Support Allowance
<input type="checkbox"/>	Job Seekers Allowance
<input type="checkbox"/>	Pension Credits
<input type="checkbox"/>	Universal Credits
<input type="checkbox"/>	Other Benefits (please specify below)

**SEE ADDITIONAL SHEET FOR
EVIDENCE**

(Your form will not be assessed without evidence)

Question 3: Do you or your partner work?

You: (Please circle) YES (Please provide evidence) NO
Partner: (Please circle) YES (Please provide evidence) NO

Question 4:

Are you in receipt of the 19+ Advanced Loan to cover your tuition fees?

YES (Please provide evidence as below)

NO

- You **must** provide a photocopy of your acceptance letter from the SLC

SEE NEXT PAGE FOR EVIDENCE REQUIREMENTS

(Your form will not be processed 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

Please provide - 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

If you do not work or receive Benefits, please provide an explanation on how you are supporting yourself financially on Section 5

Section 5 – Additional Information

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 will 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
- 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



Application for Childcare Costs 2020/21

SECTION 1: Student details

Surname	First Name	Student ID Number
Course <u>and</u> Campus:		

SECTION 2: Your Child(ren)'s Details

Tell us about the child(ren) who require childcare below

Child 1: Surname	First Name	Date of Birth (or due date)
Child 2: Surname	First Name	Date of Birth (or due date)
Child 3: Surname	First Name	Date of Birth (or due date)

SECTION 3: Childcare Provider Details

This section must be completed by the childcare provider

Company Name	Contact Name	Ofsted Reg Number
Address		Post code:
Email address	Telephone	

- If you are using more than one Childcare Provider, please download an additional copy of this page for each one.

You must provide photocopies of your children's Birth Certificates

SECTION 4: Chidcare Hours - This section must be completed by the childcare provider

I (the childcare provider) confirm that I/we are providing childcare as stated below:

	Monday	Tuesday	Wednesday	Thursday	Friday
No. of Children in childcare					
No. of hours / sessions					
Cost per hour / session					
TOTAL cost for the day					

SECTION 5: Declaration

**This section must be completed by the childcare provider and the student.
EVERY box MUST be ticked**

- **The childcare place is only funded during term time.** This means that over the Christmas, Easter and Half Term breaks we will not be able to pay for the childcare place. However, we are able to help with costs towards saving a place during the summer.
- Childcare assistance is only available for the time the student spends in timetabled classes in College and travel times between the childcare provider and college
- We can only provide assistance for registered child-minders/nurseries. Please note that the College takes no responsibility for the quality of care provided
- If the students timetable changes it is their responsibility to inform the childcare provider and Student Services. If the number of days or amount of hours the child/ren attends the childcare provider changes and the student fails to inform Student Welfare Services the childcare support could be withdrawn
- The weekly rate may change as the child/ren get older. If this happens it is the student's responsibility to inform Student Services at studentservices@buckscollegelgroup.ac.uk
- If the student withdraws from the College or is declined funding the College will take no responsibility for payment of outstanding fees to childcare providers
- **Providing the student's application for financial support is successful we will be writing to you in due course to confirm the funding and to explain the rules surrounding the students payments. BACS payments will be made to the childcare provider**
- **The childcare provider will be asked to send the College a detailed invoice at the end of each month. We will use the invoice and the student's timetable to make payments. The student should make you aware that if their attendance drops below 90% for the month the College will not cover the cost for that month.**

**THIS APPLICATION WILL BE DELAYED UNLESS YOU SIGN AND DATE THIS DECLARATION.
Before signing please ensure that you have read and understood all sections of the Declaration**

Childcare Providers' Signature	Childcare Providers' Name	Date
Students' Signature	Students' Name	Date

ASSESSMENT - Office Use Only

19 + fund

19 + Advanced Loan

Joint Income Total:

Income	Support
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%

ID Seen

Calculation notes:

19 + Bursary

Travel

Course Costs

Childcare

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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