

LADY LUMLEY'S SCHOOL

APPLICATION FOR STUDENT FINANCIAL SUPPORT

For students aged 16-18 on 31 August 2021 Academic Year 2021/2022

For help with: costs of transport, food, equipment or other course related costs.

Complete this form in **BLACK INK** and in **BLOCK CAPITALS**.

Answer all of the questions required – enter N/A, No or NIL where appropriate.

Make sure you sign and date the application.



You may need to provide additional evidence where you see this symbol – see Section 12

SECTION 1 – STUDENT PERSONAL DETAILS

First Name			
Surname			
Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Your age (in years)	<input type="text"/>
Home address and postcode			
Email address			
Home telephone number	<input type="text"/>	Mobile number	<input type="text"/>

SECTION 2 – YOUR COURSE DETAILS

Please give as much information as you can about the course(s) you are/may be taking.

Course Title		Level (eg. AS level, BTEC)
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>

SECTION 3 – FREE SCHOOL MEALS

Question 3.1 Are you and/or your sibling(s) in receipt of free school meals? Yes No

3.2 Sibling Name(s)

SECTION 4 – ABOUT HOW YOU ARE PLANNING TO GET TO/FROM COLLEGE

☐ Bus
 ☐ Car
 ☐ Cycle
 ☐ Train
 ☐ Walk
 ☐ Other →

Do you hold a Mobility Pass or other transport pass that already entitles you to free travel?

☐ No
 ☐ Yes – please provide details

SECTION 5 – ABOUT THE OTHER PEOPLE LIVING IN YOUR HOME

Question 5.1 Do you live with at least one of your parent(s)/carer(s)?

<input type="checkbox"/> Yes	<input type="checkbox"/> No → Please go to Section 6
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SECTION 5A About your parent(s)/carer(s)

Family Name	First Name	Date of Birth	Occupation
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="text"/> D <input type="text"/> D <input type="text"/> M <input type="text"/> M <input type="text"/> Y <input type="text"/> Y	<input style="width: 100%;" type="text"/>

SECTION 5B How many brothers or sisters (under the age of 18) live with you?

<input style="width: 100%;" type="text"/>

SECTION 6 – INCOME

Question 6.1 Do you or your parent(s)/guardian(s) mentioned in Section 5 receive any of the following benefits?

Jobseekers Allowance	<input type="checkbox"/> Yes, myself ⚠	<input type="checkbox"/> Yes, my parents/carers ⚠	<input type="checkbox"/> No
Employment & Support Allowance	<input type="checkbox"/> Yes, myself ⚠	<input type="checkbox"/> Yes, my parents/carers ⚠	<input type="checkbox"/> No
Income Support	<input type="checkbox"/> Yes, myself ⚠	<input type="checkbox"/> Yes, my parents/carers ⚠	<input type="checkbox"/> No
Council Tax Benefit	<input type="checkbox"/> Yes, myself ⚠	<input type="checkbox"/> Yes, my parents/carers ⚠	<input type="checkbox"/> No
Child Tax Credit	<input type="checkbox"/> Yes, myself ⚠	<input type="checkbox"/> Yes, my parents/carers ⚠	<input type="checkbox"/> No
Incapacity Benefit	<input type="checkbox"/> Yes, myself ⚠	<input type="checkbox"/> Yes, my parents/carers ⚠	<input type="checkbox"/> No
Housing Benefit	<input type="checkbox"/> Yes, myself ⚠	<input type="checkbox"/> Yes, my parents/carers ⚠	<input type="checkbox"/> No
Pension Credit: Guarantee Credit	<input type="checkbox"/>	<input type="checkbox"/> Yes, my parents/carers ⚠	<input type="checkbox"/> No

If you have answered 'No' to all of the above, please go to Question 6.2, otherwise go to Section 7.

Question 6.2 Will you or your parent(s)/guardian(s) mentioned in Section 5 receive Working Tax credit in 2018/19?

<input type="checkbox"/> Yes ⚠	<input type="checkbox"/> No
<input type="checkbox"/> Go to Section 7	

Question 6.3 Please tell us about the employment status of your parent(s)/guardian(s) mentioned in Section 5

Parent 1	<input type="checkbox"/> Employed	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Private Pension	<input type="checkbox"/> Not Employed
Parent 2	<input type="checkbox"/> Employed	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Private Pension	<input type="checkbox"/> Not Employed

Question 6.4 Please tell us about your employment status

I am ☐ Employed ☐ Self Employed ☐ Not Employed

SECTION 7 – GROUPS FOR PRIORITY HELP

Lady Lumley's School prioritises applications for some groups of people. Please tick Yes or No to the following statements:

	Yes	No
I am in care/classed as a 'Looked After Child' by the Local Authority	<input type="checkbox"/>	<input type="checkbox"/>
I have been in Care and am now classed as a 'Care Leaver'	<input type="checkbox"/>	<input type="checkbox"/>
I am a teenage parent and my child lives with me and I receive Income Support	<input type="checkbox"/>	<input type="checkbox"/>
I am a disabled young person in receipt of both Employment Support Allowance and Disability Living Allowance	<input type="checkbox"/>	<input type="checkbox"/>
I live separately from my parents and receive Income Support for this reason	<input type="checkbox"/>	<input type="checkbox"/>

By identifying yourself on the list above, we can make sure that you get the best support available. In some cases we will arrange to meet you and discuss these needs face to face and we may need to request additional evidence to support your application. ⚠ The information you give remains strictly confidential unless you subsequently tell us it is OK to share this information with someone else so that they can help you.

SECTION 8 – SUPPORTING INFORMATION

Please use the space below to give any further information in support of your application and to explain any exceptional circumstances you feel we need to consider.

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SECTION 9– DECLARATION

- I certify that the above statement and financial details are correct and complete, and show my/parents' income from all sources.
- I agree to notify the school of any changes in my circumstances which may affect my eligibility for funding, as soon as these occur.
- I understand that failure to do this may mean that the school may request repayment of my award.
- I understand that the school will claim back all or some of the award made to me if I have given misleading or inaccurate information intentionally. I recognise that false statements can leave me open to prosecution.
- I understand that financial assistance is dependent upon attendance and behaviour. Should either be unsatisfactory or should I withdraw from my course early, I may be asked to pay back some or all of my award, and future awards may be withheld or reduced.
- I understand that any funding I am allocated is for this current academic year and that a new application will be required for subsequent years.
- I consent to the release of confidential information as defined below.

Student Signature	
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Date	

SECTION 10 – CONFIDENTIALITY

Applications are only seen by Student Financial Support administrators. From time to time it may be necessary for additional supporting information to be sought from other school staff in order for a decision to be made. The Finance Department and Student Financial Support may be provided with details of any award made.

Data Protection Act 1998

Lady Lumley's School is a data controller in terms of the 1998 legislation. Student Financial Support staff follow school policy in matters of Data Protection. The data requested on this form and any other supporting information is covered under the notification provided by the school under the Data Protection Act. Personal Data will be used solely for the purposes relating to your application for financial support.

The data you provide will not be passed on to any other third party without your prior consent, except where the school is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Data Protection Officer.

SECTION 11 – CHECKLIST

Once you have completed all other sections, please complete this section by ticking the boxes before returning this form.

You have completed **ALL RELEVANT** sections of this form ☐

You have provided **ALL REQUIRED DOCUMENTARY EVIDENCE – SEE SECTION 12** ☐

You have signed and dated the form ☐

Please note: Failure to complete the items above will result in a delay in the processing of your application.

SECTION 12– EVIDENCE

Once you have declared your benefits on the application form in Section 6, this must be backed up by evidence (photocopies accepted) in order for an assessment to be made. **YOU MUST SUBMIT TAX CREDIT FORM (TC 602 A) IF YOU ARE IN RECEIPT OF THIS DOCUMENT.**

The table below shows the additional evidence you could provide with your application form.

Type of Income	Evidence Required	Tick if provided
Jobseekers Allowance	Entitlement / Award letter – dated within the last 3 months	<input type="checkbox"/>
Employment & Support Allowance	Entitlement / Award letter – dated within the last 3 months	<input type="checkbox"/>
Income Support	Entitlement / Award letter – dated within the last 3 months	<input type="checkbox"/>
Council Tax Benefit	Entitlement / Award letter – dated within the last 3 months	<input type="checkbox"/>
Child Tax Credit	Working Tax Credit Award Notice marked “2021-2022”. Must be for full year and not partial awards (Full award notice)	<input type="checkbox"/>
Working Tax Credit	Working Tax Credit Award Notice marked “2021-2022”. Must be for full year and not partial awards (Full award notice)	<input type="checkbox"/>
Incapacity Benefit	Entitlement / Award letter – dated within the last 3 months	<input type="checkbox"/>
Housing Benefit	Entitlement / Award letter – dated within the last 3 months	<input type="checkbox"/>
Pension Credit: Guarantee Credit	Annual pension award letter “2021-2022”	<input type="checkbox"/>
Transport Pass	Entitlement / Award letter	<input type="checkbox"/>

If you need any further information or help with making an application, please contact us:

Telephone: (01751) 470024

Email: sclarey@ladylumleys.net or jphillips@ladylumleys.net or fallan@ladylumleys.net

Please return your completed form, and supporting evidence to:

**Sixth Form Financial Support, Lady Lumley’s School, Swainsea Lane, Pickering
North Yorkshire, YO18 8NG.**