



24+ ADVANCED LEARNING LOAN BURSARY FUND APPLICATION FORM 2013-14 ACADEMIC YEAR

PROTECTION OF PUBLIC FUNDS

We must protect the public funds we handle and so we may use the information you have provided on this form to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds, and with this in mind, a sample of applications will be chosen at random for full investigation.

DATA PROTECTION

The data controller is Coventry City Council. The data you provide to Coventry City Council will be used to assess and facilitate your entitlement to help from the 16-19 Bursary Fund. Coventry City Council in fulfilling its data protection obligations will treat all personal data, held manually and on a computerised database with due care, and will only disclose data in accordance with the Data Protection Act 1998

SECTION A: PERSONAL DETAILS

Surname/Family name

First name(s)

Date of birth

Present Home address

(if your address changes please notify us)

Telephone number

Email address

SECTION B: COURSE DETAILS

Name of venue

Course Title

What day or days does the course run?

Time:

SECTION C: LOAN STATUS

Please confirm your SLC reference number here:

SECTION D: WHAT DO YOU NEED SUPPORT WITH?

Travel costs

Please provide your bank details in Section F below

Books, equipment

Please provide details of what you need to purchase and the costs.

Childcare

Please provide details of your childcare provider in Section E below

SECTION E: DETAILS OF CHILDCARE PROVIDER

Name and Address:

Contact name:

Telephone number:

Email address:

Ofsted registration number:

Cost:

£

per session

SECTION F: BANK/BUILDING SOCIETY DETAILS

Bank/Building Society

Address

Sort Code

Account Number

Account Name

Building Society Roll Number (if applicable)

SECTION G: HOUSEHOLD INCOME

Please complete this section to confirm that your household income is £16,190 or below (before tax). Please send in copies of the evidence.

	Learner	Spouse/Partner	Evidence
Gross taxable annual salary / wages	£	£	2013 P60 or end of March 2013 payslip
Self employment / property income	£	£	Self assessment tax calculation 2012/13 or certified accounts
Private / Occupational pension	£	£	Pension statement / Pension P60 2013 / Bank statement
State pension	£	£	Pension statement / Bank statement / Benefit book
Benefits (Please specify)	£	£	Bank statement / Benefit book
Bank or building society interest	£	£	(Evidence only required if over £250.00 for the year) Bank / Building society statement
Share dividends	£	£	(Evidence only required if over £250.00 for the year) Tax vouchers

SECTION H: DECLARATION BY LEARNER

It is important that you read the following statement carefully. We will not consider this application unless it is signed and dated by you.

- The information I have given on this form is accurate.
- I confirm that I have made a successful application to the Student Loans Company.
- I will inform you immediately of any change in either my own or my family's personal circumstances as they occur.
- I will inform you immediately if decide to withdraw from my course.
- I understand that if I provide false or incomplete information I will have to repay any money given to me to help me study

Signed : _____ Date: _____

Please return the completed form to:

Nicola Hallam
Eburne Neighbourhood Learning Centre
Deedmore Road
Coventry
CV2 2AA

Approval Use only:

	Date	Initials
Application received		
Email acknowledgement issued to learner		
Application fully completed		
Supporting evidence from learner enclosed		
Eligibility criteria met		
Application approved		
Details of Learner Support Funding approved:		
Travel.....		
Childcare.....		
Books/equipment.....		
Application rejected		
Reason for Rejection:		
.....		
.....		
Approval/Rejection letter sent to learner		
Supplier ID requested (_____)		
Travel payment requested (Autumn term)		
Payment issued to learner		
Confirmation of continued attendance received from AQUA		
Payment requested (Spring term)		
Payment issued to learner		
Confirmation of continued attendance received from AQUA		
Payment requested (Summer term)		
Payment issued to learner		
Childcare letter sent to learner		
First invoice received		

Application notes	Date	Initials