



The Pingle Academy

16-19 Discretionary Support Fund Application 2020/2021

The Discretionary Support Fund is provided to help learners who may have difficulties completing their course because of financial hardship. Funds are limited and are targeted at those in most need. No guarantee can be given that your application will be successful.

You must provide all required evidence, failure to do so will delay your application.

TO BE COMPLETED BY THE STUDENT

PRIVATE & CONFIDENTIAL

Part 1 – Personal Details	
Surname:	Title: Mr/Mrs/Miss/Ms/Other
Forename(s):	Learner ref number: <i>Office use only</i>
Address:	Date of birth:
	Age at 31/08/20:
	Telephone no:
Residential Status	
Have you lived in the UK for the last 3 years?	YES/NO
If 'No' are you (please tick – if 'other' please supply further details, passport evidence is required)	
British Citizen <input type="checkbox"/> EU/EEA Citizen <input type="checkbox"/> Asylum Seeker <input type="checkbox"/> Refugee <input type="checkbox"/> Other <input type="text"/>	

Part 2 – Subject Details
Subjects chosen:
Current year (please tick) Year 12 <input type="checkbox"/> Year 13 <input type="checkbox"/>

Part 3 – Your Circumstances			
Are you living with parent(s) or carer(s)? If YES, you must provide evidence of your parent(s) or carer(s) income in the table below.	YES/NO	How many brothers/sisters (under age of 18 unwaged) live with you?	
Household Income to be completed by Parent(s)/Carer(s)			
<i>You MUST provide evidence of your HOUSEHOLD income</i>	Parent/Carer (1)	Parent/Carer (2)	
Employment income (please provide P60 to April 2020)			
Self-employment income (please provide tax return)			
Income from savings, shares, investments, trusts, dividends etc. (please provide official evidence)			
Pension income (please provide P60 to April 2020)			
Any other household income (please provide evidence)			
Child Support Maintenance (please provide evidence)			
Other benefits – please specify (please provide official evidence)			
Total Household Income <i>Office use only</i>			

Part 4 – Course Related Costs		
Type	Description (if applicable)	Cost (£)
Course books		
Equipment/materials		
Uniform/kit (e.g. Hair/Beauty, Sports, Catering)		
Educational trips/visits		
Transport		
Other (please specify)		
Total costs		
Please note: all the above claims will need to be supported by your Personal Tutor		

Part 5 – Bank Details

If your application is successful, payments will be made directly to your bank or building society account.

Bank/building society name	
Name of account holder	
Account number	
Sort code	
Building society roll number (if applicable)	

Part 6 – Statement in support of your application

Please state clearly your reasons for applying for financial assistance. You may attach an additional sheet/information if necessary.

Any applications for a 'Special Case' should be detailed in the box below. Please continue onto a separate sheet if necessary

Part 7 – Discretionary Support Fund Conditions

- I undertake to advise the academy of any change in my financial circumstances.
- I understand that I must maintain a 90% attendance rate and abide by the academy learner policies and code of conduct.
- I understand that if I am subject to any of the academy's disciplinary procedures that I may be liable to repay any funds paid on my behalf.
- I understand that if I withdraw at any time from my course; I may be liable to repay any funds paid on my behalf.

Part 8 – Your Declaration (Please read carefully before signing)

- I have read and understood the conditions of assistance from the Discretionary Support Fund and have answered all questions to the best of my knowledge.
- I accept that if I intentionally give any false or misleading information my present or any future application for support may be jeopardised.

The fund is public money and we have a duty to ensure it is spent fairly. Fraudulent claims are taken seriously. Failure to disclose information which is subsequently discovered may result in disciplinary action and the funds being withdrawn. We may also take action to recover funding which has been allocated as result of a fraudulent claim.

Data Protection Act 2018 – I understand that the information that I have given on my application form will be electronically stored under the Data Protection Act 2018. This registration is mainly to collect statistical data but it also allows the academy to share information with other organisations to detect fraud. Further information about data confidentiality is available upon request.

Your Signature:

Date:

OFFICE USE ONLY

Date application submitted:	Staff initials:
Time application submitted:	
Sufficient proof of income/benefit provided:	Yes/No
Comments:	
Extra information required:	Yes/No
Comments:	
Date letter sent:	Date evidence received:
Comments:	

OFFICE USE ONLY

Amount applied for:	£	Notes:
% allocated based on household income:		
Amount awarded:	£	
To be paid as follows -		
Course books		
Equipment/materials	£	
Uniform/Kit (e.g. hair/beauty, sports, catering)	£	
Educational trips/visits	£	
Transport	£	
Other	£	