

Course details

Course title

Year of course (e.g. 1, 2, 3)

Please tick here if this is a repeat year

Who do you live with?

Do you live:

alone?

in a hall of residence?

with your partner or spouse?

with your parents or guardian?

in other shared accommodation?

Your dependents

Do you have any children who are financially dependent on you?

Yes

Give details

Full name

Date of birth

Please supply most recent
Tax Credit Assessment.

(If you need to, continue on a separate sheet and attach it to this form)

Do you have any adults who are financially dependent on you No

Yes
Give details and supply
evidence.

(If you need to, continue on a separate sheet and attach it to this form.)

Disability/Special medical needs

Do you have a disability or chronic medical condition? Yes No

Have you applied for Disabled Students' Allowance (DSA)? Yes No

Do you wish to apply for any financial assistance towards any special equipment/material not covered by DSA or for assistance towards the cost of a diagnostic test (e.g.. dyslexic students)?

Yes No

If yes, please give details

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Student's income

Please state annual amount as assessed by SFE

Maintenance Grant

Maintenance Loan

Special Support Grant

Please state annual amount as assessed by CCAD

Scholarship

Bursary

Please tick the following if they apply and provide evidence of the amount

- Parents Learning Allowance
- Lone Parents' Grant
- Adult Dependants Grant

- Childcare Grant
- Child Tax Credit
- Working Tax Credit
- Housing Benefit/Local Housing Allowance
- Council Tax Benefit
- Income Support
- Jobseekers' Allowance

- Disability benefits (please specify)

**Other income including savings.
(Please specify and provide evidence)**

Partner's income

Net annual earnings

Other taxable income

Please provide evidence

Student (and partner's) expenditure

Living Costs

Standard amounts are used in each assessment

Single student	£76
Lone parent	£76
Student with partner	£120
Family Premium	£18
Each child < 19 in Full Time Education	£70

Please tick the following if they apply and provide evidence of the amount you pay

- Council tax
- Childcare costs
- Rent/Mortgage
- Travel costs

Please specify but do not include general household and utility bills as they are included in the living costs above.

Continue on a separate sheet if necessary.

Supporting statement

Please indicate and provide evidence:

what help you are looking for ?

why you are in financial difficulty?

why you believe your situation to be exceptional?

Other Evidence required

- Please supply a copy of bank statements from all your accounts (savings and current account).
- The statement should show:
 - approx. 3 months of transactions
 - a recent balance. (if not on the bank statement or transaction list)
 - evidence that you have accessed your overdraft facility and if not why.
 - receipt of at least 1 student loan instalment

Please explain any single amounts over £100 that appear on your statements.

These statements must show your name and bank details - mini statements are not acceptable.

Applications submitted **without relevant bank statements will not be considered.**

Payment details

All awards over £150 are paid by BACS or cheque

Please provide bank details - This account must be in your name

Confidentiality

Applications are seen only by Student Services Staff.

It may be necessary for additional supporting information to be sought from other university staff in order for the Committee to reach a decision.

Data Protection Act 1998

Cleveland College of Art & Design is a data controller in terms of the 1998 legislation. The Student Services Department follows College policy in matters of data protection. The data requested in this form is covered by the notification provided by the College under the Data Protection Act. Personal data will be used solely in the department for statistical purposes and electronic records keeping.

The data will not be passed to any other third party without your consent, except when the College is required to do so by law. Any formal enquiries concerning the use of data noted here should be addressed to the Student Services Manager.

Please return your completed application form with all the required evidence to:

Mrs Joey McGurk
Cleveland College of Art & Design

Church Square
Hartlepool
TS24 7EX



joey.mcgurk@ccad.ac.uk



Green Lane 01642 856125 or Hartlepool 01429 858411

Declarations

I certify that to the best of my knowledge, I fulfill the following criteria: (please tick the relevant boxes)

I am a UK National and have been 'Ordinarily Resident' within the UK and Islands for 3 years immediately before the start of my course.

I am an EU National

Other – Please give more information and evidence

And

I confirm that I am supporting the children named above

I confirm that I am not living with a spouse/partner.

I confirm that I am registered and in attendance on the course described on page 2 of this form.

I declare that the information that I have given on this form is correct and complete to the best of my knowledge. I understand that giving false information will automatically disqualify my application.

I further undertake to repay any loans/grants obtained by me as a result.

Your name (CAPITALS)

Your signature

Date

For Office use only

Check List & Assessment for:

- Attendance
 - Residency Check
 - SFE Finance Breakdown
 - CCAD Bursary / Scholarship Notification
 - Bank statements
 - Tax Credit Assessment
 - Benefit Assessment
 - Travel costs
 - Tenancy or Mortgage Agreement
 - Previous CCAD loans / debts
- Notes

Award

Signature

Date