

YPLA Discretionary Learner Support

Confidential Application Form 2010/2011

PLEASE COMPLETE ALL SECTIONS FULLY IN BLOCK CAPITALS

Use this form to apply for a:

- a means-tested payment from the fund for **exceptional costs** such as; emergency travel costs, field trip or exceptional item of equipment, cost of exam.

THE USE OF THIS FORM MEETS THE REQUIREMENTS OF THE DATA PROTECTION ACT 1998.

Section 1 Personal details

Title (please tick)	Mr <input type="radio"/>	Miss <input type="radio"/>	Ms <input type="radio"/>	Mrs <input type="radio"/>
Surname/Family name	<input type="text"/>			First name(s) <input type="text"/>
Present address	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
Postcode	<input type="text"/>	Home telephone no.	<input type="text"/>	
Email	<input type="text"/>			
Gender (please tick)	Male <input type="radio"/>	Female <input type="radio"/>	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
			Age	<input type="text"/>

Section 2 Name and address of the school you attend

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>

Section 3 Details of your course

Give the name of your course e.g. A-Levels	<input type="text"/>
	<input type="text"/>

For Office Use Only

Student Number	Office Date Stamp

Section 4 Your residence in the United Kingdom

What is your Nationality?

Were you born in the United Kingdom?

Yes

No

Have you always lived in the UK?

Yes

No

Tick the box that applies to you: ✓

I am a UK national

I am an EU national

I am an asylum seeker

I am recognised by the Home Office as a Refugee

I have Exceptional Leave to Remain/Enter in the UK

I have Indefinite Leave to Remain/enter in the UK

You may be asked to provide documentary evidence of the information given above.

Section 5 Have you applied elsewhere for grant support

Do you currently receive or have you applied for any of the following? Tick ✓ all that apply

Education Maintenance Allowance (EMA)

Tower Hamlets & Canary Wharf Trust Fund

Sir John Cass Foundation

Post 16 Home to School/College Transport Fund

Other (please specify)

Section 6 Your parental income

What is your parents' source of income? Tick ✓ all that apply

Work

DWP Benefits

Working Families Tax Credit

Pension

Other

Please provide a document to prove your parents' income. This can be a current DWP benefit book or a P60 showing your parents' earnings in the last financial year (from April 2009 to April 2010) or a copy of their March 2010 payslip

Section 8 Equal Opportunities

How would you describe your ethnic origin?

① Tick ✓ all that apply

White: British Irish Any other white background

Mixed: White and black Caribbean White and black African White and Asian Any other mixed background

Asian or Asian British: Indian Pakistani Bangladeshi Any other Asian background

Black or Black British: African Caribbean Any other black background

Chinese or other ethnic group: Chinese Any other

I do not wish to record my ethnic group

Do you consider yourself Disabled? No Yes

If **yes**, please assist us by ticking the appropriate boxes below.

Partially sighted Blind Hard of hearing Deaf

Wheelchair user Physically disabled Other (please specify)

Do you have a statement of Special Educational Needs? No Yes

Are you in public care (looked after by the local authority)? No Yes

Section 9 Student's declaration

Is the application form complete? Yes No (incomplete applications will delay payment of the bursary)

Have you provided evidence of your parents' income? Yes No

(photocopy first 3 pages of DWP book including the page that states what the benefit is, P60 ending April 2010 or March 2010 payslip or a letter from Benefits Agency including the page that states what the benefit is)

Signature of student

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Thank you for completing this form. You may now hand it to your Head of Year to complete.

Section 10 Teacher's recommendation

Recommendations for support:

* The Head of 6th Form or an authorised teacher must support the application for payment from the Childcare and Hardship Funds, taking into account factors such as attendance and progress

Signed

Position

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**Closing date for applications is 1st August 2011
Applications for Hardship Funds will be considered whilst funds remain**

Return completed forms to:

**Student Finance Section
London Borough Tower Hamlets, Mulberry Place, 5 Clove Crescent, London, E14 2BG**

Tel: 020 7364 5006, Fax: 020 7364 4311