



# Request for Financial Support

It is possible that before your child is able to attend Bucks UTC, you may need help in overcoming financial difficulties that make it hard to afford the equipment or uniform for your course, or the cost of transport to the UTC by bus or train.

## Bucks UTC Hardship Scheme

The Bucks UTC has an allocation of funds to help people attend Bucks UTC who may have difficulties with the costs of learning or travel. Funds are limited and awards are made on the basis of relative financial need, therefore applications are means tested.

**If you have any financial difficulties, you may be able to apply for help under this Scheme.**

**Requests can be made at any time, but awards will not be back dated.**

Bucks UTC has a Travel Support Scheme which will provide students with assistance towards termly bus passes or half termly train passes. You can apply for the scheme and any other support if the student:

- Is 14-18 years old
- Is enrolled full-time at Bucks UTC
- lives more than 3 miles away from Bucks UTC
- has a household income of less than £30,810pa

This support is dependent on 100% attendance by the student.

**STEP ONE:** Please complete details below.

**STEP TWO:** No application will be assessed until the Bucks UTC Business Services Director has received the following:

1. Proof of current income/proof of benefits e.g. Working Tax Credit (6 Page Document), Child Tax Credit **or** three consecutive pay slips and 3 consecutive bank statements for each working adult in the household
2. This completed form

We prefer that you bring your evidence and bank details to Bucks UTC. You do not need to book an appointment; the forms can be left at Reception in a sealed envelope clearly marked Private & Confidential for the attention of the Business Services Director. If you have any difficulties please call 01296 388454.

# Statement of Means

These questions are about the main income for the parental/guardian household:

## 1. Surname (parent or guardian)

## 2. First Name

## 3. Student name

## 4. Address

Address 1

Address 2

City

County

Post Code

## 5. Mobile Number

## 6. Home Phone Number

## 7. Email (use a close friend or relative's email if you do not have one)

## 8. Age of Student

## 9. Student's Date of Birth

## 10. What is your status in the UK?

- British/EU Citizen
- Refugee
- Asylum Seeker
- Other (please specify)

## 11. Have you lived continuously in the UK for the last 3 years?

- Yes
- No

## 12. How many people live in the household?

Adults:

Children 0-5

5-16

16-18

**13. Are any of the children current in receipt of a Free School Meal Allowance?**

**Their names:**

**Main Income earner/receiver of benefits:**

**14. Please also select those benefits/income that you receive.**

- Employment
- Child Tax Credit
- Working Tax Credit
- Housing Benefit
- Universal Credits
- Pension Credits
- Income Support
- Job Seekers Allowance (Income Based)
- National Insurance Credits
- Employment Support Allowance (Income Related)

Other Benefits (please specify)

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**Other Income earner/receiver of benefits:**

**15. Please also select those benefits/income that you receive.**

- Employment
- Child Tax Credit
- Working Tax Credit
- Housing Benefit
- Universal Credits
- Pension Credits
- Income Support
- Job Seekers Allowance (Income Based)
- National Insurance Credits
- Employment Support Allowance (Income Related)

Other Benefits (please specify)

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**What would you like Bucks UTC to consider providing financial help for?**

**16. Will you use a bus or train to get to Bucks UTC?**

- Bus
- Train

**17. Which bus stop or station will you depart from to get to Bucks UTC?**

**18. What other ways of travelling to Bucks UTC will you use?**

**19. Please provide further information here to support your case for receiving financial support from Bucks UTC. Please be specific and where possible include the expected cost.**

I/we confirm that the information given above is true and accurate.

This form is to be signed by **all the adults** living in the household.

Signed: ..... Date:

Print Name:.....

Signed: ..... Date:

Print Name:.....

Signed: ..... Date:

Print Name:.....

Now please return this form and the required evidence in person or by post to the below address. Please note that a decision will be given within 5 – 7 working days.

To find out more if any further help may be available to you please visit your local Citizens Advice Bureau or follow the link below:

<https://www.citizensadvice.org.uk/education/further-and-higher-education/financial-help-for-students-aged-16-19/>

**Our Postal Address is:**

Business Services Director  
Buckinghamshire UTC  
Oxford Road  
Aylesbury  
Buckinghamshire  
HP21 8PB

**Note: Incomplete forms and incomplete evidence will not be processed by Bucks UTC.**