

APPLICATION FOR STUDENT SUPPORT 2026-27

Please complete this form in full and return to:

The Admissions Team, Fircroft College of Adult Education, 1018 Bristol Road, Selly Oak, Birmingham B29 6LH

ALL ORIGINAL SUPPORTING EVIDENCE must accompany this application form. Please ensure that these are securely posted, ideally using Special Delivery. If you would like to come into the College so that your original documents can be copied please ring 0121 472 0116 to arrange an appointment time with Student Support Services.

1. YOUR DETAILS

Title:

First Name:

Family Name:

Home Address and Postcode:

Email address:

Telephone Number – Home and/or

Residential ☐

Non-Residential ☐

Work:

Date of Birth:

Age on first day of course:

Course Title:

Full-time: ☐

Part-time: ☐

INCOME ASSESSMENT

The purpose of this part of the form is to obtain a clear estimate of your income and that of your household. Please enter your **CURRENT ANNUAL INCOME** before deductions of tax and national insurance contributions:

		Current Individual Annual Income (£)
INCOME FROM EMPLOYMENT	Total earning from all jobs	
	Total self-employment income	
OTHER INCOME	Income from Savings and Investments (Note 3)	
	Income from Property (Note 4)	
	Income from Trusts	

	State Pensions	
	Occupational or Personal Pensions	
	Any Other Income	
BENEFITS (NOTE 5)	Carer's allowance	
	Contribution based Employment and Support Allowance	
	Universal Credit	
	Contribution based Jobseeker's Allowance	
	Incapacity benefit – short term higher rate (Note 6)	
	Incapacity benefit – long term higher rate (Note 6)	
	Bereavement allowance	
TOTAL ANNUAL INCOME		
LESS PERSONAL PENSION CONTRIBUTION PAID (Note 7)		
NET INCOME		

PLEASE ENCLOSE EVIDENCE OF ALL INCOME AS FOLLOWS:

Earnings from employment: The last 4 weekly/3 monthly pay slips
Self-employment: Self-Assessment Tax calculation previous year
Savings and investments: Tax Return/Investment Statement (*as appropriate*)
Benefits: Benefits Award notice/ letter from Department of Work and Pensions

If you claim benefits these may be affected if you become a full-time student and receive financial support from the College. You should contact your Jobcentre Plus and Housing Benefit offices for advice on how this may affect your benefits as early as possible.

BANK DETAILS

Bank Name (eg HSBC):

Account Number (8 digits)

Sort Code (6 digits)

Account holder (eg Mrs A Blank)

Successful applicants will receive their monthly payments directly into their bank account, these payments cannot be made to any other person on the student's behalf except in exceptional circumstances ie where Power of Attorney is in place and evidence of this must be provided.

Please be informed that the College is unable to make payments to Credit Union or Post Office accounts. Please inform us of any changes to bank details. The College will not take responsibility for incorrect bank details.

DECLARATION

Data Protection Act 2018

In accordance with the Data Protection Act 2018, you are advised that the information submitted on this form will be used for the purpose of processing your Financial Assistance Application. Fircroft College of Adult Education has a duty, for the purpose of processing your application, to protect the public funds they handle and may use the information you have provided on this form to prevent and detect fraud. We are required to share information, for the same purposes, with the West Midlands Combined Authority (WMCA) and Department for Education (DfE). The information will be stored electronically; your consent to record and process these details is required. For further information regarding your privacy rights, please click [here](#). If you are unwilling to provide your consent to the recording and processing of this information, the College may be unable to offer you Financial Assistance.

Note: It is your responsibility to inform us of any changes to your circumstances which might affect this application.

DECLARATION I declare that all information and any evidence in support of this application is correct and complete to the best of my knowledge and belief

(student)

NOTES

- 1 Complete this financial information if you live at the same address with another adult (i.e. married or in civil partnership or live together as if married or in civil partnership).
- 2 Complete this financial information if you live at the same address as your parent(s), regardless of your age. If the parent you live with has remarried, lives with a partner or has entered into a civil partnership, please also give information about their income. (If you are living with a spouse/partner as at note 1 we will only need information on your partner's income).
- 3 Include gross interest on savings, investments and dividends (including interest from any bank or building society). Enter the gross amount (before tax is taken off). Do NOT include Individual Savings Accounts (ISAs) or other tax-free investments. Include the full amount of any "chargeable event gain" from a life insurance policy.
- 4 Include income from property or land in the UK that you let. Do NOT include income from the "rent a room" scheme (if you let a furnished room in your home for £4,250 a year or less)
- 5 **DO NOT** include the following (non-taxable) benefits:

Child benefit	Maternity Allowance
Child tax credit	Pension Christmas bonus
Cold Weather Payment	Student loans or grants
Council tax reduction	Tax free savings income
Disability living allowance	Universal Credit
Funeral Expenses Payment	War pensions
Guardian's Allowance	Winter Fuel Payment
- 6 Include the gross amount of any personal pension contributions you paid into a registered scheme – do not include pension contributions paid through your employer

2. OTHER ALLOWANCES

Additional allowances can be paid, providing you and your family income is under certain financial limits, as follows:

Childcare Support

If you have dependent children, then you can claim for support towards childcare costs

Please enclose the birth certificate for each child together with your Child Tax Credit notification and Child Benefit notification.

We will send you a separate form if you wish to claim the costs of your childcare. However please note that you can only apply for childcare support:

- If you have dependent children under 15 at the beginning of the academic year (or under 17, if they have special educational needs) and you need childcare services for them
- For registered or approved childcare
- You are aged 20 years on the first day of learning
- Please note for a student under 20 years of age on the first day of their academic course they should apply to Care to Learn at www.gov.uk/care-to-learn

Date Application Received by Student Services:

Processed by:

Date of Process: