

## COVID Fund Application Form

This form is only to be used by students who are financially struggling at the start of term.

**First name:**

**Surname:**

**Date of Birth:**  /  /

**Address:**

**Postcode:**

**Email:**

**Telephone:**

**Course Title:**

**Year of Course:** Year one  Year Two

### What type of financial support do you require?

Essential shopping (Food)  Travel Costs  IT Equipment

### Declaration

- I confirm that the information given in this form is true, complete and accurate to the best of my understanding.
- The written documentary evidences are enclosed to support my application.
- I understand that I will need to meet the College requirements (i.e. meet the minimum attendance rate and submitting my assignments on time etc.) to receive funding.
- I understand that if I do not meet the College requirements that my funding will be stopped.
- I understand that it is my responsibility to submit the **Notification of Entitlement letter** to the Student Welfare Team as soon as I received it from Student Finance England.
- I understand that a meeting will be held between myself and a Student Welfare Officer to discuss my application prior to a decision being made.
- I understand that the College may request for additional documentation to support my application.
- I agree to the College processing and storing personal data contained within this from and data submitted as evidence. I also agree to the processing of such data for any purpose

connected with my studies whilst at the College for any legitimate reason including communication with me following the completion of my studies.

Signature

Date:  /  /

Please provide evidence to support this application. This will include:

- 3 months' bank Statement
- Student Finance Letter

Please return the completed Form and all supporting evidences to the Student Welfare Officer. Please liaise with the Student Welfare Officer, if you require any support or have any queries. You will be notified by the Student Welfare Officer on the outcome of this application form within 10 working days, unless stated otherwise.

**Please bear in mind that the award of a Fund will be based on a first come first served basis so it is best to apply as early as possible to avoid disappointment.**

If the application is rejected and you wish to appeal against the decision, the appeal should be addressed to the Chair of the Student Access and Success Steering Group, Aaron Porter ([a.porter@nelsoncollege.ac.uk](mailto:a.porter@nelsoncollege.ac.uk)) via email, with accompanying evidence supporting the grounds of the appeal.

**STAFF ONLY**

**Checklist:**

**The following criteria must be met to be eligible for the NCL COVID Fund:**

The student must be enrolled on a full-time course of study offered by the College.

Has a one-to-one meeting been set up with the students to determine the level of support required?

The Student has agreed that it is their responsibility to submit the **Notification of Entitlement letter** to the Student Welfare Team as soon as I received it from Student Finance England.

Application status: Accepted  Rejected

Staff name

Signature:  Date

Staff name

Signature:  Date

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**Payment updates:**

Date	Amount	Receipt No.	Staff Name	Signature
	£			
	£			
	£			
	£			
	£			
	£			
	£			
	£			
	£			
	£			