

Category: Higher Education (HE)

# Discretionary Support Fund Form

Academic Year 2023/2024

Date of receipt:

## IMPORTANT

- Read the accompanying guidance notes before completing this form.
- Your application form will not be considered if you do not answer all the appropriate sections.
- Answer all questions by printing clearly in black ink and by ticking the appropriate boxes.

## PART 1: Your personal details

Student ID Number	
Date of Birth	
Surname	
Forename	
Mobile Number	
Email	

## PART 2: Your course

Course Title	
Campus	
Is this a repeat year (Y/N)	

## PART 3: Household situation (Please tick all that apply)

I live with my parent(s)/Carer		I am a single parent	
I live with a partner		I live alone	
Any dependants (children/adults who are financially dependent on you)			

*This financial support is from a limited fund and will be paid on a first come, first serve basis. Once the fund has been exhausted, it will not be renewed until the following academic year.*

#### PART 4: Special Circumstances (Please tick all that apply)

Health Problems		Learning difficulties	
Applied/ In receipt of Disabled Students Allowance (DSA)			
Any other			

#### Part 5: Supporting Statement

Please provide specific details of your financial situation. E.g., If you are in debt, please state how much you owe and what the likely result will be if you are not given funds from the Discretionary Support fund. Please ensure you have attached evidence which supports this information.

##### Confidentiality

Any award will be paid directly into the bank account provided. The account must be held by the person applying for the DSF. Accounts in other people's names will not be considered. Applications are seen only by the Bursary Team. It may be necessary for additional supporting information to be sought from other College staff for the team to decide.

##### Data Protection Act 1998

Milton Keynes College is a data controller in terms of the 1998 legislation. 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.

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### Part 6: Student's Income (please supply evidence of all income ticked)

From Student Finance England		Amount £ <i>Yearly/Monthly/weekly</i>
• Maintenance Loan		
• Childcare Grant		
• Parents Learning Allowance		
• Adult Dependant's Grant		
• Disabled Student Allowance		
• Other Grants/Bursaries/scholarships		
From Employment/Benefits		Amount £ <i>Yearly/Monthly/weekly</i>
• Earnings/Salary		
• Partners Earnings/Salary		
• Universal Credit		
• Working Tax Credits		
• Child Tax Credits		
• Income Support		
• Job Seekers Allowance		
• Employment Seekers Allowance		
• DLA/Personal Independence Payment		
• Other		
<b>Total Income</b>		

### PART 7: Declaration

<ul style="list-style-type: none"> <li>▪ <i>I confirm that I am applying for the DSF as I am in financial crisis and will not be able to continue my studies unless I am given additional financial support.</i></li> <li>▪ <i>I confirm I have explored options from Student Finance England for any additional loans and grants available. I am registered and in attendance on the course described on this form</i></li> <li>▪ <i>I declare that the information that I have given on this form is correct and complete to the best of my knowledge</i></li> <li>▪ <i>I have read the guidance and understand that giving false information will automatically disqualify my application and may also lead to disciplinary procedures resulting in possible expulsion from the College. I further undertake to repay any grants obtained by me as a result.</i></li> </ul>	
Signature: <input type="text"/>	Date: <input type="text"/>

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## Guidance Notes

### HE – Discretionary Support Fund

Discretionary Support Fund payment is either a maximum of a **£600** cash payment paid in two instalments **OR** a bus pass/in-college meal allowance (in line with the 19+ meal allowance rules).

- This payment is made at the discretion of the College Management who may ask you to provide details of your household income and outgoings.
- Students receiving the Continuing Student Grant can claim the Discretionary Support Fund but must include this payment in their assessment.
- The evidence provided must demonstrate that the student is in dire financial need which could impact their study and completion of their course.
- Students are only able to claim one DSF per academic year.
- Students who withdraw from their course between payments will not be eligible for the second payment.
- This allocation is from a limited fund, once the fund has been exhausted, it will not be renewed until the following academic year.

#### **To be qualify you must:**

- be a home or EU (Settled Status) student
- be paying the required tuition fee for your full time or part time course using a tuition fee loan from Student Finance England (SFE)
- be in receipt of a maintenance loan or have explored options from SFE for any additional loans and grants available
- be enrolled and attending as a full-time or part-time student on a Higher Education course at Milton Keynes College Group (HNC or HND)
- be eligible for student support under UK student support regulations.

**Completed forms can be emailed to [bursary@mkcollege.ac.uk](mailto:bursary@mkcollege.ac.uk) or returned to the Bursary Team.**

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