



Evidence Form 2011 – 2012

Please use this form if you are unable to provide an award letter dated within the last 3 months at the time of application.

About You

First Name:	Family Name:
Date of Birth:	Age on 31 August 2011:
Home Address:	Home Telephone:
	Mobile Telephone:
Postcode:	Student ID Number (if known):
E-mail:	

Course Details

Course Name:	Course Code:
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Evidence Required

Please provide evidence of the support you receive:	
<input type="checkbox"/> I am in receipt of JSA or ESA benefit and the Jobcentre has stamped the form over leaf.	
I am the benefit claimant named over and give permission to the Jobcentre Plus / Benefits office and its officers to disclose information to the college about the benefits I receive in order to make an assessment of eligibility for financial support and / or fee remission for the student named in section one above.	
Signed:	Date:

To the Jobcentre:

The claimant detailed over is claiming fee remission for him/herself. Please complete, sign and stamp the section below to confirm that they are in receipt of the declared benefit(s) at the time of signing. If you wish to discuss any aspect of this application please contact our Student Services team at Guildford College on 01483 448560.

Jobseekers Allowance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Employment and Support Allowance (ESA)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Officers name:

Date:

Official Stamp

Declaration

I confirm that all information provided is correct and that the College has the right to reclaim any costs paid (including any costs associated with the recovery of payments made) in the event that any information is found to be false or factually incorrect, or the student named overleaf fails to complete his / her course of study. I understand that the fund is limited and that an award cannot be guaranteed even if it appears that I may be eligible.

Signature of student:

Date:

Signature of parent / guardian / carer:

Date:

Please check you have included all relevant evidence. Your application cannot be processed without this. Applications may take up to 10 working days or even longer at peak times. You will be sent your award notification by post. If you disagree with the outcome of your assessment you may appeal, in writing, to the Director of Student Services clearly outlining your reasons, at the address opposite.

Please return completed form to:

Customer Services Manager
Guildford College Group
Stoke Park
Guildford
GU1 1EZ

For office use only:

Date Rec'd:

Intls:

Processed Date:

Intls: