



City of Westminster

Student & Pupil Support Service, 1st Floor, 215 Lisson Grove, London, NW8 8LF

16-19 Travel Grant Application Form for 2008/09

Please complete this form in capital letters and return to the above address or hand in at a One Stop Service (City Hall, Church Street or Harrow Road).

Personal Details

Title: (Mr/Mrs/Miss/Ms)	Date of Birth: (DD/MM/YYYY)
First Names:	Surname:

Please send a copy of your birth certificate or passport.

Home Telephone Number:	Mobile Telephone Number:
E-mail Address:	
Sixth Form School/College:	
Course of Study:	
Course Start Date: (MM/YYYY)	Course End Date: (MM/YYYY)

Details of natural or legally adopted parents

Name:	Name:
Address:	Address:
Relationship to applicant:	Relationship to applicant:

Do you receive the maximum Education Maintenance Allowance of £30 per week? Yes No

If Yes please send a copy of your Notice of Entitlement letter.

Bank Account Details

Account Number:

Sort code:

Roll Number (only for Building Society Accounts):

Travel Details

How much are your weekly travel costs?

If over £10 per week please send proof of travel costs / receipts.

What route do you take from home to school? (Please state whether you are travelling by train, tube and/or bus)

PLEASE NOTE IT IS A CONDITION OF THE TRAVEL GRANT THAT THE STUDENT AND PUPIL SUPPORT SERVICE SHOULD BE INFORMED IMMEDIATELY IF THE STUDENT LEAVES SCHOOL OR COLLEGE OR MOVES TO ANOTHER ADDRESS.

Declaration to be signed by the student and both parents, where applicable.

I/We hereby declare that the statements made in this form are, to the best of my/our knowledge and belief, correct in every respect. I/We understand that any false statements made on this form or any relevant information withheld may make the grant application void and render me/us liable to legal proceedings.

I/We undertake to inform the Manager for Student & Pupil Support in writing of any alteration of particulars given and to supply any additional information or documentary evidence required.

I/We undertake with the Council that in the event of withdrawal of the student from the course or his/her failure for any reason to attend the whole or any part of the course, or in the event of any overpayment of grant for whatever reason the whole or such portion of the grant as the Council may determine will be repaid by me/us if not recovered from the student.

Signature of Father:
Signature of Mother:
Signature of Student:
Date:

Personal Information Policy

The Council respects your privacy rights and is committed to ensuring that it protects your details, the information about your dealings with the Council and other information about you available to the Council.

Unless you are told otherwise, the Council will use your information to:

- Deal with your requests and administer its departmental functions
- Meet its statutory obligations
- Prevent and detect fraud
- Conduct surveys and research

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other departments within the Council (including the elected members), central government departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf.

The Council may also use and disclose information that does not identify individuals for research and strategic development purposes.

The answers you give here will assist us in monitoring our effectiveness in reaching all parts of the community. The answers to the questions below **will not affect your assessment.**

Do you have a disability or special learning need? Yes No

If yes please tick below as appropriate

- Partially Sighted
- Wheelchair User
- Blind
- Physically Disabled
- Hard of Hearing
- Deaf
- Mental Health Difficulties
- Autism and Aspergers syndrome
- Medical conditions
- Other
- Dyslexic

How would you describe your ethnic origin?

White

British Irish Any other white background

Black or Black British

African Caribbean Any other black background

Mixed

White & black Caribbean White & black African
White & Asian Any other mixed background

Asian or British Asian

Indian Pakistani Bangladeshi
Any other Asian background

Chinese or other ethnic group

Chinese Vietnamese
Any other ethnic group