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CONFIDENTIAL - 2011/2012 FURTHER EDUCATION BURSARIES

Also available in large print format

**APPLICATIONS MUST BE RECEIVED PRIOR TO THE START DATE OF YOUR
COURSE**

All information supplied will be treated confidentially. The college is registered under the 1998 Data Protection Act; under 'the Act' the information in this form will be stored on a computer system by the college.

- Call for a chat or make an appointment with one of our Admin Team on 0131 663 1921.
- Alternatively provide details of your name, course and the nature of your enquiry or request an appointment at office@newbattleabbeycollege.ac.uk
- Contact us in writing at the address shown above.

All Scottish Further Education colleges subscribe to a single National Bursary Policy. This policy sets out the conditions on which bursaries may be awarded and sets the rates for the calculation of each award. Colleges may also determine local policy and local arrangements within the framework set out in the National Policy by the Scottish Further Education Funding Council.

This policy supports the overall purpose of further education, which encompasses the principles of lifelong learning to promote employability, social inclusion and individuals' personal development.

The overall aim of student support is to promote a student support scheme that fairly and equitably recognises the needs of individuals and effectively targets direct support to those most in need when they most need it. From this comes a series of objectives for the bursary system:

- *to target support to students with the greatest financial need; and*
- *to target support to students with the greatest access restrictions; and*
- *to provide a system which is fairly and consistently applied throughout Scotland; and*
- *to provide a system which is, where appropriate, consistent with support for HE students in Scotland; and*
- *to provide a system which provides value for money for the colleges and the Scottish Further Education Funding Council.*

In particular, colleges seek to promote and provide support to meet the changing needs of individuals through equality of access to opportunities for lifelong learning.

This booklet contains details of the conditions which can be accessed for a bursary at

<http://www.newbattleabbeycollege.ac.uk/> - search for "Bursaries"

Alternatively a copy can be obtained from the Admin Office.

CLOSING DATE FOR APPLICATIONS

College staff are available to assist in the completion of the application form. The Admin Office will be open throughout the summer holiday. Contact the Admin Office for an appointment 0131 663 1921. **APPLICATIONS MUST BE RECEIVED PRIOR TO THE START DATE OF YOUR COURSE.** The only exceptions to this will be applicants who are given their place after the course has commenced. Final closing date is as follows:

SEPTEMBER START COURSES - FINAL CLOSING DATE - 09 SEPTEMBER 2011

DOCUMENT CHECKLIST - REMEMBER TO ENCLOSE THE RELEVANT DOCUMENTS WITH YOUR APPLICATION

*Unfortunately photocopies are not accepted unless otherwise stated.
Failure to send in the relevant documents will result in your application being returned to you.*

PLEASE CIRCLE THE DOCUMENTS ENCLOSED WITH YOUR APPLICATION	CATEGORY OF STUDENT		
	OVER 20, UNDER 25	MARRIED/LIVING AS AN UNMARRIED COUPLE	SELF SUPPORTING OR OVER 25
1: APPLICANT'S PERSONAL DETAILS			
<ul style="list-style-type: none"> Applicant's original full birth certificate (medical cards, baptism certificates, etc. are unfortunately <u>not</u> acceptable). If original name has been changed evidence of new name is required. Proof of residency ie recent council tax bill or current utilities bill ie electricity, gas, telephone. Where applicable submit Home Office documentation. 	✓	✓	✓
2: COURSE DETAILS	✓	✓	✓
3: DETAILS OF YOUR EDUCATION - Where applicable, provide evidence of previous support and qualifications.	✓	✓	✓
4: DETAILS OF YOUR FAMILY			
Applicant where applicable			
<ul style="list-style-type: none"> Birth certificates dependant children. Marriage certificate or evidence of status ie using same surname (joint tenancy/mortgage agreement). Evidence of applicant's separation or divorce - which must include evidence of all maintenance payments. Evidence to show you have supported yourself for a period of 3 years 	✓	✓	✓
Parent/Legal Guardian where applicable			
<ul style="list-style-type: none"> Where income is in excess of £24,275 please submit original birth certificates and/or funding award letters of dependant children of parent/legal guardian. Parents are separated/divorced - provide recent evidence of divorce or separation (must include all maintenance payments). Parent is living with partner - provide evidence of status ie using same surname (recent joint tenancy/mortgage agreement, tax credit award notice). 	✓	✓	✓
5: INCOME DETAILS			
Applicant - evidence of income prior to and during the course - P45 or latest payslip and evidence of any Working Tax Credit received or confirmation of benefits received and cease date (certificate at section 9 to be fully completed by Benefits Agency).	✓	✓	✓
Parent(s)/legal guardian/spouse - please submit whichever below is applicable:			
Employed during 6 April 2010-5 April 2011:- Final Tax Credit Award Notice for 2009/2011. If the award letter is unavailable please submit P60 2009 and confirmation of Working Tax Credit received in 2009/10.	✓	✓	
Self employed during 6 April 2010-5 April 2011:- Accountant's certificate/self-employed form (certificate at section 11) and evidence of any Working Tax Credit received during this period. <i>Please note that Self Assessment Tax Calculation Form SA302 for 2010/2011 will be requested when available.</i>	✓	✓	
In receipt of benefits between 6 April 2010-5 April 2011:- Certificate supplied at section 10 should be completed in respect of payment of benefits to father/mother/legal guardian/spouse.	✓	✓	
Other income Submit evidence for tax year 2010/2011 (eg pension P60).	✓	✓	
6: ADDITIONAL DETAILS - eg pre-arranged holiday, change of address	✓	✓	✓
7: DECLARATION - Applicant and parent/spouse signature is required	✓	✓	✓
8: ENTITLEMENT SUMMARY	✓	✓	✓
9: CERTIFICATE OF BENEFITS RECEIVED - APPLICANT where applicable	✓	✓	✓
10: CERTIFICATE OF BENEFITS RECEIVED - PARENT/SPOUSE where applicable	✓	✓	
11: ACCOUNTANT'S CERTIFICATE FOR THE SELF-EMPLOYED where applicable	✓	✓	✓

SECTION 1: APPLICANT'S PERSONAL DETAILS - NOTES

DOCUMENTS REQUIRED FOR SECTION 1

- Applicant's original full birth certificate (medical cards, baptism certificates, etc. are unfortunately not acceptable). If original name has been changed evidence of new name is required.
- Proof of residency ie recent council tax bill or current utilities bill ie water, electricity, gas.
- Where applicable submit Home Office documentation.

WHEN SHOULD YOU APPLY FOR FUNDING?

The closing date for applications is **10 September 2011**. Applications received after the final closing date may be considered on an individual basis, however, it is possible you may either receive no support and be liable for course costs or funding may not be backdated. Please remember that it is your responsibility to submit your application before the final closing date.

WHAT IS A BURSARY?

A bursary is a discretionary grant made by a college to help maintain a person in education. The applicant must have attained the age of 20 by Monday, 5 September 2011.

HOW WILL YOU BE ASSESSED?

You must provide full details of your personal and domestic circumstances. You should fully complete this application form and submit necessary documents as listed on the checklist provided in the application. It is your responsibility to provide sufficient information and documentary evidence - Admin staff are unable to contact any agency on your behalf. **IF YOU DO NOT COMPLETE THE FORM CORRECTLY IT WILL BE RETURNED TO YOU.**

The college is under a duty to protect the public funds it administers and to this end may use the information provided on this form for the prevention and detection of fraud and audit and monitoring purposes. It may also share this information with the Scottish Funding Council, the Scottish Government, other colleges and other bodies administering public funds solely for these purposes.

WHAT WILL THE AWARD CONSIST OF?

Bursary Students - According to the needs of the individual the bursary may include sums to cover the costs of:
Maintenance allowance - refer to section 8
Additional Support Needs for Learning allowance - refer to section 8

TUITION FEES

Please note that tuition fees for further education courses do not apply in Scotland for domestic students. Students who meet the residency criteria will have their tuition fee waived.

HOW WILL THE INFORMATION BE STORED?

All information supplied will be treated confidentially and when processed it will be stored under the terms of the 1998 Data Protection Act on a computer system at the college. Application forms will be stored securely for a maximum of 6 years.

SECTION 1: APPLICANT'S PERSONAL DETAILS - PLEASE COMPLETE

SESSION 2011/11

The college is registered under the 1998 Data Protection Act, under 'the Act' the information in this form will be stored on a computer system by the college. The college is under a duty to protect the public funds it administers and to this end may use the information provided on this form for the prevention and detection of fraud and audit and monitoring purposes. It may also share this information with the Scottish Funding Council, other colleges and other bodies administering public funds solely for these purposes.

PLEASE USE BLOCK CAPITALS

Title of Course

A Surname - IMPORTANT: Please enclose your ORIGINAL birth certificate

B Forename

C Mr/Mrs/Miss/Ms (Please circle as appropriate)

D Former Name Provide reason for name change at section 6.

E Date of Birth	Age at start date of course
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F Current Home Address
Submit current council tax bill or utility bill

Post Code

G Home Telephone Number	Mobile Telephone Number
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H Email address

I National Insurance Number

J Immediately prior to the beginning of the course were you (please tick whichever option is appropriate)

Student - submit previous award letter	<input type="checkbox"/>	Skillseeker - submit evidence	<input type="checkbox"/>
Unemployed - submit section 9	<input type="checkbox"/>	Employed - submit P45 or payslips	<input type="checkbox"/>
	<input type="checkbox"/>	Other - give details at section 11	<input type="checkbox"/>

K Are you currently in receipt of benefits? Please answer YES or NO. *If YES, please submit certificate at section 11 fully completed.*

L Will you remain on benefits whilst in attendance at college? Please answer YES or NO. Please check with your local Benefits Agency regarding eligibility to remain on benefits. *If YES, please submit certificate at section 9 fully completed. Your award may consist of travel and course expenses only.*

SECTION 1: APPLICANT'S PERSONAL DETAILS - NOTES

DO YOU MEET THE RESIDENCE CRITERIA?

Anyone who satisfies the residential requirements set out in the First Minister's Direction may be eligible. However, the residence eligibility conditions are complicated. If you are in any doubt about your residence eligibility status you should contact the Admin Office for advice 0131 663 1921.

Bursary Students

In most cases, if, at the start date of the course, you have been ordinarily resident in the British Islands for three years and ordinarily resident in Scotland you are likely to be eligible.

Ordinarily resident has been defined in the courts as 'habitual and normal residence in one place'. It basically means that you, your parents or your husband, wife or civil partner live in a country year after year by choice throughout a set period, apart from temporary or occasional absences such as holidays or business trips. Living here totally or mainly for the purpose of receiving full-time education does not count as being ordinarily resident.

You must also be settled in the UK which means you have no restrictions on your stay.

EUROPEAN UNION

Students who are a national or the child of a national of a member state of the European Community other than the United Kingdom will be eligible to apply if you have been ordinarily resident in the British Islands for the three years prior to the start date of the course, and are ordinarily resident in Scotland at the start date of the course. Students who do not have three years' residency in the United Kingdom are likely to be eligible to have fees waived, provided they have been ordinarily resident in the EEA or Switzerland for the last 3 years and have not been ordinarily resident in the United Kingdom and Islands throughout that 3 year period. They are not entitled to any other allowance from bursaries.

See EEA Nationals may be eligible for full support under Migrant Worker rules - evidence of migrant worker status is required. Please contact the Admin Office for more information.

REFUGEE STATUS or LEAVE TO ENTER OR REMAIN

Applicants with refugee status (or their spouse or child) or applicants who have been granted leave to enter or remain as a result of a failed application for refugee status (evidence required) will be eligible to apply if they have been ordinarily resident in the UK since receiving that status (evidence required). **In addition**, applicants must be ordinarily resident in Scotland on the first day of the term for which they are applying.

CHILD OF A TURKISH WORKER

A student who is the child of a Turkish worker will be eligible to apply, provided they have been ordinarily resident in the EEA for the last 3 years prior to the start date of the course, and are ordinarily resident in Scotland at the start date of the course - evidence required.

SECTION 1: APPLICANT'S PERSONAL DETAILS - PLEASE COMPLETE

M Have you lived at your present address for at least 3 years? Please answer YES or NO.	
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If **NO**, not including your current address, please list all your addresses in the last 3 years and the dates between which you lived at each address. Please continue on a separate sheet if necessary:-

ADDRESS	FROM	TO

MUST BE COMPLETED BY ALL APPLICANTS - FAILURE TO COMPLETE WILL RESULT IN YOUR APPLICATION BEING RETURNED TO YOU.

N Please state the country of your birth.								
O Please state your nationality.								
P How long have you lived in Scotland?	From:	DD	MM	YY	To:	DD	MM	YY
Q How long have you lived in the United Kingdom?	From:	DD	MM	YY	To:	DD	MM	YY
R If you moved to Scotland during 2010, please give the reason(s) for moving. Please continue on a separate sheet if necessary.								
S If you have lived in the United Kingdom less than 3 years, in which country/countries have you been resident and for how long? Please continue on a separate sheet if necessary.	Country:							
	From:				To:			
	Country:							
	From:				To:			
T If you are not a UK national, please state your immigration status. (Please tick / whichever applies) You must submit evidence confirming your status Eg Home Office documents, Worker Registration Scheme documents.	<input type="checkbox"/>	Asylum seeker - Home office documents required						
	<input type="checkbox"/>	EU National						
	<input type="checkbox"/>	Leave to enter or remain - Home office documents required						
	<input type="checkbox"/>	Migrant Worker - evidence of worker status required						
	<input type="checkbox"/>	Refugee - Home office documents required						
	<input type="checkbox"/>	Family member of one of the above (please tick whichever applies and provide evidence)						
	<input type="checkbox"/>	Other:						

SECTION 2: COURSE DETAILS - PLEASE COMPLETE

WHICH COURSES ARE ELIGIBLE FOR BURSARY SUPPORT?

Bursary support may be available for a course or programme of study which progresses to or results in a qualification recognised and/or examined by an external awarding body. Usually such courses are validated by the Scottish Qualifications Authority (SQA). In special circumstances other programmes of study may be supported.

Generally awards are made available to support full-time attendance on a course or programme of non-advanced education which involves attendance of **at least 21 hours per week** on courses up to but not including HNC/HND. Awards to eligible bursary students who are attending less than 21 hours per week on an open learning basis will consist of an allowance when in College residence only.

HOW LONG WILL BURSARY SUPPORT BE AVAILABLE?

It is expected that a recognised qualification will normally be achieved within a one year course or programme. In certain circumstances a college may approve bursary support for courses lasting up to the full time equivalent of 3 years. Applicants should note that approval of year one should not be taken as a guarantee of support for future years.

SECTION 3: DETAILS OF YOUR EDUCATION - NOTES

DOCUMENTS REQUIRED FOR SECTION 3

Applicant where applicable

- Evidence of previous funding awards.
- Evidence of qualifications gained in Further/Higher Education. Qualifications from school are not required.

HAVE YOU STUDIED BEFORE?

Bursaries are normally only available for those who have not previously received bursary or SAAS support or equivalent towards their maintenance, study or travel costs. However, any previous 'fees only' awards or support for students aged under 18 (including for instance EMA, SAAS or bursary awards) would be disregarded.

Students who are not exempt above may still be eligible to receive bursary support, if **both (i) and (ii)** below apply:

(i) The student's cumulative support (including bursary, SAAS support or equivalent) covers less than the full-time equivalent of three years or less within the last six years. This includes support given to students who did not complete their course but excludes the support currently being applied for. (Three years equals 129 weeks of full-time bursary support or 156 weeks of full-time SAAS support).

Students with disabilities may take longer to complete a course for reasons directly related to their disability. If their course has been extended for this reason, they may also have received a longer period of support. In such cases, the period of support received should be assumed to be the same as the period of the standard course, not the extended course. Supporting evidence/ documentation should be required.

(ii) at least one of the following circumstances applies to the student:

- they last received support at least four years ago; or
- they last received support at least two years ago and immediately prior to enrolling on the course had been registered as a jobseeker for a continuous period of no less than three months; or
- they last received support for a course which enabled them to progress towards the course they now require support for; or
- they did not complete and/or failed the course that they previously received support for on medical or compassionate grounds. This includes situations where the student is re-sitting the course. Students should submit medical reasons to colleges with a doctor's certificate and should submit compassionate grounds to the college in writing; or
- any other reason, but only if the student has not relied on this paragraph to receive an award within the previous four years.

Colleges should base when a student last received support on the final day of the course that they received support to attend at college (or equivalent) and not on the day on which the final support payment was made.

- They are not adding to or improving an existing advanced level qualification. This is regardless of whether or not the student had received funding for their previous course. If the student possesses a degree or diploma course qualification, a college can deem them to be eligible if their current qualifications are obsolete in the workplace or to them and/or unrelated to the course they wish to pursue.

HAVE YOU PREVIOUSLY BEEN OVERPAID A BURSARY?

A bursary is granted on the basis that prior to payment of any part of the bursary you will not be indebted to the college for any debt. If you are so indebted, the college reserves the right to withhold payment of a part of the bursary award until either all payments due have been made to the college or an arrangement to repay, acceptable to the college, has been entered into.

SECTION 3: DETAILS OF YOUR EDUCATION - PLEASE COMPLETE

A SCHOOL

<i>Details of secondary schools attended</i>	<i>Year you left school</i>

If you received an Education Maintenance Allowance (EMA) whilst at school please submit evidence of your previous EMA award(s).

B FURTHER/HIGHER EDUCATION - If applicable please list qualifications gained at college/university

QUALIFICATION	Date completed - please give further details of courses attended since 2004 at section C.

Please continue on a separate sheet if necessary

C COURSES ATTENDED SINCE 2004

College/University attended:		
Course attended:		
Full time or part time:		
Date commenced:		
Date ended:		
Type of funding awarded:	EMA/bursary/grant/other - please delete as appropriate and submit evidence of award Other:	
Did you complete the course? <i>(Please tick J)</i>	YES - please submit evidence of qualification	NO - please provide evidence that course was incomplete
If you left your course early please give reason for withdrawal:		
College/University attended:		
Course attended:		
Full time or part time:		
Date commenced:		
Date ended:		
Type of funding awarded:	EMA/bursary/grant/other - please delete as appropriate and submit evidence of award Other:	
Did you complete the course? <i>(Please tick J)</i>	YES - please submit evidence of qualification	NO - please provide evidence that course was incomplete
If you left your course early please give reason for withdrawal:		

Please continue on a separate sheet if necessary

SECTION 4: DETAILS OF YOUR FAMILY CIRCUMSTANCES - NOTES*Refer also to section 10*

DOCUMENTS REQUIRED FOR SECTION 5	
<p><u>Applicant where applicable</u></p> <ul style="list-style-type: none"> • Birth certificates dependant children. • Marriage certificate or evidence of status ie using same surname (joint tenancy/mortgage agreement). • Evidence of applicant's separation or divorce - which must include evidence of all maintenance payments. • Evidence to show you have supported yourself for a period of 3 years. • Evidence to show you are estranged from your parents. • Evidence to show you are in the care of the local authority/social work. 	<p><u>Parent/Legal Guardian where applicable</u></p> <ul style="list-style-type: none"> • Where income is in excess of £24,275 please submit original birth certificates and/or funding award letters of dependant children of parent/legal guardian. • Parents are separated/divorced - provide recent evidence of divorce or separation (must include all maintenance payments). • Parent is living with partner - provide evidence of status ie using same surname (recent joint tenancy/mortgage agreement, tax credit award notice).

To assess how much you are entitled to, information is required about you and your family.

There are 2 categories of student which are applied according to your age.

Parentally supported student (Bursary): a student who is aged 20 or over but under 25 years of age on the start date of their course. This is the date the course starts rather than the date the student starts.

Self supporting student (Bursary): a student who is aged 25 or over on the start date of their course. This is the date the course starts rather than the date the student starts.

Under Family Law (Scotland) Act 2006, parents have a general obligation to support their children. This obligation extends to children up to age 25 who are in further or higher education. However, a student who has not reached the age of 25 may be defined as self supporting if one or more of the circumstances below applies on the start date of the course. The onus is on the student to provide documentary evidence to prove they have self supporting status. If there is not sufficient evidence to prove this, then the college would consider that student under one of the other categories of support.

- The applicant is married*. This does not include situations where the student was married but that marriage broke down prior to the start date of the course; or
- The applicant has no parents living; or
- The applicant is caring for a child dependent on them; or
- The applicant has supported themselves for periods aggregating no less than three years.

***MARRIED** - The applicant is legally married, is in a legally recognised civil partnership, or is living with a partner in an established relationship at the start date of the course. The onus is on the applicant to prove they are in an established relationship if they wish to be considered as a self-supporting student on that basis. This proof will require documentary evidence such as a marriage certificate, a civil partnership certificate, a recent Council Tax bill or an official letter that clearly states the couple's names and address.

Students who are not classed as self-supporting will have to disclose parental/spouse income and other details as requested in the application form. Students who do not disclose relevant information may be invoiced for the cost of study expenses as the college will be unable to process your application.

Students who are estranged from their parents or living in foster/children's home

Students who are estranged from their assessable parent may, at the college's discretion, be exempt from providing income details of their assessable parent. However, the college must be satisfied that the student's relationship with their parents has broken down and that they cannot be supported by their assessable parent. The onus is on the student to provide documentary evidence from a reputable source such as a social worker. Young people living in foster homes or in children's homes who are in the care of the local authority should be eligible for support without recourse to an assessment of the assessable parent's income, as long as they meet other eligibility criteria.

SECTION 4: DETAILS OF YOUR FAMILY CIRCUMSTANCES - PLEASE COMPLETE

A APPLICANTS MARITAL STATUS - Please tick /

<i>Single</i> Now go to section B		<i>Married</i> Submit marriage certificate - go to B		<i>Living with partner</i> Submit evidence ie Joint tenancy - go to B		<i>Divorced</i> Submit recent evidence of separation - go to B		<i>Separated</i> Submit recent evidence of separation - go to B	
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B Who do you currently live with? (Please tick / all that apply) Please submit either a current council tax bill or current utility bill for the address (gas/electricity/telephone bill)

APPLICANTS WHO ARE UNDER 25 AND UNMARRIED		
Mother	<input type="checkbox"/>	Please go to sections C/D and fully complete.
Father	<input type="checkbox"/>	
Stepmother	<input type="checkbox"/>	
Stepfather	<input type="checkbox"/>	
Relative	<input type="checkbox"/>	
Foster parents	<input type="checkbox"/>	
On my own	<input type="checkbox"/>	
In Care	<input type="checkbox"/>	Please provide evidence of your circumstances and financial support available to you. (eg Social Work letter). Go to section 6 Income Details.

APPLICANTS WHO ARE OVER 25 OR MARRIED/LIVING AS AN UNMARRIED COUPLE		
Spouse/Partner	<input type="checkbox"/>	Please go section E and fully complete.
On my own	<input type="checkbox"/>	Please go to section 6 Income Details.
Other	<input type="checkbox"/>	Please give details and then go to section 6 Income Details.

Details of children who are dependent on you is also required and any grants or bursaries which they may be receiving. Please note birth certificates are only required where spouse income exceeds £20,643. After the spouse contribution has been assessed, it will be reduced by £152 for each dependent child.

<i>Name of Child</i>	<i>Date of Birth</i> <i>Please enclose original birth certificates if spouse income exceeds £20,643.</i>

SECTION 4: DETAILS OF YOUR FAMILY CIRCUMSTANCES - UNMARRIED APPLICANTS UNDER AGE 25

C If any one of the following circumstances applies to you, you may be considered as a self-supporting student. Please tick *J* whichever is applicable and provide evidence as requested.

	Applicant has no parents living - submit evidence.			
	Applicant is caring for a child dependent on them - submit child's birth showing you as parent or evidence that you are in receipt of child tax credit or child benefit for that child.			
	Applicant has supported themselves for periods aggregating no less than three years - submit evidence of 3 years' income and complete your employment/unemployment history below. Use a separate sheet if necessary.			
EMPLOYER	FULL TIME	PART TIME	START DATE	LEAVING DATE

IF YOU ARE SELF SUPPORTING NOW GO TO SECTION 5 - INCOME DETAILS

IF YOU CANNOT SHOW EVIDENCE YOU ARE SELF SUPPORTING PLEASE COMPLETE D BELOW

D If you are not eligible for self supporting status, please complete parent/legal guardian details below. For funding purposes the term 'legal guardian' can refer to your father, mother, step father, step mother, adoptive parent or legal guardian by order of relevant authority (ie Social Work Department/Court).

- If your parents are **separated/divorced** please enclose recent evidence of lone parent status (eg recent tax credit award notice, single person's occupancy for council tax, recent divorce decree or recent lawyer's letter) and enter the income details of the parent you live with at section 5.
- If the parent you live with has **remarried**, please enclose marriage certificate and enter step-parent's details as legal guardian. Enter details of both parent and step-parent's income at section 5.
- If the parent you live with is **living with their partner**, please enter the partner's details as legal guardian and enter both parent and partner's income details at section 5.
- If you are **adopted** please enter the details of your adoptive parents below and their income details at section 5.

Parent/Legal Guardian Details	Mother	Father	Legal Guardian	Legal Guardian
Name				
Address				
Marital Status (single, married, separated, divorced, remarried, living with partner, widowed)				
Occupation during 6 April 2010-5 April 2011				
Legal guardian's relationship to you (eg brother/sister, grandparent, aunt/uncle, step parent)				

Details of dependent children who are living with your parent(s)/legal guardian(s) are also required and of any grants or bursaries which they may be receiving. Please note birth certificates need only be submitted where parental income exceeds £24,275. After the parental contribution has been assessed, it will be reduced by £152 for each dependent child. Where there is more than one student in the household, the contribution may be divided by the number of students.

Name of Child	Date of Birth <i>Please enclose original birth certificates if income exceeds £24,275</i>	Name of college/school which he/she is currently attending <i>Please submit a copy of any funding offered/received</i>

NOW GO TO SECTION 5 - INCOME DETAILS

SECTION 4: DETAILS OF YOUR FAMILY CIRCUMSTANCES - MARRIED APPLICANTS

E MARRIED APPLICANT AT THE START DATE OF THE COURSE ONLY - MUST BE FULLY COMPLETED

Details of your spouse/partner and their income in tax year 2010/2011 is required. Please give details of all periods of employment/unemployment during this period.

Spouse/Partner Name:		
Occupation:	From:	To:
Occupation:	From:	To:
Occupation:	From:	To:
Occupation:	From:	To:

If he/she is in full time education or has applied for full time education please provide details of educational establishment and a copy of the award letter showing any funding received/applied for.	NAME OF EDUCATIONAL ESTABLISHMENT:
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NOW GO TO SECTION 5 - INCOME DETAILS

SECTION 5: INCOME DETAILS - NOTES
Refer also to section 10

DOCUMENTS REQUIRED FOR SECTION 5	
<p>Applicant</p> <p>Evidence of income prior to and during the course of study, for example:</p> <p>P45 or latest payslip and evidence of any Working Tax Credit received; or</p> <p>Confirmation of benefits received and date claim ceased (certificate at section 11 to be fully completed by Benefits Agency).</p>	<p>Parent/Legal Guardian whichever is applicable during the period</p> <p style="text-align: center;">6 April 2010-5 April 2011</p> <p>Employed - Final Tax Credit Award Notice for 2010/2011. If the award letter is unavailable please submit P60 2009 and confirmation of Working Tax Credit received in 2010/2011.</p> <p>Self employed - Accountant's certificate/self-employed form (certificate at section 13) and evidence of any Working Tax Credit received during this period. <i>Please note that Self Assessment Tax Calculation Form SA302 for 2010/2011 will be requested when available.</i></p> <p>In receipt of benefits- Certificate supplied at section 12 should be completed in respect of payment of benefits to father/mother/legal guardian/spouse.</p> <p>Other income - Submit evidence for tax year 2010/2011 (eg pension P60).</p>

ARE YOU IN RECEIPT OF BENEFIT?

Bursary Students - When you become a full time student the college requires confirmation from the Benefits Agency on whether or not you will continue to be in receipt of benefits after you have commenced your course of study. **Please check with your local Benefits Agency office regarding eligibility to remain on benefits whilst at college.** Please note that DLA is disregarded when assessing the bursary award.

WILL YOU BE IN EMPLOYMENT WHILST AT COLLEGE?

Bursary Students - Your own income from earnings whilst at college will not be taken into consideration, however, any unearned income in excess of £20.52 may be taken into account. The income identified will then be reduced by all child support or maintenance payments that the student will have to pay over the period of support required. This only includes payments made for any children and/or former partner not living in the household. The college will reduce the student's award on a pound for pound basis. Please see below for details of income which will be taken into account and income which will not be taken into account.

INCOME NOT USED IN STUDENT ASSESSMENT	INCOME USED IN STUDENT ASSESSMENT
Additional cost benefits, including:	Trust income
Attendance Allowance	Pension income
Bereavement Payment	Bank/ Building society interest
Care leavers - payments made by local authorities	Dividends
Christmas Bonus	Income from property, boarders/casual fees
Child Benefit	Working tax credits (not childcare element or disability element)
Child Tax credit	Income replacement benefits (other than those mentioned in the table opposite), including:
Childcare elements of Working Tax Credit	Bereavement Allowance
Child's Special Allowance	Carers allowance
Cold weather payment	Employment and support allowance (both income related and contributory)
Council tax benefit	Income support (to strikers or those involved in trade disputes)
Constant attendance allowance	Incapacity Benefit (long- and short-term)
Disability Living Allowance	Income support
Disability element of Working Tax Credit	Industrial Death benefits scheme pension
Guardian's Allowance	Industrial Injuries Benefit
Housing Benefit	Incapacity Benefit
In-work and Return-to-work credits or Back-to-work credits	Job Seekers Allowance
Social Fund Payments	Maternity Allowance
Winter Fuel payments	Retirement Pension
Educational endowment	Severe Disablement Allowance
Income from student loans or discretionary/childcare funds	Statutory Sick Pay
Part 1 Adoption/Fostering fees	Statutory Maternity/Paternity/Adoption Pay
Child maintenance (paid for the student's child(ren))	Widowed Parent's Allowance
War pension - disability element only	War widow's pension/War pension

SECTION 5: INCOME DETAILS - PLEASE COMPLETE

Refer also to section 10

A ALL APPLICANTS MUST COMPLETE

Applicant's Income

Please complete all sections below and provide evidence as requested. If none please enter nil.
FAILURE TO COMPLETE WILL RESULT IN YOUR APPLICATION BEING RETURNED TO YOU.

A - Income from benefits	B - Earnings from employment	C - Income from Self Employment	D - Working Tax Credit	E Pensions	F - Maintenance payments	G - Other Income
<i>Benefits Agency to complete certificate at section 9</i>	<i>submit recent payslip</i>	<i>submit evidence</i>	<i>submit current letter of award</i>	<i>submit evidence</i>	<i>submit CSA letter or court order</i>	<i>submit evidence</i>
IF NONE ENTER NIL	IF NONE ENTER NIL	IF NONE ENTER NIL	IF NONE ENTER NIL	IF NONE ENTER NIL	IF NONE ENTER NIL	IF NONE ENTER NIL
£ per week/month*	£ per week/month*	£ per week/month*	£ per week/month*	£ per week/month*	£ per week/month*	£ per week/month*

*Delete as appropriate

B PARENT(S)/SPOUSE/PARTNER'S INCOME DETAILS

IMPORTANT - The declaration of income at relevant columns 1, 2 and 3 **MUST** be completed detailing income received during the entire tax year **6 April 2010-5 April 2011**. Please complete all relevant columns as your application will be returned if any are left blank unless you have completed sections A or B above. If none please enter nil.

INCOME DETAILS		Column 1 Father's income	Column 2 Mother's income	Column 3 Partner's income
A	Income from benefits paid by the Department for Work and Pensions <i>submit completed certificate at section 10 of application or P60U 2010</i>	IF NONE ENTER NIL £	IF NONE ENTER NIL £	IF NONE ENTER NIL £
B	Earnings as an employee <i>submit P60 2010</i>	IF NONE ENTER NIL £	IF NONE ENTER NIL £	IF NONE ENTER NIL £
C	Income from self-employment <i>submit Self Assessment Tax Calculation 2010/2011 form SA302 or accountant's certificate at section 11 pending receipt of SA302 which will be requested at a later date</i>	IF NONE ENTER NIL £	IF NONE ENTER NIL £	IF NONE ENTER NIL £
D	Working Tax Credit <i>submit final Tax Credit Award Notice for 2010/2011 (pages 1-4 only)</i>	IF NONE ENTER NIL £	IF NONE ENTER NIL £	IF NONE ENTER NIL £
E	Pensions <i>submit P60 2010</i>	IF NONE ENTER NIL £	IF NONE ENTER NIL £	IF NONE ENTER NIL £
F	Maintenance Payments <i>submit CSA letter or court order or divorce agreement</i>	IF NONE ENTER NIL £	IF NONE ENTER NIL £	IF NONE ENTER NIL £
G	Interest from Savings <i>submit evidence</i>	IF NONE ENTER NIL £	IF NONE ENTER NIL £	IF NONE ENTER NIL £
H	Property Income <i>submit evidence</i>	IF NONE ENTER NIL £	IF NONE ENTER NIL £	IF NONE ENTER NIL £
I	Trust Income <i>submit certificate from trustees/administrator</i>	IF NONE ENTER NIL £	IF NONE ENTER NIL £	IF NONE ENTER NIL £
J	Foreign Income <i>submit evidence of gross amount converted £sterling</i>	IF NONE ENTER NIL £	IF NONE ENTER NIL £	IF NONE ENTER NIL £

SECTION 6: ADDITIONAL DETAILS - NOTES

WHAT ARE YOUR RESPONSIBILITIES?

All awards are subject to the satisfactory completion of the bursary application form.

Bursary Students
Eligible students must sign an acceptance form agreeing to the terms and conditions of award.
You must maintain a minimum of 90% attendance. Your bursary award is subject to withdrawal where attendance is less than 90% or progress and conduct is considered unsatisfactory. Full details will be provided in your terms and conditions of award.
You must arrive for classes on time daily.
You must follow in full the course and assessment requirements for your course of study.
You must ensure that your standard of behaviour matches the college's discipline policy and Code of Conduct.
You must give immediate notification of the reasons for any absences.
You must give immediate notification of your withdrawal from the course.

The college will specify the condition which they attach to any award and if the award holder fails to meet these conditions the college may require a refund of any sums already paid and may cancel future payments or withdraw the award.

If during your course, your personal or financial circumstances change, you **MUST** in the first instance seek advice from the Admin Office. For example:

- you are unable to attend classes
- change of address
- change in your own or parent(s) financial circumstances
- you arrange to go on holiday during the term
- you withdraw from your course

CAN YOU APPEAL?

Bursaries are assessed in accordance with national and college policies and rules. As part of college policy there is provision for an appeal procedure and information about this procedure will be provided on request from the Admin Office.

FURTHER HELP WHILST STUDYING

Alternatively, NUS Scotland produces a series of leaflets each year that are available through the students association or NUS. They cover all sorts of funding issues as well as budgeting and debt management. You can download them from the NUS website: <http://www.nusonline.co.uk/scotland/informationforstudents/274600.aspx> or Child Poverty Action Group website: www.cpag.org.uk/scotland

SECTION 6: ADDITIONAL DETAILS - PLEASE COMPLETE IF APPLICABLE

If you feel there is any information which is relevant to your application but which you have not included elsewhere please use the space provided below to detail this. *For example a pre-arranged holiday which will cause you to be absent from classes, impending change of address etc.*

SECTION 7: DECLARATION - ALL APPLICANTS MUST COMPLETE

The college is registered under the 1998 Data Protection Act. Under 'the Act' the information in this form will be stored on a computer system by the college. The college is under a duty to protect the public funds it administers and to this end may use the information provided on this form for the prevention and detection of fraud, audit and monitoring purposes. It may also share this information with the Scottish Funding Council, other colleges and other bodies administering public funds solely for these purposes.

ALL APPLICANTS

I declare that all the answers given in this form are true. I understand that if I give false information or withhold relevant information my application will be cancelled and, if necessary, action will be taken against me to recover any money paid to me by the college. I also understand that I will undertake to refund on demand any overpayment made. This includes overpayments due to miscalculation, re-evaluation of eligibility, unsatisfactory attendance or failure to comply with the college's code of conduct. I acknowledge that repayment methods may include reduction or suspension of future payments. I undertake to inform the college of any changes in my circumstances (personal or financial) which may affect the award. I also understand that I must meet all of the following conditions:

- I must maintain satisfactory attendance. I understand my bursary award is subject to withdrawal if I fail to meet the attendance criteria.*
- I must arrive for classes on time daily.*
- I must follow in full the course and assessment requirements for my course of study.*
- I must ensure that my standard of behaviour matches the college's discipline policy and Code of Conduct.*
- I must give immediate notification to the Admin Office of the reasons for any absences.*
- I must give immediate notification of my withdrawal from the course.*

Signature of applicant _____ Date _____

PARENT SIGNATURE IS REQUIRED FOR STUDENTS WHO HAVE SUBMITTED PARENTAL INCOME DETAILS
SPOUSE SIGNATURE IS REQUIRED FOR STUDENTS WHO HAVE SUBMITTED SPOUSE INCOME DETAILS

I declare that all the answers given in this form are true. I understand that if I give false information or withhold relevant information this application will be cancelled and, if necessary, action will be taken to recover any money paid by the college.

Signature of mother/legal guardian/spouse _____ Date _____

Signature of father/legal guardian/spouse _____ Date _____

HAVE YOU ENCLOSED ALL RELEVANT DOCUMENTS? REFER TO THE CHECKLIST AT START OF FORM

Completed applications should be submitted to:

Newbattle Abbey College, Newbattle Road, Dalkeith, Midlothian EH22 3LL

Mark BURSARY FORM on the envelope. Please enclose a 9" x 6" stamped self-addressed envelope for the return of your personal documents. Please note that a first class stamp is not sufficient postage for your application form and documents.

SECTION 8 - ENTITLEMENT SUMMARY - NOTES

HOW MUCH WILL YOU RECEIVE?

Maintenance Allowance

The national bursary policy provides an agreed basic rate for each category of bursary. The actual amount paid to you depends on your personal circumstances.

The basic allowance is shown as a weekly rate for guidance only. Bursaries are normally paid in advance.

PARENTALLY SUPPORTED

If parental income is less than **£24,275** the weekly maintenance allowance entitlement = **£70.48**. If you have to live away from home you may be entitled to the weekly amount of £89.07. If parental income is in excess of **£24,275** then the award will be means-tested accordingly. After the contribution has been assessed, it should be reduced by **£152** for each child dependant on parent (other than the student) - contact the bursary enquiry line for further advice.

SELF SUPPORTING

If spouse/partner income is less than **£20,643** the weekly maintenance entitlement = **£89.07**. If income is in excess of £20,643 then the award will be means-tested accordingly. After the contribution has been assessed, it should be reduced by **£152** for each child dependant - contact the bursary enquiry line for further advice.

Additional Support Needs for Learning Allowance

Additional support towards study may be offered to a disabled student who, by virtue of their disability, is obliged to incur additional personal expenditure arising from their attendance at college.

What if I am residential at College, who will pay the cost?

When you apply for a bursary you should say whether you intend to be staying in residence and the cost of the accommodation will be included in the bursary award. The National Bursary Policy provides an agreed basic rate for each category of Bursary. The actual amount paid to you depends on your personal circumstances. The figures are shown weekly as a guide only. Maintenance payments are made throughout holidays.

	Standard (At home)	Allowance (in College residence)	College Approved Accommodation Allowance
Parentally Supported (20 - 25 years)	£70.48	£27.58	£105.30*
Self Supporting (25 and over)	£89.07	£27.58	£105.30*

*the cost of the allowance is not paid directly to the students, it is journalled over internally to avoid delay and the remaining maintenance allowance (£27.58 per week) paid to you monthly.



SECTION 9: CONFIRMATION OF APPLICANT'S INCOME FROM BENEFITS

TO BE COMPLETED BY APPLICANT

Name
Address
National Insurance Number

NOW SUBMIT TO THE DEPARTMENT FOR WORK AND PENSIONS TO COMPLETE BELOW

To: Representative for the Department for Work and Pensions

The above named is applying for a further education bursary. Please give details of ALL BENEFITS the applicant is currently receiving or any benefits the applicant was receiving prior to commencement of their college course. Please also indicate if the applicant was claiming as a lone parent, an individual or had a joint/family claim. If there is no record of a claim for state benefits please indicate NO RECORD in the comment box. Please sign the declaration and validate with an official office stamp. *Details for parent/legal guardian/spouse of the applicant should be completed at section 10.*

Benefit Details	Lone parent, Individual or joint/family claim (please indicate whichever is applicable)	Dates Received		Benefits will continue to be paid while attending College Yes/No	Benefits will cease from 5 September 2011 while attending College Yes/No	Weekly Amount if benefits continue
		From	To			
Job Seeker's Allowance						£
Income Support						£
Employment and support Allowance						£
Other: Please specify						£
Other: Please specify						£
Other: Please specify						£
COMMENT:						

Completed by _____ Date _____
Department for Work and Pensions

Official stamp

Please return fully completed to the addressee shown above.

SECTION 10 – CONFIRMATION OF PARENT/LEGAL GUARDIAN/SPOUSE INCOME FROM BENEFITS



TO BE COMPLETED BY PARENT/LEGAL GUARDIAN/SPOUSE

Applicant's Name: _____

Course: _____

Parent/Legal Guardian/ Spouse Name:
Address:
National Insurance Number:

NOW SUBMIT TO THE DEPARTMENT FOR WORK AND PENSIONS TO COMPLETE BELOW

To: Representative for the Department for Work and Pensions

Please give details of **ALL BENEFITS** the applicant's parent/legal guardian/spouse received during the period **6 APRIL 2010 TO 5 APRIL 2011** indicating if the claimant was claiming as a lone parent, an individual or had a joint/family claim. If there is no record of a claim for state benefits please indicate **NO RECORD** in the comment box. Please sign the declaration and validate with an official office stamp.

Benefit Details	Lone parent, Individual or joint/family claim <i>(please indicate whichever is applicable)</i>	Dates Received		Total amount received during the period
		From	To	
Job Seeker's Allowance				Total Amount Received £
Income Support				Total Amount Received £
Employment and support Allowance				Total Amount Received £
Carer's Allowance				Total Amount Received £
Other: Please specify				Total Amount Received £
Other: Please specify				Total Amount Received £
Other: Please specify				Total Amount Received £
COMMENT:				

Completed by _____ Date _____

Department for Work and Pensions

Official stamp

Please return fully completed to the addressee shown above.



SECTION 11 - ACCOUNTANT'S CERTIFICATE FOR THE SELF-EMPLOYED

Name of Bursary Applicant:	
Name of Self-Employed Person:	
Relationship to Bursary Applicant:	
Name of Business:	
Position with the Business:	
Date Business started trading:	

A Profit for the tax year 2010/2011 OR the full 12 month period ending in the 2010/2011 tax year: <i>NOTE: Please show dates for which information is provided.</i>			
	£		
B Add: Charges not allowable for tax purposes:	£		
Total of non-allowable charges:	£		
C Deduct: Capital Allowances:	£		
Taxable Profits:	£		
Please provide details of any wages paid during year to <u>5 April 2010</u> exclusive of taxable profits. If none, enter NIL:-			
Self-employed parent/legal guardian	£		
Self-employed parent/legal guardian's spouse	£		
Self employed applicant	£		
Self employed spouse	£		
TOTAL	£		

Name and address of Accountant/Financial Adviser:	Accountant/Financial Adviser's Stamp:

DECLARATION BY SELF-EMPLOYED PERSON

I certify that the figures given above have been/will be submitted to Her Majesty's Inspector of Taxes as accurately reflecting my financial position for the year stated. I undertake to inform the Bursary Office of any changes made to this assessment. I understand that the bursary office will request to see my Self Assessment Tax Calculation 2009/2011 (SA302) as issued by the Inland Revenue as soon as it becomes available.

The college is under a duty to protect the public funds it administers and I understand that if the college ascertains that incorrect financial information has been provided the college may reclaim all or part of any award made. The college may also pursue a civil claim against any person making any misrepresentation and any cases may be reported to the Police.

Signature _____ Date _____

OFFICE USE ONLY

Father's Income		Mother's Income		Spouse Income		Applicant Income		Award		
A1	£	A2	£	A3	£	A	£	PARENT INCOME:		£
B1	£	B2	£	B3	£	B	£	SPOUSE INCOME:		£
C1	£	C2	£	C3	£	C	£	STUD EARNED:		£
D1	£	D2	£	D3	£	D	£	STUD UNEARNED:		£
E1	£	E2	£	E3	£	E	£	DEP ALLOW:		
F1	£	F2	£	F3	£	F	£	DEP DED:		
G1	£	G2	£	G3	£	G	£	PROVISIONAL:		
H1	£	H2	£	H3	£			CATEGORY:		PS SS
I1	£	I2	£	I4	£			RATE:		SRM HRM
J1	£	J2	£	J4	£					
TOTAL	£	TOTAL	£	TOTAL	£	TOTAL	£			

PARENTAL/SPOUSE CONTRIBUTION	Total taxable income	£
Net contribution applied (INCOME - SCALE ÷ RATE + INITIAL CONTRIBUTION)		
Parentally Supported		
£	- £24,275 = £	÷ £9 = £
		+ £45 =
Income in excess of £50,977 = £50,977 - £24,275 = £26,702 ÷ £9 = £2,966.89 + £45 = £3,011.88		£
Then add to £ (total income) - £50,977 = £		÷ £6.50 = £
Self supporting/married		
£	- £20,643 = £	÷ £9 = £
		+ £45 =
Income in excess of £50,977 = £50,977 - £20,643 = £30,334 ÷ £9 = £3,370.44 + £45 = £3,415.44		£
Then add to £ (total income) - £50,977 = £		÷ £6.50 = £
Less charges for dependant children		number of children _____ x £152
Reduced contribution for combined awards		÷ by no of award holders
Reduced contribution for short courses (Net contribution ÷ 43 x no of assessed weeks)		£ ÷ 43 x 41
TOTAL CONTRIBUTION		£

STUDENT CONTRIBUTION		£
Amount unearned in excess of £20.52 weekly		
Weekly amount £	- £20.52 = £	x (no of course weeks) _____ =
TOTAL CONTRIBUTION		£

CALCULATION OF ALLOWANCES	No of weeks	Weekly Rate	Amount
Parentally supported at home maintenance allowance		£70.48	£
Parentally supported away from home maintenance allowance		£89.07	£
Self supporting maintenance allowance		£89.07	£
Total Allowances			£
Less parental/spouse contribution			£
Less student contribution			£
Less accommodation			£
AMOUNT OF BURSARY AWARD PAYABLE TO COLLEGE			£
AMOUNT OF BURSARY AWARD PAYABLE TO STUDENT			£