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## **Further Education Bursaries Education Maintenance Allowance 2017-2018**

### **Introduction to Funding to help you complete your application**

This notes booklet will help you answer the questions in the application form. It will also advise you of the evidence you will need to supply to allow us to fully assess your application for bursary/EMA funding. The notes are split into sections the same way as the questions to make it easier for you to find the right information. If you require further information or assistance please contact us.

## **Section 1 – Personal Details**

You must provide proof of your age and identity by sending your birth/adoption certificate, passport, National Identity Card or Biometric Residence Permit with your application form. If the name you use is different from the name on your birth certificate you must enclose a deed poll or marriage certificate with your application to prove your identity. You must satisfy the residency requirement to be eligible for funding.

4.1 You must submit a valid passport or National Identity Card. If this status applies to your family member we also need their valid passport or National Identity Card and proof of your family link.

4.2 You are also required to submit documentary evidence to confirm you have been ordinarily resident in the UK and Islands for the 3 years prior to the start date of your course.

4.3 This means you have no Home Office restrictions on how long you stay and have right of abode in the UK. You must submit confirmation of your immigration status, for example, original UK passport, Biometric Residence Permit or Home Office letter. You are also required to submit documentary evidence to confirm you have been ordinarily resident in the UK and Islands for the 3 years prior to the start date of your course.

4.4 You must have lived in the UK since refugee status was awarded. You must submit a Home Office letter and an immigration status document, normally an original passport or Biometric Residence Permit. If this status applies to a family member we need evidence to confirm your family link to this person at the time of their application to the Home Office and their passport or travel document and any relevant Home Office letter(s).

4.5 This means you have been given Humanitarian Protection, discretionary leave or exceptional leave to enter or remain in the UK. You must submit a Home Office letter and an immigration status document, normally an original passport or Biometric Residence Permit. If this status applies to a family member we need evidence to confirm your family link to this person at the time of their application to the Home Office and their passport or travel document and any relevant Home Office letter(s).

## **Section 5 – Education**

If you did not complete and/or failed the course that you previously received support for on medical or compassionate grounds (does not include reasons of academic performance alone) you may still be eligible for further support. You should give details in this section and submit a doctor's certificate to verify medical reasons and any documentary evidence to support compassionate grounds.

## Section G - Student Category

**G.1** A '**parentally supported**' student is beyond their statutory school leaving date but under 25 years of age on the start date of their course. Your income and your parent(s)/guardian(s) income will be assessed to determine the rate of EMA or bursary awarded. A '**self-supporting**' student is aged 25 or over on the start date of the course and is no longer expected to rely on parental support. Your income and the income of any husband, wife or partner are taken into account to determine the rate of bursary awarded.

**G.2** If you are under the age of 25 you are defined as a parentally supported student unless you can satisfy certain criteria.

- a) You must submit your marriage certificate, civil partnership certificate or proof you are in an established relationship. This can be a joint tenancy or mortgage agreement, joint bank account, 2016-17 Council Tax Notice or an official letter that clearly states you and your partner's names and address.
- b) You are required to submit your parents' death certificates.
- c) If you have care of a child you must send the child's/children(s) birth certificate(s) to confirm their dates of birth. You should also provide evidence that you have care of the child, for example, evidence that you are currently receiving child benefit or child tax credit.
- d) You must have supported yourself financially for 3 full years or more prior to the start date of your course (does not have to be 3 consecutive years) and have been meeting your own living costs from employment (earning equal to or more than the current rate of income support) or benefits. You will not be considered independent if you are meeting living costs from money paid by a parent. You will be required to submit proof, which may be a combination of the following:

1. P60 or week 52/month 12 payslip for 3 separate years; **and/or**
2. a letter from Jobcentre Plus showing a full 36 months of benefit; **and/or**
3. a letter from the Inland Revenue showing a full 36 months of income.

**It is the student's responsibility to provide documentary evidence to prove they have self-supporting status. If there is not enough evidence to prove this then the college will consider that student parentally supported.**

## Section H - About your family

H.1	Evidence you are	Acceptable proof
	Single	<ul style="list-style-type: none"> <li>▪ 2016-17 Council Tax Notice showing 25% single person discount (copy both sides); or</li> <li>▪ 2016-17 HMRC Tax Credit Award showing single claimant (all pages).</li> </ul>
	Married	<ul style="list-style-type: none"> <li>▪ Marriage certificate.</li> </ul>
	In a civil partnership	<ul style="list-style-type: none"> <li>▪ Civil partnership document.</li> </ul>
	Living with partner	<ul style="list-style-type: none"> <li>▪ Joint tenancy or mortgage agreement; or</li> <li>▪ Joint bank account; or</li> <li>▪ 2016-17 Council Tax Notice; or</li> <li>▪ Official letter that clearly states you and your partner's names and address.</li> </ul>

Divorced	<ul style="list-style-type: none"> <li>▪ 2016-17 Council Tax Notice showing 25% single person discount (copy both sides); and either</li> <li>▪ Divorce decree; or</li> <li>▪ Dissolution order; or</li> <li>▪ Letter from solicitor confirming your status.</li> </ul>
Separated	<ul style="list-style-type: none"> <li>▪ Separation agreement; and either</li> <li>▪ 2016-17 Council Tax Notice showing 25% single person discount (copy both sides); or</li> <li>▪ 2016-17 HMRC Tax Credit Award showing single claimant (all pages).</li> </ul>

**H.2** You should provide details of who you will be living with during the Academic Session while attending College. For example, mother, father, spouse, partner, flatmate, on my own etc.

**H.3** If you only live with one parent/guardian and he or she does not live with a partner, you will be required to submit proof of their single status. This can be their 2016-17 Tax Credit Award showing single claimant or 2016-17 Council Tax Notice showing a 25% single person discount.

If you live with a grandparent or other family member you should only provide their details if they are your legal guardian and you can provide evidence of this. This can be a court order, lawyer's letter or proof that they have been receiving child benefit and/or child tax credit for you.

**H.4** You are required to submit a letter from your social worker. The letter must confirm you are living under their care or with foster parents, confirm your address, be on headed paper, signed by an authorised official and include an official stamp. You do not have to submit evidence of foster parents' income.

**H.5** You must be irreconcilably estranged from your parent(s)/guardian(s). This means that you permanently have no contact with them. You cannot claim this just because you do not get on with your parents, you do not live with them or your parents do not want to give details of their income. You must provide evidence to verify this. This can be proof you are receiving income support or a letter from a social worker, housing association, police, doctor etc. The letter should be on headed paper, be signed by an authorised official and include an official stamp.

**H.6** After the parent(s)/guardian(s)/partner's contribution has been assessed it will be reduced by £152 for each child (excluding the student being assessed) who is dependent on the parent(s)/guardian(s)/partner. For a person to be defined as a child there must be an adult who is eligible to claim child benefit on that person's behalf. You must submit the full birth certificate for each child and/or 2016-17 HMRC Child Tax Credit Award (all pages).

**H.7** When brothers/sisters/parents are students, only one parental contribution is assessed for the family and it is divided among the students and deducted from the original awards. If both parents are students then only one parent can be included in the deduction. You should submit the student(s) 2016-17 EMA, bursary or SAAS award.

## Section I - Student Income

Most students need to work part-time when studying. There is no limit on earnings for students and your earned income does not affect your entitlement to bursary or EMA. However, any unearned income over £20.52 per week will be used to calculate your bursary. This includes working tax credit, trust income, maintenance payment paid to the student for the student.

The unearned income should be reduced by all child support or maintenance payments that the student will have to pay for any children and/or former partner not living in the household. Your bursary will be reduced on a pound for pound basis based on the income remaining.

I.1 Evidence of	Acceptable proof
Student	<ul style="list-style-type: none"> <li>▪ SAAS/Bursary/EMA Award for 2015/16.</li> </ul>

Unemployed	<ul style="list-style-type: none"> <li>Recent letter from Jobcentre Plus confirming your benefits;</li> <li>In the absence of a Jobcentre Plus letter complete the Student Benefit Certificate at page 9.</li> </ul>
Employed	<ul style="list-style-type: none"> <li>Most recent payslip; and</li> <li>2016-2017 Tax Credit Award (all pages).</li> </ul>
School Leaver	<ul style="list-style-type: none"> <li>Parent(s) 2016-2017 Tax Credit Award (all pages); or</li> <li>Parent(s) 2016-2017 Child Benefit Award (all pages).</li> </ul>
Apprentice	<ul style="list-style-type: none"> <li>Most recent payslip.</li> </ul>
<b>I.2</b> Evidence of	<b>Acceptable proof</b>
<b>a</b> Wages	<ul style="list-style-type: none"> <li>Most recent payslip.</li> </ul>
<b>b</b> Benefits	<ul style="list-style-type: none"> <li>Recent letter from Jobcentre Plus confirming your benefits;</li> <li>In the absence of a Jobcentre Plus letter complete the Student Benefit Certificate at page 9.</li> </ul>
<b>c</b> Working tax credit	<ul style="list-style-type: none"> <li>2016-17 Tax Credit Award (all pages).</li> </ul>
<b>d</b> Self-employed income (including income from property)	<ul style="list-style-type: none"> <li>2015-16 Self-Assessment Tax Calculation Form (SA302);</li> <li>In the absence of the SA302 complete the Accountant's Certificate at page 13.</li> </ul>
<b>e</b> Pension income (including state, occupational and private)	<ul style="list-style-type: none"> <li>Most recent monthly statement; or</li> <li>Recent letter from pension provider or The Pension Service.</li> </ul>
<b>f</b> Maintenance received from or paid to a former partner	<ul style="list-style-type: none"> <li>Bank statements showing latest 3 months maintenance payments; and</li> <li>Child Support Agency letter.</li> </ul>
<b>g</b> Other income e.g. income from savings and investments	<ul style="list-style-type: none"> <li>Bank/building society statements showing annual interest;</li> <li>Copies of dividends;</li> <li>If self-assessed complete the Accountant's Certificate at page 13.</li> </ul>

**I.3** As a general rule, full-time students do not qualify for benefits. However, some students are eligible to continue to claim benefits while attending College. You must check with Jobcentre Plus whether you will be allowed to remain on your benefit while attending College. If your benefit is to continue you can apply for assistance with travel and course expenses, but will not normally be eligible for a maintenance allowance.

Full-time students who may be entitled to remain on benefits include:

- Unemployed lone parents with a child under 5 years are eligible to receive income support. The College will expect you to continue to claim or make a claim for income support rather than receive a bursary maintenance allowance.
- Disabled students in receipt of certain disability related benefits. Disability Living Allowance (DLA) is not classed as income for bursary purposes, therefore will not affect your entitlement to a maintenance allowance.
- Certain students on Employment and Support Allowance (ESA) and Universal Credit.

If you are unsure of your benefit eligibility you should seek advice from your local Jobcentre Plus.

## Section J - Household Income

**J.1** If you are under 18 years at the start date of your course and your parent(s)/guardian(s) income for 2015-16 exceeds £24,421 (or £26,884 for families with more than one dependent child) you do not qualify for EMA. However eligible students are awarded assistance with course expenses and travel costs regardless of the level of household income. **You do not have to submit evidence of your income or your parent(s)/guardian(s) income.**

**J.2** Evidence of **Acceptable proof**

<b>b</b>	Salaries and wages	<ul style="list-style-type: none"> <li>▪ 2016 P60, month 12 payslip or week 52 payslip; or</li> <li>▪ Final 2015-16 HMRC Tax Credit Award (all pages); or</li> <li>▪ 2016-17 HMRC Tax Credit Award (all pages); or</li> <li>▪ A letter from HMRC confirming gross income for 2015-16.</li> </ul>
<b>c</b>	Benefits	<ul style="list-style-type: none"> <li>▪ 2016 P60U; or</li> <li>▪ In the absence of the 2016 P60U complete the Parent/Guardian or Partner's Benefit Certificate at page 11.</li> </ul>
<b>d</b>	Working tax credit	<ul style="list-style-type: none"> <li>▪ Final 2015-16 Tax Credit Award (all pages).</li> </ul>
<b>e</b>	Self-employed income (including income from property)	<ul style="list-style-type: none"> <li>▪ 2015-16 Self-Assessment Tax Calculation Form (SA302);</li> <li>▪ In the absence of the SA302 complete the Accountant's Certificate at page 13.</li> </ul>
<b>f</b>	Pension income (including state, occupational and private)	<ul style="list-style-type: none"> <li>▪ 2016 P60; or</li> <li>▪ Letter from pension provider showing pension payments; or</li> <li>▪ Letter from The Pension Service showing pension payments for 2015-16.</li> </ul>
<b>g</b>	Maintenance received from or paid to a former partner	<ul style="list-style-type: none"> <li>▪ Bank statements showing regular payments; and</li> <li>▪ Child Support Agency letter.</li> </ul>
<b>h</b>	Other income e.g. income from savings and investments	<ul style="list-style-type: none"> <li>▪ Bank/building society statements showing annual interest;</li> <li>▪ Copies of dividends;</li> <li>▪ If self-assessed complete the Accountant's Certificate at page 13.</li> </ul>

### **Drop in income during the academic year**

Reassessment of the award may be carried out where the gross household income has reduced by at least 15% in the current financial year. Applications should be made to the Bursary Office in writing giving reasons for the re-assessment and enclosing any available documentation in support of request.

We can only make this assessment if the drop in income is because of redundancy, retirement, long term sick leave, reduction in hours by employer, self-employed income has dropped due to the current financial climate, death of a parent/guardian or spouse/partner or if you separate from your partner or your parents/guardians separate and we have used both their income to assess the award.

Documentation will be required confirming both the change in circumstances and the current level of gross household income. We will also still require a copy of the documents to confirm the income for the previous financial year before we can consider this. This is not available if income changes from year to year because of the type of employment, overtime, investments and so on.

## **Section K - Travel Costs**

You will be considered for travel costs if you live more than two miles from the campus you will be attending. The allowance is subject to a financial assessment with the exception of eligible students under 18 years of age who will receive travel expenses irrespective of parental income. Where this is payable costs will cover the cheapest form of travel from home to college up to a maximum of £30 per week.

**K.2** Students who cannot travel independently and who request taxi transportation will be required to submit medical evidence of need for this assistance. It will not be granted to students who have a Motability Car for their transport needs regardless of who is using this transport. Your letter for Disability Living Allowance must also be submitted. The maximum allowance paid for taxi transport is £15 per day.