

Student Funding Application 2019-2020

(Please read the Introduction to Student Funding,
before completing the Student Funding Application)

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

Newbattle Abbey College is committed to protecting your privacy and as such we comply with the General Data Protection Regulations 2018. A copy of our Privacy Statement for Students is enclosed with this form.

The Bursary fund is cash limited and applications can only be considered while funds remain available. The fund can close at any time and without warning, therefore a submitted and completed application form is NOT a guarantee of funding. Completed applications are processed on a first-come first-served basis. To ensure your funding is in place for you starting and you are on the first payment run, applications and all evidence should be submitted by **Friday, 30 August 2019**.

If you have any questions about this application, please contact us before sending it to us. Call our enquiry line on 0131 663 1921 or email us at office@newbattleabbey.ac.uk

WHO SHOULD COMPLETE THE APPLICATION?

Only students starting a full-time non-advanced course should complete this form. If you are studying part-time or at HNC/HND level, contact our Admin Office at office@newbattleabbey.ac.uk for further advice.

If you normally live in Orkney or Shetland you are not eligible for a bursary from Newbattle Abbey College. You will need to apply to your local Islands Authority. However, if you are eligible for EMA you should apply to Newbattle Abbey College for EMA only.

RETURNING THE APPLICATION FORM

Complete all information and enclose all relevant documents. If you don't have all the evidence we need you should still return your form. Any outstanding evidence can be sent at a later date.

Do **NOT** send us original documents, send us **CLEAR PHOTOCOPIES**. However we *reserve the right to ask for original documents*. The College does not accept liability for any form or document which may be lost in the post.

Send your completed form and documents to:

**Admin Office
Newbattle Abbey College
Dalkeith
Midlothian EH22 3LL**



Make sure you pay the correct postage.

To get payments backdated you need to return the form **no later than six weeks after the start date of your course**. College courses commence **9 September 2019**.

WHAT HAPPENS NEXT?

You will receive an acknowledgement email when we receive your application form. If you do not receive an email within 2 weeks of sending your form, please contact us.

It can take up to 6 weeks for your application to be assessed. This is due to the volume of applications received. Apply early!

We will only send you an award notice when your application is fully complete. This means we must have all of the information and evidence required.

We will contact you in writing if we require further information or evidence to complete our assessment.

SECTION 1 - PERSONAL DETAILS

Please use **BLOCK CAPITALS** and ink to complete this form

Title Mr Mrs Miss Ms

Forename(s)

Surname

Date of Birth

Gender

Country of birth

Nationality

Maiden Name

Please give your current home address. If you know it, please also give your term-time address (if different from your home address).

Home address

Postcode

Term-time address

Postcode

Where will you live during term-time? (*Please tick one box*).

Parental
Home

Own
Home

College
Accommodation

Other
(specify)

Home phone number

Mobile phone number

Email address

SECTION 2 - COURSE DETAILS

Name of course

Date you started/will start the course

SECTION 3 - BANK DETAILS

Provide the details of the bank account into which you wish to receive your payments. This account should be in your own name. Please note that missing or incorrect bank details will delay your payments.

Name of Bank

Branch Address

Name of the account holder

Name of account holder as it appears on your card

Sort Code

<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
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You can find this **6-digit number** on your bank card or bank statement

Account Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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You can find this **8-digit number** on your bank card or bank statement

Building Society Roll Number

(If applicable)

SECTION 4: RESIDENCY DETAILS

ALL STUDENTS MUST COMPLETE THIS SECTION IN FULL. Failure to do so could result in you being liable for your tuition fees.

4.1 How long have you lived in the UK?

(day/month/year) (day/month/year)

All my life **OR** From To

How long have you lived in Scotland?

(day/month/year) (day/month/year)

All my life **OR** From To

4.2 Please give details of your address for the three years prior to the start date of your course (since 30 August 2016).

Full Address	Date From	Date To	If you moved to Scotland please give reason for moving

4.3 Do you require a Visa to reside or study in the UK

Yes No

4.4 Will you have permanent residence in Scotland on the start date of your course?

Yes No

4.5 Please select one of the two options provided to indicate whether your immigration status is in your own name or you are named on a family member's documentation.

Is your status in the UK:

a) In your own name

b) Due to the accompaniment of a family member

If b) Please provide the name of your family member and their relationship to you below. *'Family member can mean your husband, wife, civil partner, parent or step-parent'*.

SECTION 5 - EDUCATION DETAILS

5.1 When did you leave school/Name of school? (MM/YY)

5.2 Have you been in education at any time since leaving school? (Tick 'Yes' even if you did not complete the course). Yes No

If 'Yes' give course details below.

Title and level of course (for example NC Beauty)	Full or part-time	Name of University or College	Date Started	Date Left	Funding received*

*For example EMA, bursary, SAAS, travel expenses, fees only, etc.

5.3 If you did not complete or achieve a qualification for any course listed above, please state which course and why.

SECTION 6 - EMPLOYMENT HISTORY

Please give details of all employment/benefits claimed during the last 6 years or since leaving school. You should account for the whole period including any gaps in your history e.g. if you were a student, bringing up children, volunteering, travelling etc.

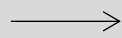
Name and address of your employer or benefits office	Did you work full or part-time?	Job title or type of benefit received	Date from (MM/YY)	Date to (MM/YY)

SECTION 7 - STUDENT CATEGORY

7.1 This section helps to decide whether you are a parentally supported student or a self-supporting student and whose income needs to be taken into account when assessing your award.

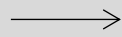
Are you aged 25 or over on 30 August 2019?

Yes



If 'Yes' you are a self-supporting student. Go to Section 8.

No



If 'No' continue to 7.2.

7.2 A student who has not yet reached the age of 25 may be defined as self-supporting if they answer 'Yes' to one or more of the following criteria:

a. Are you married, in a civil partnership or living with a partner in an established relationship?

Yes

No

b. Are both your parents deceased?

Yes

No

c. Do you have any children or are caring for a child dependent on you?

Yes

No

d. Have you supported yourself financially for a total of three years or more prior to the start date of your course?

Yes

No

If you answered 'Yes' to any of the above criteria and can provide the relevant proof you may be considered as a self-supporting student.

If you answered 'No' to all of the above criteria you are a parentally supported student.

SECTION 8 - ABOUT YOUR FAMILY

What is your marital status? (✓)

Single Married Civil Partnership Living with partner
 Divorced Separated Widowed

Who will you live with whilst attending college?
(e.g. parents, partner, flatmate, on my own etc.)

If you are a **'parentally supported student'** give details of the parent(s)/guardian(s) you live with or last lived with and any partner who lives with them.

If you are a **'self-supporting student'** and you are married, in a civil partnership or live with a partner give details of your partner.

	Parent/Guardian/Partner (1)	Parent/Guardian (2)
Name	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Address	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Postcode	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Marital status	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>
Relationship to you	<input style="width: 100%; height: 25px;" type="text"/>	<input style="width: 100%; height: 25px;" type="text"/>

I am living under the care of my local authority or with foster parents.

I am irreconcilably estranged from (have no contact with) my parent(s)/guardian(s)

If you are a **'parentally supported student'** give details of all dependent children who live with your parent(s)/guardian(s). If you are a **'self-supporting student'** give details of all dependent children who live with you.

Name of child	Date of birth	School/college attending in 2019/2020

IMPORTANT! Unemployed students who are lone parents with a child under 5 years old on the start date of the course are eligible to claim income support whilst attending College and will be assessed for travel and course expenses only.

Provide details of any other students in your family taking a full-time further or higher education course.

Name of student	Date of birth	College/university attending in 2019/20	Relationship to you

SECTION 9 - STUDENT INCOME

9.1 Which best describes your status immediately before starting your course? **Tick one box.**

Student Unemployed Employed School Leaver Apprentice

If unemployed were you on: (*Please circle*) Jobseekers Allowance/Income Support/Other Benefits/Supported by parent(s); Supported by partner; Living off savings; Universal Credits; Employed full-time or part-time; self employed or retired receiving pension

9.2 Provide details of all income received prior to the start date of your course and indicate if this income will continue while attending college. **NO BOX SHOULD BE LEFT BLANK.** Where there is no income write **NONE**.

	Weekly amount	Will income continue?	
a. Employment Income	£ <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b. Benefits (complete 9.3 below)	£ <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
c. Working tax credits	£ <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
d. Self-employed income (including income from property)	£ <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
e. Pension income	£ <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
f. Maintenance payments received/paid	£ <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
g. Other income	£ <input type="text"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

9.3 If you were in receipt of benefits immediately before the start date of your course, or are currently receiving/making a claim for benefits, please specify which benefits below (*J*).

Jobseekers Allowance <input type="checkbox"/>	Income Support <input type="checkbox"/>	Employment & Support Allowance (ESA) <input type="checkbox"/>
Carer's Allowance <input type="checkbox"/>	Personal Independence Payment (PIP) <input type="checkbox"/>	Universal Credit <input type="checkbox"/>
DLA: Mobility <input type="checkbox"/>	DLA: Care <input type="checkbox"/>	DLA: Motability <input type="checkbox"/>
Maternity Allowance <input type="checkbox"/>	Pension <input type="checkbox"/>	Housing Benefit <input type="checkbox"/>
Other <input type="checkbox"/>	If 'other' please specify <input type="text"/>	

IMPORTANT! If you are NOT a school leaver and did not work or claim benefits immediately before starting your course, please give a full explanation in the box below of how you were financially supported (evidence will be required).
10.

SECTION 10 - HOUSEHOLD INCOME

10.1 Are you **under 18 years** on 30 August 2019 and your parent(s)/guardian(s) gross income for 2019-19 exceeds £24,421 (or £26,884 for families with more than one dependent child) and you wish to apply for non-means tested travel and course expenses only?

Yes → If 'Yes' go to Section 11. You will **not** be assessed for EMA and do not have to submit evidence of parent(s)/guardian(s) income.

No → If 'No' continue to 10.2.

10.2 Provide details of the annual gross income received by the parent(s)/guardian(s) or partner named in Section H during **tax year ending 5 April 2019** (this includes the partner of your mother or father if they are living in your household). **NO BOX SHOULD BE LEFT BLANK.** Where there is no income write **NONE**.

	Parent/Guardian/ Partner (1)	Parent/Guardian (2)
a. Occupation during 2018-19	<input type="text"/>	<input type="text"/>
b. Salaries and wages	£ <input type="text"/>	£ <input type="text"/>
c. Benefits	£ <input type="text"/>	£ <input type="text"/>
d. Working tax credit	£ <input type="text"/>	£ <input type="text"/>
e. Self-employed income (including income from	£ <input type="text"/>	£ <input type="text"/>
f. Pension income	£ <input type="text"/>	£ <input type="text"/>
g. Maintenance payments received/paid	£ <input type="text"/>	£ <input type="text"/>
h. Other income	£ <input type="text"/>	£ <input type="text"/>

IMPORTANT! - If you did not enter income in ANY of the boxes above, please tell us why in the box below, for example, 'house-person', 'student' or 'unemployed and not eligible for benefits'.

SECTION 11 - TRAVEL COSTS

If you live more than two miles from your campus we will normally award you the cost of a First Edinburgh bus ticket.

Are you disabled or aged 60 or over and eligible for a Scottish Citizens' National Entitlement Card which allows free bus travel?

Yes

No

SECTION 12 - ADDITIONAL INFORMATION

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 health issue that may affect your attendance, a pre-arranged holiday, or if you have been previously funded and are requesting further funding.

Please continue on a separate sheet if necessary

SECTION 13 - DECLARATION

Please read the following declaration. We will not be able to process this application unless you sign and date this declaration.

- As far as I know, the details I have given on this form are complete and accurate.
- I agree to give you any further information you may ask for.
- I agree to tell you immediately if I do not enrol, or withdraw from my course of study.
- I will tell you immediately if my circumstances change in any way that might affect any amount I have received, or had paid on my behalf.
- I understand that giving false information or withholding relevant information may result in the withdrawal of my support and to the recovery of any amounts paid by the College.

I consent to the College discussing details relating to this application, my award and continuing circumstances with my parent(s)/guardian/partner.

Yes

No

Student's signature

✕

Date

- Parent/guardian's signature is required for all students under 18 years of age.
- Parent/guardian's signature is required for students aged 18-24 who have submitted parent(s)/guardian(s) income details.
- Partner's signature is required for students who have submitted partner's income details.

I, the undersigned, being the parent/guardian/partner of the above student, accept together with the student the offer of a bursary/EMA and the terms and conditions attached therein.

**Parent/guardian/
partner's signature**

✕

Date

SECTION 14 - STUDENT BENEFIT CERTIFICATE

If you are/were in receipt of any benefits prior to the start date of your course complete your personal details below and sign Declaration A. You should then **DETACH** this form and take it to your local Jobcentre Plus for completion. **Do not delay submitting your application, the completed Benefit Certificate can be sent at a later date.**

Name of student	<input style="width: 95%;" type="text"/>	Home address	<input style="width: 95%;" type="text"/>
Date of birth	<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
NI number	<input style="width: 25px;" type="text"/> <input style="width: 25px;" type="text"/> <input style="width: 25px;" type="text"/> <input style="width: 25px;" type="text"/> <input style="width: 25px;" type="text"/> <input style="width: 25px;" type="text"/> <input style="width: 25px;" type="text"/> <input style="width: 25px;" type="text"/>	Postcode	<input style="width: 100%;" type="text"/>

Declaration A: the student

I authorise Jobcentre Plus to disclose information regarding my benefits and allowances to Newbattle Abbey College for the purpose of assessing my application for bursary/EMA funding.

Signature of student	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
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To be completed by Jobcentre Plus. Please list below all benefits received by the above named student during tax year 2018-19 showing weekly amounts.

Benefit type	Date		Weekly amount	Will benefit(s) continue if in full-time education?	Date benefit(s) ceased/will cease
	from:	to:			
			£		
			£		
			£		
			£		
			£		

Claiming benefit as a lone parent?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has a 'joint claim' with a partner?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Student has not claimed any benefit from 6 April 2019 to date.			(√)	<input type="checkbox"/>

Declaration B: Jobcentre Plus

I certify that the benefits and allowances shown above were paid to the student during tax year 2018-19.

Signature	<input style="width: 95%;" type="text"/>	<input style="width: 95%; height: 50px;" type="text"/>
Contact Name	<input style="width: 95%;" type="text"/>	
Date	<input style="width: 200px;" type="text"/>	

SECTION 15 - PARENT/GUARDIAN OR PARTNER'S BENEFIT CERTIFICATE

If your parent(s)/guardian(s)/partner received any benefits during tax year 2018-19 they should complete their personal details below and sign Declaration A. They should then **DETACH** this form and take it to their local Jobcentre Plus for completion. **Do not delay submitting your application, the completed Benefit Certificate can be sent at a later date.**

Name of student	<input type="text"/>	Student's date of birth	<input type="text"/>
Name of claimant	<input type="text"/>	Home address	<input type="text"/>
Claimant's NI number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/>
Relationship to student	<input type="text"/>	Postcode	<input type="text"/>

Declaration A: the parent/guardian or partner

I authorise Jobcentre Plus to disclose information regarding my benefits and allowances to Newbattle Abbey College for the purpose of assessing an application for bursary/EMA funding.

Signature of claimant	<input type="text" value="X"/>	Date	<input type="text"/>
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To be completed by Jobcentre Plus. Please list below all benefits received by the above named claimant during tax year 2018-19 showing weekly amounts.

Benefit type	Taxable (yes or no)	Date		Weekly amount
		from:	to:	
				£
				£
				£
				£

Total gross pay from previous employment during 2018-19.

Claiming benefits as a lone parent? Yes No

Has a 'joint claim' with a partner? Yes No

The claimant did not receive any benefit during 2018-19. (✓)

Declaration B: Jobcentre Plus

I certify that the benefits and allowances shown above were paid to the claimant during tax year 2018-19.

Signature	<input type="text"/>	<input type="text"/>
Contact name	<input type="text"/>	
Date	<input type="text"/>	

Office Stamp

SECTION 16 - ACCOUNT'S CERTIFICATE FOR SELF-EMPLOYED

This form should be completed if you are self-employed (sole trader or partnership), a company director or you receive income from land, property or furnished lettings. The accounting period must end on a date between 6 April 2018 and 5 April 2019. If a question does not apply to you, write "NONE".

Name of student	<input type="text"/>	Date of birth	<input type="text"/>
Name of self employed person	<input type="text"/>	Relationship to student	<input type="text"/>
Date business started	<input type="text"/>	Date business ended (if applicable)	<input type="text"/>
Accounting period:	from <input type="text"/>	to	<input type="text"/>

NET PROFIT BEFORE TAX

	<input type="text"/>	£
Dividend income	<input type="text"/>	£
Investment income	<input type="text"/>	£
Interest income	<input type="text"/>	£
Salary from directorship or employment	<input type="text"/>	£
Taxable profit from land, property and furnished lettings	<input type="text"/>	£

Declaration A: for accountants (if applicable)

I confirm that the details of income given above are a true record of the figures which will be (or have been) sent to HMRC.

Name of Accountant	<input type="text"/>	Signature	<input type="text"/>
Company name	<input type="text"/>	Date	<input type="text"/>
Company address	<input type="text"/>	<input type="text"/>	Accountant's Stamp
	<input type="text"/>		
Postcode	<input type="text"/>		

Declaration B: self-employed person

I certify that the details of income given above are a true record of the figures which will be (or have been) sent to HMRC. I undertake to inform Newbattle Abbey College of any changes made to this assessment. I understand that the Bursary Office will require my 2018-19 Self-Assessment Tax Calculation Form as soon as it becomes available.

Signature	<input type="text"/>	Date	<input type="text"/>
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