



# FURTHER EDUCATION FUNDING APPLICATION 2010 - 2011

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

Please refer to the Further Education Funding Information – A Student’s Guide to Funding 2010 - 2011 Booklet for a step by step guide to completing this application form.

<i>Student Name</i>	
<i>Course Title</i>	
<i>Campus</i>	
<i>Student ID Number</i>	
<b>Office Use Only</b> <i>Bursary/EMA Reference Number</i>	

Completed applications should be returned to:  
For students studying at any of The North Highland College Campuses:

**Student Awards Officer  
The North Highland College  
Ormlie Road  
Thurso  
Caithness  
KW14 7EE**

**For students studying at Argyll College, Lochaber College, Skye & Wester Ross College please return to your local learning centre where staff will check your application, copy any documents and forward to the Student Awards Officer at the North Highland College**

- ❖ Please return your application form with ALL ORIGINAL DOCUMENTATION as soon as possible, not having the relevant documentation delays the processing of your application.
- ❖ Enclose a stamped self-addressed envelope suitable for the return of your documents if sending to The North Highland College.
- ❖ Bursary Funding is limited therefore applications will be dealt with strictly on a date received order. If you fail to provide supporting paperwork your application will be delayed.

**PLEASE REMEMBER:**

- The final closing date for receipt of applications to be backdated to start of course for Session 2010-2011 is:

**1<sup>st</sup> October 2010**  
(for courses starting in August 2010)

**18<sup>th</sup> February 2011**  
(for courses starting in January 2011)

- Backdated payment will only be considered if we receive your application within six weeks of the start date of the course.

Applications received with all supporting documents by 31<sup>st</sup> July 2010 will aim to be processed and paid in the first instalment after you enrol on your course. If applications are received after this date **YOUR FIRST PAYMENT MAY BE LATE.**

Please fully complete this form. If a section does not apply to you write 'none' or 'not applicable'

**SECTION I - all applicants must complete**

Course Title

Full time       Part time

Year of Course       1       2       3

Date you started your course  
(if joining course after normal start date)     (dd/mm/yy)

Surname

Fore Names

Title (please tick)       Mr       Mrs       Miss       Ms

Date of Birth (dd/mm/yy)     Age on 23 Aug 2010   
Please enclose Birth Certificate

Current Home Address

Postcode

Telephone (inc. STD code)  
or Mobile No.

E-mail address

Term Time Address  
(if different from above)

Immediately before the beginning  
of the course were you: (please tick)

Student       Unemployed  
 Employed       School Leaver

Marital Status of applicant

Single       Married       Widowed  
 Divorced       Separated       Remarried  
 Civil Partnership       Living with partner

How long have you lived in Scotland?  All your Life      or Since   (mm/yy)

How long have you lived in the UK?  All your Life      or Since   (mm/yy)

If you have not lived at the above  
address for at least three years  
please provide address(es) for the  
last 3 years.

**SECTION 2 - all applicants must complete**

**Bank/Building Society Account details**

Your funding will be paid into an Account that you hold at a bank or building society by Bank Automated Credit System (BACS) on dates indicated on your Award Letter. The Account must be in your name, the college will not pay your Bursary/EMA into another person's account.

You will need to open an account if you do not already have one.

Please check with your bank/building society that your account can receive BACS payments.

Bank Name

Bank Address

Postcode

Sort Code  -  -   
This must be a six digit number

Account Number   
This must be an eight digit number

Building Society Roll Number   
If applicable

I certify that the above details are correct and the bank/building society account is in my name.

Signature

Date:

## SECTION 3 - all applicants must complete

### Travel Arrangements

Is your permanent Home address more than 3 miles from the college you are attending? (please tick)

Yes

No

For health or disability reasons do you require a taxi? (please tick)

Yes

No

**If you answered YES to either of the above please complete the section below.  
If you answered NO please go to Section 4**

It is your responsibility to inform us of the cheapest method of travel to and from college. If you do not complete in full the details of your journeys you will not receive a travel award.

#### Home to College

Please include a stage for transporting children to a childcare provider if necessary. Please see section on travel in Student's Guide to Funding Information Booklet.

Enter details of journey, including transport provider and cheapest cost per day/week. State number of days per week you require travel for. Give as much information as possible. If using own car state number of miles.

No of Days per Week attending College \_\_\_\_\_

Total Weekly Cost of Travel = £ \_\_\_\_\_

If you are to stay in lodgings while at college, you are expected to live in the town where you are studying, no daily travel money will be available if you choose to move more than 3 miles away from the college. However you will be entitled to 3 return fares between your home and your term-time address.

#### Home to Term-time Address

Enter details of journey, including transport provider and cheapest cost per return trip.

Cost per trip from Home to Term Time Lodgings £ \_\_\_\_\_

## SECTION 4

### Details of Parent(s)/Spouse/Partner living in your household

Please complete Parental\* Details (if you are under 25), or Spouse/Partner Details as appropriate

\* Parental details includes partner of mother or father if they are living in your household

Parental* Details	Father/Step-father/ Legal Guardian/Mother's Partner	Mother/Step-mother Legal Guardian/Father's Partner
Please give your parent(s)/ legal guardian(s) full names		
Please state their relationship to you e.g. father/mother/step-parent		
Marital status of parent(s)/guardian e.g. single/married/divorced / living with partner/widowed		
Please state their occupation(s)		
If they are unemployed, please give dates		
If they are retired, please give dates		

Please give your parent(s)/legal guardian's full postal address if different from your home address

Father/Legal Guardian	Mother/Legal Guardian
Postcode	Postcode
Tel. (inc. STD code)	Tel. (inc. STD code)

#### Your spouse/partner's details

Please give your spouse/partner's full name	
Your spouse/partner's occupation	
If they are unemployed, please state date your spouse/partner became unemployed	

## SECTION 5

### Secondary Education

What school did you attend?


What date did you leave school?

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 (dd/mm/yy)

**If you are under 18 at the start of your course please provide proof of any EMA received at school, i.e. award letter and bank statement showing at least one payment.**

## SECTION 6

### Details of Your Previous Financial Support

Have you attended College/University before? *(please tick)*

Yes

No

College or other education establishments attended and course title (if none write NONE)	Period of attendance		Subjects passed/qualifications gained with grades	Dates
	From	To		

Have you previously had any financial support for full-time education? *(please tick)*

Yes

No

If YES:

- Please state the name of the awarding body (i.e. College Bursary, Local Education Authority Award, Student Grant from the Student Awards Agency for Scotland, Student Loan from the Student Loan Company, EMA-Education Maintenance Award)

- Please state session(s) (e.g. 2008/09, 2009/10)

- If course not completed, state reasons *(continue in Section 12 if required)*. Please provide as much detail as possible to help us decide if further funding can be approved.

## SECTION 7

### Employment/Unemployment Details (past seven years)

Name and Address of Employer or Job centre if unemployed at any time (continue on separate sheet)	Post Held (if applicable)	From		To	
		Month	Year	Month	Year

## SECTION 8

### Income While on the Course

Details of student's unearned income whilst you are studying

If you, the student, will have any income other than student funding whilst you are attending college, give details, e.g. Tax Credits, maintenance payments, trust income, gross income from pensions, benefits, etc.

Type of Income	Weekly Amount

Students can be divided into the following categories, please read the next 2 pages carefully and select the category that applies to you.

## SECTION 9.1 – Educational Maintenance Allowance (EMA)

Students who are under 18 on the official start date of your course may be eligible for an Education Maintenance Award (EMA).

Please tick the box that applies to your circumstances if under 18:

If you have previously received an EMA either at secondary school or college and your total household income is more than **£33,156** gross for tax year 2009/10

or

If you are new to EMA funding, you (the student) are the only child in full time education and your total household income is more than **£20,351** gross for tax year 2009/10

or

If you are new to EMA funding, you (the student) are not the only child in full time education between the age of 0 and 25 years and your total household income is **more than £22,403** gross for tax year 2009/10

**If YES to any of the above, you are not eligible for Education Maintenance Allowance due to the level of household income.**

- You will get help towards your travel expenses if you live at least 3 miles from the campus where you will be studying and necessary study aids to complete your course. Please ensure you have completed Section 3 on Travel Expenses if applicable.
- Enclose your birth certificate.
- We do not require any evidence of household income.
- Please now go to the declarations in Sections 13, 14, 15 & 16, which must be signed by you and a parent to finish the application.

**If you are under 18 and have not been able to tick any of the above boxes, you may be eligible for an EMA award and should complete all the remaining questions in this application. Please now go to Section 10.**

## SECTION 9.2 – Students Entitled to Claim Benefits

If you fall into any of these categories you may remain on your benefits and your award will be for help with **Travel** (if you live at least 3 miles from the Campus you are attending), and **Study Aids** only.

Please tick the box that applies to you and enclose proof of your benefits

- Are you a single parent entitled to claim Income Support?
- Are you under 19 and receiving Income Support for reason of hardship or estrangement from parents?
- Are you receiving Income Support or Incapacity benefit for health reasons?
- Is your spouse/partner in receipt of a benefit and claiming for you as you are not required to be available for work?

## SECTION 9.3 – Self Supporting Student

If you are single and under 25 years of age and you have been in full time employment/receiving JSA/receiving benefits for a complete 3 years prior to the start of the course you may be considered as a self supporting student.

If this applies to you please tick here   
Please provide proof of the above, e.g. P60s, Inland Revenue letter, Job Centre print out, proof of other benefits for the previous 3 years

If you do not provide suitable evidence, you will be assessed on parental income and awarded at parentally supported rate.

## SECTION 9.4-Students 25 Years Old & Over or Classed as “Married”

I am over 25 or classed as “married” and applying for a full bursary award

If this applies to you please tick here

**Please complete all other sections and provide proof of household income.**

## SECTION 10

### Details of Other Children Dependent on You, Your Parent(s)/ Legal Guardian(s) or Spouse/Partner

To assess how much you are entitled to, we also need details of children who are dependent on you or your parents and any grants or bursaries which they may be receiving.

Name of child or dependant	Date of Birth	College/School which he/she will be attending during Session 2010/11 (if appropriate)	Amount of grant/bursary awarded or applied for (if known)

Maintenance Payments paid to someone living outwith your home

Please state the amount of any maintenance payments made by you, your parents or your spouse/partner per year for any persons who do not live in the home.

£

#### DOCUMENTATION REQUIRED

- Each child's (who is named above) Birth Certificate and Tax Credit Award Notice (all pages)
- If any child is in receipt of a discretionary award from an Education authority, College or a mandatory award from the Student Awards Agency for Scotland, please supply award letter.
- Documentary evidence of maintenance payments made for any persons outwith your home.

## SECTION II

### Parents or Spouse /Partner's Income Details

You *do not* have to complete this section if you have *entitlement to remain on benefits* or if you are *single* and eligible for exemption from parental contribution, *i.e. Self-supporting student*.

All other applicants must complete this section

Please enter total income of the student's parent(s)\*, step-parent, spouse or partner from all sources for the complete year ended 5 April 2010. Write "**NONE**" where there is no income under a particular heading.

**\*Assessable parental income must include the income of a parent's partner if residing in the family household.**

Income From:	Spouse/Partner/ Father/Mother's Partner/ Legal Guardian	Mother/Father's Partner/ Legal Guardian
<b>EMPLOYMENT</b> Total earned income <i>before tax</i> from salary, wages, commission, bonus and overtime. Also redundancy payments and compensation for loss of income. <i>Enclose P60 for tax year April 2010 or relevant Certification forms (pages 19 - 25)</i>		
<b>SELF EMPLOYMENT</b> Total taxable income. <i>Enclose your most recent SA302 from Inland Revenue or accountants certificate (page 21)</i>		
<b>TAX CREDITS</b> <i>Enclose your tax credit award notices (all pages) for 2009/10 &amp; 2010/11</i>		
<b>MAINTENANCE RECEIVED</b> <i>Enclose documentary evidence e.g. CSA assessment, solicitor/s letter, bank statements.</i>		
<b>PENSIONS</b> Income from private or employment or retirement pensions. <i>State source and enclose 2010 P60 or other proof.</i>		
<b>BENEFITS</b> Income from unemployment/DSS benefits including pensions/allowances e.g. Disability, Widowed Parent's Allowance, etc. <i>State source and enclose Certification of Benefits form (page 23) or letter from Benefits Agency</i>		
<b>SAVINGS</b> Statements of Gross amount of <i>interest</i> received on National Savings Accounts/Bonds and from Bank or Building Society		
<b>OTHER INCOME</b> e.g. lodgers, income from property, land etc, fostering fees (part two income) <i>Give details and state gross annual amount</i>		
<b>TOTAL GROSS ANNUAL INCOME</b>	£	£

### Additional Information

Please use this space for any other relevant information which you think may be helpful to us e.g. why you are not living in lodgings in Thurso (or within 3 miles of the campus your are attending ) if you are living away from main home, or if you have received previous funding please provide details. Please note further funding will have to be approved by a member of the Senior Management Team.

## Section 13 - All Applicants must complete

### Student's Declaration

Please read carefully:

- I understand the College may be required, by statute, to inform the Department of Work and Pensions (DWP) of any award made.
- I have fully completed the Funding Application Form (*please tick*)  YES
- I have submitted all the documents required (*please tick*)  YES
- I understand that if I give false information my application will be cancelled and further action may be taken by the College.
- I understand that the College's Bursary monies are fixed and there may be insufficient funds to award every eligible applicant.
- I understand that my application may be withdrawn if I do not respond within four weeks of the date of any letter from the College requesting further information/documents.
- I declare also that, if a Bursary or EMA is awarded to me, I will comply with the conditions of award relating to satisfactory and punctual attendance, progression and behaviour for the full length of the course in respect of which the Bursary/EMA is awarded and I undertake to inform the College of any change in circumstances that may affect my award.
- I undertake to repay on demand any overpayments of my Bursary/EMA that may arise due to miscalculation, re-evaluation of eligibility, unsatisfactory attendance progress, or any other reason.
- I understand that I should have enough funds to cover essential expenditure e.g. travel until my Bursary/EMA award is processed.

Signature

Date

**Section 14 - All Applicants must complete**

**Disclosure of Award Information**

The College is legally obliged to disclose information about your award to Government Agencies for the avoidance of fraud. However, once you are 16 years old, we do need your permission to discuss your award and payment of the award with someone other than you or a Government Agency.

I agree to information about my award and its payment being disclosed to my parent(s)/guardian(s)/spouse/partner *(please delete as appropriate and tick)*  Yes  No

If there is anyone else who is not your parent(s)/guardian(s)/spouse/partner named in this application who you would like us to be able to discuss your award and its payments in your absence, please give their name below

Name of person to disclose information to

Signature of Applicant

Date

**Section 15**

This must be signed by your parent/guardian/spouse/partner if household income details have been submitted.

- I believe the information I have given on this form is correct.
- I have declared all our income.
- I agree to give you any more information that may be required to process this application.
- I will tell you immediately if my circumstances change in any way that might affect this award.

Signature

Date

## Section 16 – All Applicants must complete

### Checklist – Students

Please read this check-list carefully before submitting your form.

Thank you for completing this form. Please now ensure you have enclosed the following documents:

- A) Your full birth certificate.  Yes  No  
If full Birth Certificate not available Passport or Abbreviated Birth Certificate should be submitted.

Please list which document(s)

- B) Your/ your parent(s) or spouse/partner's proof of income for year to **5 April 2010**, as declared in Sections 8 & 11, i.e., Tax Credit Award Notice (all pages) for **2009/10 & 2010/11**, P60s, SA302, proof of pensions, proof of benefits, proof of bank interest etc.  Yes  No

Please list which document(s)

- C) Proof of single parent status, where applicable.  Yes  No  
For example, Tax Credit Award Notice (all pages) for **2009/10 & 2010/11**, Council Tax Notification of single person discount, Housing Benefit letter, or Divorce/Separation papers.

Please list which document(s)

- D) If you are on benefits and they will cease when you enrol on your course.  Yes  No  
Please ask the benefits agency to complete attached Benefit Cessation Form, We are unable to pay your Bursary until your benefits have ceased.

**Where applicable, the forms on pages 19 to 25 can be used**

- ❖ Returning the completed form with all the relevant information enclosed and in good time before your course starts, makes your new start at college much easier!

**PLEASE ENSURE YOU HAVE ENOUGH FUNDS TO COVER ESSENTIAL EXPENDITURE, EG TRAVEL, FOR THE FIRST FEW WEEKS OF TERM**

The College is registered under the Data Protection Act.

Under the Act the information on this form will be stored on a computer system by the College.

All information supplied will be treated confidentially and in accordance with the College's Data Protection Policy.

The collection of this information is essential for the accurate processing of a Funding Application.

Data will be handled by Finance Staff to make a decision on your Bursary/EMA award.







# THE NORTH HIGHLAND COLLEGE -CERTIFICATION OF SELF EMPLOYMENT INCOME

This form may be used to confirm Self-Employment income of the student or the student's family if not submitting an SA302, and must be completed by their Accountant

Name of Student  Date of Birth (DD/MM/YY)

Name of person who is self-employed (if not the Student)

National Insurance Number (if not the Student)

Address   
  
  
Postcode

Relationship to Student (if not the Student)

Total taxable income submitted to HMRC on the annual tax return, derived from Trade, Business or Profession for the most recent tax year  £

Which financial year's income is this (ending 5th April)

I certify that the figures given above have been submitted to Her Majesty's Revenue and Customs as accurately reflecting the financial position for the year stated.

I undertake to inform The North Highland College of any changes made to this assessment

I understand that The North Highland College may ask for further information.

Name of Accountant

Signature of Accountant  Date

Contact Telephone Number

Official Stamp

If you do not have an accountant,  
please obtain SA302 confirmation from your HMRC Office.

*This page may be detached for completion and copied if more than one is required.  
(Copies are also available from The North Highland College - Student Awards Officer)*



# THE NORTH HIGHLAND COLLEGE - BENEFITS CERTIFICATE

This form may be used to confirm ALL Benefit entitlement of the student or the student's family, from the start of last tax year to present day, and must be completed by Benefits Staff. Where the claimant is the student, please give details of ALL benefits for the past three tax years.

Name of Student

Student's Date of Birth (DD/MM/YY)

Name of Claimant  
(if not the Student, PLEASE STATE IF JOINT CLAIM)

National Insurance Number  
(if not the Student)

Address   
  
  
 Postcode

Relationship to Student  
(if not the Student)

Benefit type	Paid From	Paid To	Amount per Week	Taxable/ Non-taxable	Will the Benefit continue if in full-time education?

Name of Benefits Staff

Signature of Benefits Staff  Date

Benefits Staff Contact Telephone Number

Benefits Agency/DWP Office Stamp

*This page may be detached for completion and copied if more than one is required.  
(Copies are also available from The North Highland College - Student Awards Officer)*



  
THE NORTH  
**HIGHLAND**  
COLLEGE

**CEASE BENEFIT DECLARATION**

Dear Student

BURSARY MAINTENANCE AWARD 2010/2011

No payment can be made by the College until the form below is completed and stamped by the Department for Work & Pensions in the Section (at 1) below or if you have already approached the Department for Work & Pensions and have been advised that they cannot provide a cease date in writing please complete the undernoted declaration (at 2) and forward to me.

Thank you for your assistance

Yours faithfully

Avril McKay  
Student Awards Officer

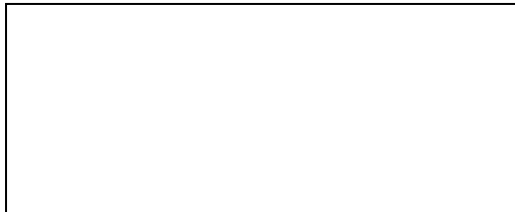
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1 **Benefit paid to**

\_\_\_\_\_

**Will cease  
from** \_\_\_\_\_

**Department for Work & Pensions Stamp**



2. **Declaration**

I, ----- confirm that I will not receive any benefits from Department for Work & Pensions during my period of attendance at college.

My benefit will cease from ----- (Date)

Signed -----(Applicant)

*This page may be detached for completion and copied if more than one is required.*

