



# FURTHER EDUCATION FUNDING APPLICATION 2011 - 2012

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 2011 - 2012 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 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 2011-2012 is:

**21<sup>st</sup> October 2011**  
(for courses starting in September 2011)

**17<sup>th</sup> February 2012**  
(for courses starting in January 2012)

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

Applications received with all supporting documents by 31<sup>st</sup> July 2011 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

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 1st Sept 2011

Please enclose Birth Certificate

National Insurance Number

Current Home Address

  
  

Postcode

Telephone (inc. STD code)  
or Mobile No.

E-mail address

Please state where you intend to stay during term time:

Home

Lodgings/Other

Homeless / Supported Accommodation

Enter 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

Divorced

Separated

Living with Partner

Widowed

Civil Partnership

Are you currently under the care of Social Work Department /  
Support Worker

Yes

No

**SECTION I (continued) - All applicants must complete**

Do you live in Scotland? Yes  No

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 lived in the UK for less than 3 years please supply further details in the box below:

Have you lived at your present address for more than 3 years ? Yes  No

If No, please supply details of your previous address(es). Continue on Section 12 if necessary.

Address 1

From \_\_\_\_\_ To \_\_\_\_\_

Address 2

From \_\_\_\_\_ To \_\_\_\_\_

**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 transport? (please tick) Yes  No
- Are you receiving assistance with travel costs from any other source? (please tick) Yes  No
- Do you at present have access to a car under the Motability Scheme? (please tick) Yes  No

**If you answered YES to any 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 - All applicants must complete

### Family Circumstances

Who do you live with at your current home address? Please complete all boxes that apply by stating name and occupation for each.

	Name	Occupation
<b>Mother</b> Martial Status, please circle: Married/ Single/ Divorced/Widowed/Separated/Living with Partner		
<b>Father</b> Martial Status, please circle: Married/ Single/ Divorced/Widowed/Separated/Living with Partner		
Mother's Partner/Stepfather		
Father's Partner/Stepmother		
Grandparents		
Spouse/Partner		
In Care / Foster Parents		
On my own		
Your children		
Other (Please state who that is e.g Aunt, Sister, Brother etc)		
Brother(s)/Sister(s) in the household still in full-time education		

Are either parents deceased?

Yes

No

**SECTION 5 - All applicants must complete**

**Secondary Education**

What school did you attend?


What date did you leave school?

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 (dd/mm/yy)

## SECTION 6 - All applicants must complete

### 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. 2009/10, 2010/11)

- 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 - All applicants must complete**

**Employment/Unemployment Details (past three 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 - All applicants must complete**

**Income While on the Course**

If you, the student, will have any income other than that of Student Funding, whilst you are attending College, give full details, e.g. Social Security benefits (including Employment Support Allowance, Inland Revenue Tax Credits, DLA, Incapacity Benefit) maintenance payments, trust income, gross income from pensions, etc.

**You do not need to disclose any earnings from part-time work.**

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 (the student) are the only child in full time education and your total household income is more **than £20,351** gross for tax year 2010/11

or

If 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 2010/11

**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.

**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 next question in this section.**

For Students under 18, do you need to live away from Home to attend College?

Yes

No

- If you answered **Yes**, you may be entitled to EMA Living Away from Home Allowance. Please complete sections 10, 11, 12, 13, 14, 15 & 16. EMA Living Away from Home Allowance is means tested and we therefore require parental income details to assess your eligibility for this award.
- If you answered **No**, and are **Not** eligible for an EMA, we do not require any evidence of household income. Please go to the declarations in Sections 13, 14, 15 & 16, which must be signed by you and a parent to complete the application.
  - Remember to enclose your birth certificate.
- If you answered **No**, and **May** be eligible for an EMA, please complete sections 10, 11, 12, 13, 14, 15 & 16 to enable us to assess your eligibility for an EMA.

## 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 – Parentally Supported Student

If you are aged over 18 but under 25 and have not been self supporting for three years you will be assessed on your parents'/guardians income. Please tick the box which applies to you.

Over 18 but under 25 and living in the parental home.

Over 18 but under 25 and living outwith the parental home due to parental home not being within reasonable travelling distance of the college or have an established permanent home of your own.

## SECTION 9.4 – 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 9.5-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 2011/12 (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 11 - All applicants must complete

### 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 2011. 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 2011 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 2010/11 &amp; 2011/12</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, employment or retirement pensions. <i>State source and enclose 2011 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 understand that if I give false information my application will be cancelled and further action may be taken by the College.
- I certify that I am not in receipt of any awards other than those declared in this application.
- I understand that my application **may** be withdrawn if I do not respond within two weeks of the date of any letter from the College requesting further information/documents.
- 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, behaviour 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.
- I understand that if I am not awarded any assistance, I may be invoiced for essential study aids purchased on my behalf by the College.
- I understand that the College's Bursary monies are fixed and there may be insufficient funds to award every eligible applicant. North Highland College operates within the constraints of its allocated budget as set by the Scottish Funding Council, which may be subject to in-year adjustments. I, therefore, acknowledge that in such circumstances, the college reserves the right to make in-year adjustments to my award.
- I declare also that, if a Bursary or EMA is awarded to me I will only continue to be paid if I 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. This includes any change to my family income as detailed in this application.
- I will inform The North Highland College immediately if, through any circumstances, I withdraw from my course. I will also return any books, kit or Personal Protective Equipment issued to me to assist me on the course if I leave before the completion date. I acknowledge that failure to do this will result in me being invoiced for the cost of these items.
- I understand that by signing this declaration I accept the award made to me as per my Bursary Award Letter which will be sent to me. (Bursary Students only)

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

- 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

Relationship To Student

## 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. Originals must be submitted. The College cannot be held responsible for any documents misplaced in the post.

A) Your full birth certificate.

If full Birth Certificate not available Passport  
or Abbreviated Birth Certificate should be submitted.

Yes  No

Please list which document(s)

B) Your/ your parent(s) or spouse/partner's proof of income for year to **5 April 2011**, as declared in Sections 8 & 11, i.e., Tax Credit Award Notice (all pages) for **2010/11 & 2011/12** 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.

For example, Tax Credit Award Notice (all pages) for **2010/11 & 2011/11**, Council Tax Notification of single person discount, Housing Benefit letter, or Divorce/Separation papers.

Yes  No

Please list which document(s)

D) If you are on benefits and they will cease when you enrol on your course. Please ask the benefits agency to complete attached Benefit Cessation Form, We are unable to pay your Bursary until your benefits have ceased.

Yes  No

**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 College 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

**CEASE BENEFIT DECLARATION**

Dear Student

BURSARY MAINTENANCE AWARD 2011/2012

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**  
Name \_\_\_\_\_

National Insurance Number \_\_\_\_\_

**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.*

