

19+ Discretionary Support Fund, 16-18 Bursary & Travel Bursary Notes for Guidance 2011/2012

Please use these notes for guidance when completing an application form for financial assistance from for the Discretionary Support Fund (DSF) and Travel Bursary for the 2011/2012 academic year.

The budget for these funds is cash limited and therefore every application is judged on relative financial need, targeting students who are on a low-income or from a low income family. Where necessary, priority may be given to specific social groups. Applications are assessed on a first come first served basis, so you should apply as soon as possible.

You will **not** receive funding if:

- You are on a waged Apprenticeship
- You are on a course of Higher Education
- You are in prison or a young offender institution
- You are in receipt of an Education Maintenance Allowance (EMA)
- You are in receipt of an Adult Learning Grant (ALG)
- You are aged under 19 years old at 31 August 2011 and your parent(s) / Carers gross household income is above £15,860, unless applying for the £200 Travel Bursary for which the gross household income is less than £25,000
- You are aged 19 years and older at 31 August 2011 and your gross household income is above £19,513 if you are single or above £30,810 if you are co-habiting.

Please note the following very important information:

Even if your application is successful, you will not receive any payments prior to the start of your course. If you need to purchase items before your start date you will need to pay for these yourself. Please consider this when budgeting for coming to College.

Submitting an application for the College Discretionary Support Fund does not guarantee a place on your chosen course/s. Please contact the Admissions Office on 01458 844400 to complete your enrolment.

Application for a Travel Bursary is not an application for a County Ticket Bus Pass. If you wish to apply for a County Ticket Bus Pass, please contact our Admissions Office on 01458 844400 for an application form.

If you enrol and your application to the Discretionary Support Fund is unsuccessful, you will have to pay your course costs in full.

If you withdraw from your course, you may have to pay for the course in full. If you have received financial assistance towards the cost of your course, you may have to repay these funds in full.

If you receive an award that will pay only part of your course costs, you will be responsible for paying the balance of any remaining costs.

The awards are conditional on you attending 90% of your classes and meeting standards of behaviour and progress. If you do not meet the conditions then you may have to pay in full the relevant costs of your course.

You must supply all necessary evidence with your application. Your application will not be assessed without it.

Funding is only available for one course per academic year. If you are on a two year course, you will need to make a new application for help each year.

How to complete the application form

Please complete the form honestly and accurately, by **printing clearly in ink**. The notes below are designed to help you complete the form. You will also need a College prospectus which details expected course costs. These are available from the Admissions Office. Please contact Amanda Greville in the Student Support Centre on 01458 844546 if further help is needed.

Your application will be held by the Financial Advisor and accessed only by other relevant staff on a need to know basis.

Questions 1 to 10 – Personal details - Complete all sections

Question 11 - Residential status – Please tick the box that represents your residential status. All non-UK citizens need to inform us of their country of origin and date of entry into the UK as this can affect the funds you are eligible for. If you are not a British Citizen or an EU/EEA Citizen, please provide a copy of your passport or home office/ Immigration and Nationality Directorate (IND) card/papers

Question 12 - Personal circumstances – Please tick any box that is applicable to you. This section gives us additional information that can help us support you throughout your studies.

Question 13 – Previous level of study – Please detail all previous qualifications, no matter how long ago you studied. For those students aged over 19 years, priority is given to students who have not yet attained a level 2 qualification and those students aged between 19 and 25 who have not yet achieved a level 3 qualification. This section allows us to take into consideration your prior learning.

Question 14 to 20 – Course details – Complete all sections. Details of the title and code of your course can be found in the College Prospectus.

Questions 21 to 33 – Requirements - Please enter the amounts you will need for the full 2011/2012 academic year. **DO NOT LEAVE THIS SECTION BLANK. IF YOU DO NOT ENTER YOUR REQUIREMENTS, WE WILL NOT KNOW WHAT FINANCIAL ASSISTANCE YOU NEED.** Course Cost details can be obtained from your tutor or College prospectus, available from the Admissions Office.

Question 22 to 23 - You will be charged exam fees or registration fees if you are 19 years or older on 31st August 2011. You will be asked to pay this fee when you enrol or register for your exam.

Question 25 to 26 - Students on high cost courses can apply for assistance towards essential materials, books, equipment and kit.

Question 28 - Students who have to travel from outside of Street Parish boundary can apply for financial assistance towards their travel expenses. Priority will be given to students who travel by public transport and those who have children.

Question 34 – All full time students who purchase a Somerset County Ticket Bus Pass will receive £100 from Strode College towards the cost of the ticket. There is no need to apply for this, however, bank details must be supplied before reimbursement can be made. Reimbursement will be made at the end of October 2011 upon confirmation of enrolment and attendance on course. If you do not enrol, do not attend or your attendance is below an acceptable level, or you withdraw from your course prior to this date, you will not receive any financial assistance towards your County Ticket bus pass and you will be liable for the full amount.

Students under 19 years of age as at 31 August 2011 who are **not** eligible for, or are **not** in receipt of an Education Maintenance allowance (EMA) in the 2011/2012 academic year **and** who have a gross household income of less than £25,000 can apply for an additional £200 towards the cost of the County Ticket Bus Pass. If you would like to apply for this, please complete this section. If your application for an additional travel bursary of £200 is successful, it will be reimbursed in two equal instalments of £100 in January 2012 and April 2012 upon confirmation of attendance on course and adherence to the College student code of conduct. If you withdraw from your course prior to the above dates, you will not be entitled to any further funding towards your County Ticket Bus Pass and therefore will be liable for the remaining cost.

Question 35 – If you are aged less than 20 years old at the start of the academic year and require financial assistance towards the cost of childcare, please complete a Care to Learn application form. These are available from the Student Support Centre or contact Care to Learn on 0800 121 8989.

For students aged 20 years and older, financial assistance towards the cost of childcare is only available for the time you spend in timetabled classes in College. The maximum award given will not exceed 90% of the total childcare cost unless considered to be exceptional circumstances. Students using a childcare provider whose fees are greater than the Care to Learn (C2L) rate (currently £160 per week) will receive a maximum award that equals 90% of the C2L rate. If assistance with Nursery / Childcare costs is required, please ensure that your full requirement is entered. Please supply copies of your child(ren)'s birth certificate. If your childcare provider is not Strode College Day Nursery, a copy of your childcare providers OFSTED registration certificate and pricelist / terms and conditions or contract is required.

If your child is 3 years or older then you may be eligible for Nursery Education Funding. If you claim childcare for a child aged 3 or older then we will assess your application, deducting your Nursery Education Funding.

Questions 36 to 37 - Income details and financial statement – Please tick the box that describes your current circumstances and provide the relevant supporting evidence, completing the financial statement if directed to do so.

All students **must** provide details of their own income. All students who live with their spouse or partner should provide income details of that person.

Occasionally it may be necessary for us to request additional evidence and we will contact you should this be required.

Question 38 – Bank details - Discretionary Support Fund awards are normally paid by internal transfers within the College or directly to the service supplier. Where students are to be reimbursed, payment will usually be made by Bankers Automated Clearing Service (BACS). Please complete the BACS payment details so that payment can be made directly into your bank account. If you require your payment to be made to a third party e.g. childcare, please indicate this on your form.

Question 39 – Students and parents / partners declaration - Please complete this section. Unsigned applications cannot be considered.

Please note that any incomplete forms, illegible forms or forms without the necessary information will be returned – this will delay the processing of your application and any subsequent award.

Completed application forms, together with supporting evidence should be returned to:-

Amanda Greville
Financial Advisor
Strode College
Church Road
Street
Somerset
BA16 0AB

HOW YOUR APPLICATION WILL BE ASSESSED

It is our aim to target our funding to learners who are in most need of financial assistance; however, we must allocate our funds on a first come first served basis.

It is our aim within 15 working days of receiving your completed application with all supporting evidence to write to you to inform you of the outcome of your application. However, during the summer break this may take longer due to staff annual leave.

If your application is successful we will provide you with written confirmation of the amount you have been awarded. Please note: no money will be paid until you have completed the enrolment process and started your course. If you have not enrolled on your course by the end of the first week of the autumn term your funding will be withdrawn and reallocated to another applicant.

There is no guarantee that your application will be successful. If your application is unsuccessful we will aim to notify you in writing within 15 working days of your completed application and supporting evidence being received. During the summer break this may take longer due to staff annual leave. An unsuccessful application means that you will be responsible for all costs associated with your chosen course. You will then have to decide whether or not you are able to enrol on your course without financial assistance from the College.

If your application is unsuccessful or you wish to apply for extra finance beyond the limits of the scheme, you have the right of appeal. Appeals should be made in writing to Lynda Rose, Deputy Principal, giving details of any special circumstances that apply.