

GUIDANCE NOTES FOR STUDENT FUNDING 2018/19

These notes have been designed to help you to complete a Student Funding application form. We can only accept forms which have been completed in full. If you do not understand any of these notes, please ask for support from our Student Services team. You can call in to any campus and speak to a member of the team, or call us on 0115 9 100 100.

Am I eligible?

- You must be:
- Enrolled on a current course that qualifies for Student Funding.
 - Settled in the UK or an EU National.
 - Claiming a means tested benefit or on a low income.

This table shows who is eligible:

Age 16-18	Household income below £30,000 NET.
Age 16-18 (in care/leaving care/ in receipt of Income Support/ Universal Credit/ESA and DLA/PIP)	Written evidence will be required.
19+ living with parents/guardian	Your own income of more than £5000 NET (£96 per week) or evidence of household income below £30,000 NET.
19+	Household income below £30,000 NET.

Who is not eligible?

- Students studying a Higher Education course (ie HND, Foundation Degree).
- Apprentices.
- Students studying a full-cost course (contact us if you're unsure whether or not your course is 'full-cost').

What can Student Funding help with?

- A contribution towards your travel if you live more than 1.5 miles away from your place of study.
- Essential equipment – this will be confirmed by your tutor at the start of the academic year.
- A contribution towards childcare costs for students aged 20+ (if you are 16–18 you will need to apply to Care to Learn. Visit the website at: www.gov.uk/care-to-learn or call on: 0800 121 8989).
- 16–18 Free School Meal vouchers – your household income needs to be less than £16,190 and not on Working Tax Credits or in receipt of Universal Credit with an annual income of less than £7400.

16–18 Bursary

If you are aged 16–18 you could be awarded a bursary worth up to £1,200 if you fall into one of the categories below:

- In care/leaving care.
- In receipt of Income Support or Universal Credit.
- In receipt of Employment Support Allowance and either Disability Living Allowance (DLA) or Personal Independence Payment (PIP).

What evidence do I need to supply?

- If you are in receipt of Working Tax or Child Tax Credit please provide all pages of your award notice for 2018/19.
- If you are not in receipt of Working Tax or Child Tax Credit but you or your parents/guardians/partner are employed, please provide your last two months or eight weeks payslips, P60 or Self Employed Accounts for each working adult (you will need to include your parents'/guardians' partner's income), plus a Council Tax bill for 2018/19.
- If you or your parents/guardians/partner are unemployed and do not receive Child Tax Credit, please provide proof of ESA, Income Support, JSA, Universal Credit or Pension Credit Guarantee dated within the last 3 months and a Council Tax bill for 2018/19.
- If you are aged 19 and over and living with your parents, in order for you to be classed as independent you must be earning more than £5,000 (£96 per week) per year.
- If you are 16–18 and in care or leaving care, please provide a letter from your Social Worker confirming your 'in care' status.
- If you are 16–18 and in receipt of Employment Support Allowance and either Disability Living allowance (DLA) or Personal Independence Payment (PIP), please provide a letter dated within the last 3 months confirming receipts of these payments.
- If you are 16–18 and in receipt of Income Support or Universal Credit please provide a letter dated within the last 3 months confirming receipt of these payments.
- If you are attending an external placement as part of your course, please provide a placement confirmation letter confirming dates, times and address of the placement.
- If you are an asylum seeker please provide your Azure/Aspen Card, G4S letter/Home Office documents and ARC Identity card.

What if my application is unsuccessful?

You can appeal the decision by completing an appeals form. You will need to include applicable evidence to support your appeal.